

External Review Request Guide

Requesting an External Review

Login to [Interfolio](#).

STEP 1 Select “Cases” from the left menu.

STEP 2 Select the name of the case you want to review.

UNIVERSITY OF CENTRAL FLORIDA

John Doe

Home

Your Packets

Review, Promotion and Tenure

Cases

University of Central Florida >

Cases

Search cases

3 of 3 cases

Name	Type	Template Name	Status
<input type="checkbox"/> Courtney Nitrous University of Central Florida	Tenure	ADMIN FE: Promo: 2024-25 CTA2P COM Promotion Assoc Professor	TEST CASE

Step 1 of 30: Faculty Excellence Hold/PUSH

© 2024 Interfolio, Inc. Privacy Policy

STEP 3 Scroll to the bottom of the page to “External Evaluations” and select “Request Evaluation.”

Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

> External Evaluations

External Review Request Guide

STEP 4 Enter the four reviewers to request an evaluation of the candidates. Enter the information for first evaluator. If contacting more than one evaluator, select “Add Another Evaluator.”

Note: You can enter one evaluation request a time and bypass the code example below.

Request External Evaluation

External Evaluator Information

First Name * Committed Last Name * Reviewer Email Address * CommittedReviewer@BLU.com

First Name Last Name Email Address

+ Add Another Evaluator

TIP: If sending request to more than one evaluator, you can use the codes below in the salutation:

- For first name enter: %EV_First%
- For first and last name enter: %EV_First% %EV_Last%
- For last name insert: %EV_Last%

See example below for message prepared for more than one evaluator using “Dear Professor [last name].”

Individual messages will generate for each evaluator name listed (e.g., Dear Professor Evaluator).

Subject: UCF External Review Request - [Faculty Name]

Message

University of Central Florida
Department of Faculty Excellence

Dear Professor %EV_Last%

I am contacting you to request your service as an external reviewer to provide an evaluation of Faculty Applicant, who is a tenure-earning, candidate for promotion to associate professor.

External reviewers must not be related; have an outside financial interest in or with the candidate; have a substantial publication record with the candidate such that the unique contributions of the candidate cannot be determined; have supervised the candidate's dissertation; basic, except doctoral, assistant. If you feel your relationship with the candidate precludes your ability to provide an...

body p

Help with Messaging

If you are requesting evaluations from more than one person, use the variables below to automatically fill in the first and last name of each evaluator receiving the message. (e.g. Dear Professor %EV_Last%,)

Evaluator First Name = %EV_First%

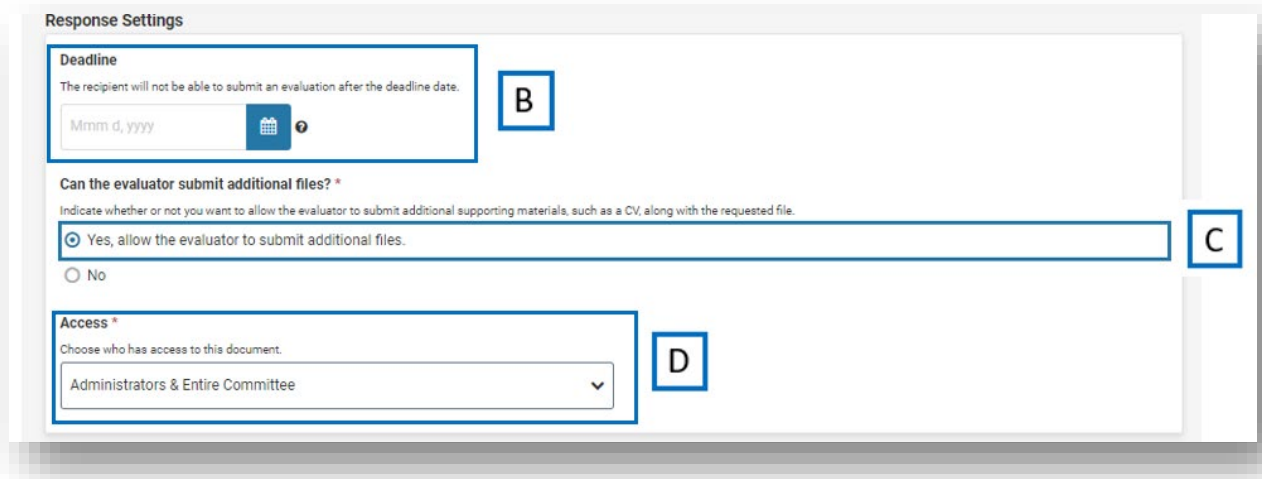
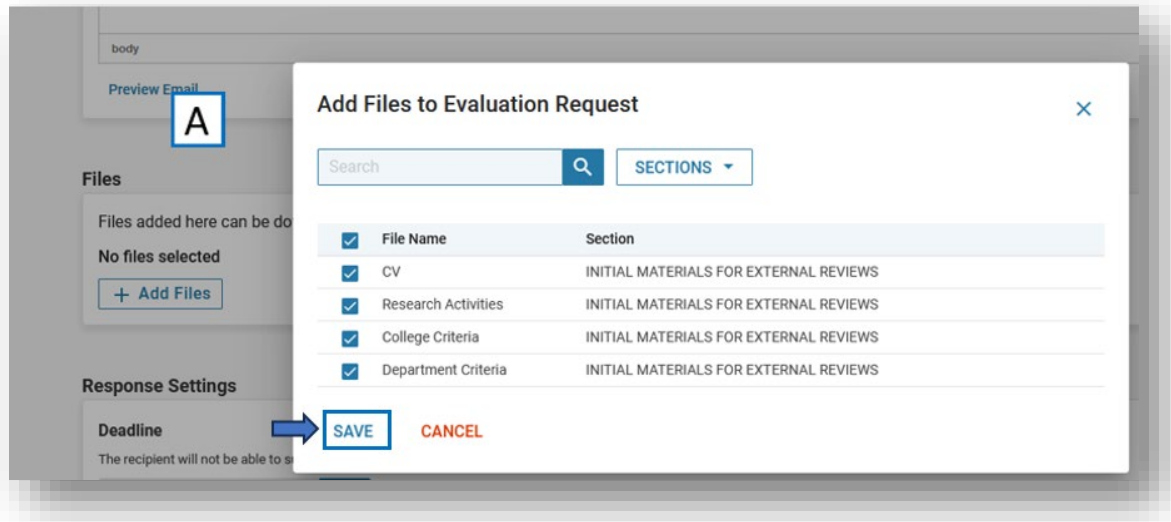
Evaluator Last Name = %EV_Last%

Preview Email

External Review Request Guide

STEP 5 Please apply the following to each request (see corresponding picture below):

- A** All external review materials provided by the faculty member will need to be made available and downloadable for evaluators. Therefore, files **NEED TO BE SELECTED AND ADDED** and provided to the evaluator. Once files are selected, click on “Save.”
- B** Recommend no deadlines entered. If deadlines are entered and the date passes, the chair/director will need to go back into the case and provide a new deadline, if the date passes and the review is not received.
- C** Select “Yes,” to enable the ability for evaluators to upload additional files, such as a CV, along with the requested file.
- D** **DO NOT ADJUST ACCESS.** Retain default “Administrators & Entire Committee.”



STEP 6 Select “Send Request” after all fields are entered/answered.



Managing External Review Requests

Login to [Interfolio](#).

STEP 1 Follow [STEPS 1-3](#) above.

STEP 2 Expand the External Review section by selecting the carrot and the requests for reviews will display.



A Evaluation submitted by reviewer Feb 20, 2024. To view the letter, select the blue link. In this example, "Evaluation from Victoria Hopkins" is displayed.

B Evaluation submitted by reviewer Feb 20, 2024. To view the letter, select the blue link. In this example, "Evaluation from Julie Nguyen" is displayed, along with "1 attachment." The attachment was uploaded by the external reviewer and will likely be a copy of their CV.

C Evaluation was requested from Lucretia Cooney on Feb 20, 2024. This reviewer has not submitted a response yet. The request can be resent to each reviewer by selecting "Edit and Send." When you select this option, a new screen will appear to "Re-Send External Evaluation." See Step 4 above for more information.

