**Title:** Department Chair to Request External Reviews

**Objective:** The Department Chair will add and request external reviewers, compiling the review letters and submit the Promotion and Tenure application to the APT committees.

#### Prepared by: Bonnie Adams

- As the Department Chair you will receive a notification from Faculty Success when the Candidate has submitted the application for review.
- Faculty Success uses the Howard Single Sign On (SSO) process, so please sign on with your howard.edu account before proceeding. The easiest way to do this is:

Open your browser (Chrome is suggested)

- Go to the <u>Howard University</u> <u>Provost's website</u> and select Faculty Select from the Helpful Links section (clicking the link in this step will take you there automatically).
- Scroll down the Faculty Success page to the Faculty Success Login icon
- This will walk you through the Howard Single Sign On (SSO) process.
- Once you have authenticated your Howard ID, you will automatically be logged into Faculty Success.
- 3. Once logged in, documents can be accessed from the Workflow Inbox.







FACULTY SUCCESS: Tell your Story Once



**Faculty Success Login** 



#### **Faculty Affairs**

- 4. Once you have opened the Faculty application for Promotion and Tenure, you may choose to collapse the Faculty External Reviewer recommendation step and the Chair to Acknowledge Recommended Reviewer step by closing the caret so that all that is visible is the Faculty to Submit Application Step.
- 5. This will show:
  - Application Type
  - Position Information
  - If there is a Tenure Clock Extension with the Tenure Clock Extension attached

6.	The ePortfolio of supporting
	documentation, including the CV
	and Faculty Activity report, are also
	available.

Please make sure to open these. If they are incomplete, please use the **Action** button and Send Back to Previous to have the faculty member update the documentation

- Clinical Instruction and Professional Practice CET Faculty only should have a file upload in the next section
- 8. Under Additional Supporting Documentation are any documentation that the faculty members have uploaded as support. Please open and view the documentation.

## Tipsheet: Promotion and Tenure- Department Chair to Request External Reviews

✓ Department Chair to Request External Reviews Step - Due August 7, 2023 @ 11:59 PM	A CANCEL	Actions ~
> Faculty External Reviewer Recommendations Step - Bonnie Adams		Submitted June 27, 2023 by Bennie Adams
> Chair to Acknowledge Recommended Reviewers Step - Bonnie Adams		Submitted June 27, 2023 by Bonnie Adams
✓ Faculty to Submit Application Step - Bonnie Adams		Submitted June 27, 2023 by Bonnie Adams
Faculty Application for Promotion and/or Tenure		
Application Type		
Promotion & Tenure Application		
Faculty to Submit Application Step - Bonnie Adams		
Faculty Application for Promotion		
and/or tenure		
Application Type		
Promotion & Tenure Application		
Position Information		
School/College		
Arts and Sciences		
Department		
African Studies		
Current Appointment Type		
Probationary Tenure Track		
Current Dapl/Title		
Probationary Tenure Track Associate Professor		
Tenured Associate Professor		
Have you received a tenure clock extension?		
199		
If yes, please attached the Tenure Clock Extension below.		
Tenure Clock Extension.pdf (14.67 KB)		
e-Portfolio of Supporting		
Documentation		
Curriculum Vitae		
Report - Label		
Last Updated June 27, 2023 at 7:50 PM		
Faculty Activity Report		
Report - Label		
Last Updated		
June 27, 2023 at 7:50 PM		

### Clinical Instruction & Professional Practice (CET Faculty Only)

File Upload	
CET Faculty Example.pdf (14.58 KB)	
Additional Supporting Documentation	
Teaching Documentation	
Teaching Documentation.pdf /14.82 KB)	
Scholarship Documentation	
Scholarship Documentation, edf (15,39 KB)	
Service Documentation	
Service Documentation.pdf (14.90 KB)	
Other Supporting Documentation	
000000Test Doc for ePortfolio.pdf / 33.76 KB)	

Updated 06/27/2023

#### **Aggregated External Reviewers:**

8. To approve or skip each external reviewer determines what individuals appear in **the External Reviewer Responses** section.

> Each reviewer must be approved, which will then allow a unique link to be generated that will provide access to the reviewer so they can then evaluate the candidate's ePortfolio materials in Faculty Success. The reviewer will also be able to upload the review letter directly into the ePortfolio.

- **9.** This link should be sent via email. It will not be sent automatically through Faculty Success.
- 10. Listed reviewers are provided by the candidate. The reviewers that the Department Chair has contacted over the summer need to be added.
  Click on ADD Reviewer.
  Add in the Name, University / Institution, Title, Rank, Email, Phone number and any comments (fields marked with a red asterisk \* are required fields). Click Add & Approve.
- Once reviewers are approved, scroll down to the External Reviewer Responses section. Click on Actions and select Open Details.
- 12. Use the information in this window to generate a unique URL for the external reviewer. This URL is what the external reviewer will use to access and review the ePortfolio for the Promotion and Tenure candidate, and then upload the letter within the Faculty Success ePortfolio.

## Tipsheet: Promotion and Tenure- Department Chair to Request External Reviews

Aggregated External Reviewe	rs		
Approve or Skip each external reviewer provide the reviewer with access to the	to determine which individuals appe candidate's materials and a place to	ar in the External Reviewers Responses section below supply their review. This link should be sent via emai	w. Approving a reviewer will also generate a unique link that will it.
From Faculty External Reviewer Recom	mendations > Suggested Reviewe	rs	
✓ External Reviewer1			
University/Institution	Title	Rank	Email
University 1	Title 1	Rank 1	Email1@email.edu
Phone Number	Comments		
202.555.1111	External reviewers must research or creative pro- university offnet than HG (e.g., Roderal agencies, institutes, such as Broo Center, national profess Psychological Association Historical Association and subject to the bytas academic appointments be holders of the acade equivalent, or higher).	(1) be experts in the candidate's area of actively. (2) for all final weak this a research such as NN, MSP, NEA, MESA, matout such as NN, MSP, NEA, MESA, matout long is instruction, Rand Carporation, New Wisen organisation, Rand Carporation, New Wisen and G3 except in exceptional accurations and the accuration accuration of the second second second second second second accurate accurate processing factors are more the candidate in seeking (a, a) should micro and Associate Professor, or its	SKIP APPROVE
	<b>_</b> _		





#### External Reviewer Responses - Bonnie Adams



Email Details to Copy	×
Use the details below when creating an email to this external reviewer. Hovering over the values will provide an easy click-to-copy experience.	
External Deviewer Email	
Email:@email.edu	
External Reviewer Name	
External Reviewer2	
Candidate Name	
Bonnie Adams	
Unique URL	
https://www.digitalmeasures.com/login/howard/externalReviewer/sapp/work/low/landingPage? tokenia % zabimid50TctMzJhM00MmiRnLWE5NzUM/yYyD0nM/jyNzZLDM5YzFjWWyLTUDMWMINDM3Yy050DRLTZINTixY2M zUDAZZA ==	
The above URL is valid until July 12, 2023 at 1152 PM If you have not yet sent this to External Reviewer2, then select this button to generate a new one before sending your message. If you have sent this URL already, then External Reviewer2 in the able to generate an updated URL as needed.	
Generate URL	
OR, use the Create Email button below to create an email using your malito settings. To learn more about configuring malito for your browser, see this art	cle. ail
	_

Created: 06/27/2023

Updated 06/27/2023

#### **Faculty Affairs**

- When a letter of recommendation is received the External Reviewer Responses will show Response Received.
- 14. To view the letter, change the view from By Reviewer to By Response Click to expand the File Upload section.

These letters will be viewable by committees and committee members throughout the process.

- 15. When all letters are present go to the **Confirmation of Position** and affirm that you have reviewed the application, that the faculty rank, title, and appointment type are correct, and that the application is complete.
- 16. Any review letters that were obtained outside of Faculty Success (that the external reviewers sent to you via email instead of uploading to the portfolio), can be dropped in this Review Letters Obtained Outside of Faculty Success file upload section
- 17. Once you affirm that four sufficient external review letters have been received, click the drop down for "Yes." This will allow the application to be submitted to the APT committees and move the application on in the process

### Tipsheet: Promotion and Tenure- Department Chair to Request External Reviews

External Reviewer Responses - Bol Below are your approved external reviewers. Y update to Accepted/Declined once they have a prevent them from submitting a review and wo	nnie Adams fou can send them an invitation to provide a review by copying responded to the invitation. Upon submitting their review, their puid instead prefer a review from a different individual.	the URL shown in their row and pasting it into an status will change to Response Received. Expire
BY REVIEWER BY RESPONS	E	
> Bonnie Adams	Actions 👻	Response Received
External Reviewer2	Actions 👻	
External Reviewer3	Actions 🔻	
External Reviewer Res	sponses - Bonnie Adams	
Below are your approved exte update to Accepted/Declined prevent them from submitting	ernal reviewers. You can send them an invit t once they have responded to the invitation g a review and would instead prefer a review	ation to provide a review by copyi n. Upon submitting their review, th w from a different individual.
BY REVIEWER	BY RESPONSE	

v	File Upload
	Bonnie Adams
	Test External Letter of Recommendation.pdf (47.81 KB)

### **Confirmation of Position Information**

have reviewed the application and I affirm that the faculty rank, title and a ype are correct, and the application is complete.	ppointment
Yes	~

#### **External Reviewer Recommendations**

re or click to upload
1

affirm that four (4) sufficient external review letters have been received. •	
Yes	

# Tipsheet: Promotion and Tenure- Department Chair to Request External Reviews

- 18. Once all documentation has been added please click on the Action button and click Submit to Department APT Committee to Complete Section II. This step will move the application to the Department APT for review.
- 19. The application can then be tracked by monitoring the Workflow History
- 20. Should you have any questions, please contact <u>facultysuccess@howard.edu</u>

	CANCEL Actions ~
8	Save Draft
a	Submit to Department APT Committee to Complete Section II
5	Send Back to Previous Step

#### Workflow Tasks

Name	Step	
Faculty Performance Evaluation System (FPES) 00 TE	ST Faculty	
History Track	your application here	
Name	Current Step	Subjec
Hume		
DEMO Decanal Evaluation (duplicate)	Associate Provost	Me
DEMO Decanal Evaluation (duplicate) 03/29 DEMO (TEMP) Initial Appointments SWOD	Associate Provost Completed	Me