

Dear Candidate

Your (tenure and/or promotion) case has been created in Interfolio. When you sign in, you will be able to upload required documents, view attachments and related instructions, as well as any deadlines (if applicable), in the Review, Promotion & Tenure module. Please remember to sign the Candidate Signature Statement **only** when all information pertaining to your case has been completed in the Candidate Requirements Section.

Additionally, to assist us with requesting your External Evaluations in a timely manner, please email me at (your email) with the following required documents by (due date).

External Evaluation Request Documents:

- *Curriculum vitae*
- A sample of pertinent publications
- (Include any additional items prepared by the candidate which your unit sends to external evaluators for review – such as the candidate's research statement.)

Best,

(Your Name)