

## Step-by-Step Guide for Administrators Requesting an External Evaluation Letter in Interfolio

All information regarding the policies and procedures of the External Evaluation process can be found in the “Internal Sections” area in each Interfolio case by scrolling past all of the Candidate Packet sections:

**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: General Instructions	Edit	Add File
> External Evaluations: Materials Provided to External Reviewers	Edit	Add File
> External Evaluations: Template Letter	Edit	Add File
> External Evaluations: Log of Communications	Edit	Add File
> External Evaluations: Method of Selection and Qualifications	Edit	Add File
> External Evaluations	Request Evaluation	Add File

Please review these instructions before requesting evaluations.

These instructions can be accessed on the [resources page](#) if you want to review them before logging into Interfolio (<https://tiny.utk.edu/interfolio>).

Note that you can solicit external evaluation letters outside of Interfolio. Just be sure to provide all the additional required documentation about these transactions.

Instructions about soliciting letters outside of Interfolio are included in the resource document referenced above.

**In this guide, you will find information about:**

- Requesting External Evaluations
- What the Evaluator will See
- What you will See as Evaluations are submitted

## Requesting External Evaluations

Click on the “Request Evaluation” button located on the right of the “External Evaluations” tab:

### 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: General Instructions

EditAdd File

> External Evaluations: Materials Provided to External Reviewers

EditAdd File

> External Evaluations: Template Letter

EditAdd File

> External Evaluations: Log of Communications

EditAdd File

> External Evaluations: Method of Selection and Qualifications

EditAdd File

> External Evaluations

Request EvaluationAdd File

You will be asked to provide information in all fields pictured below. Each field is explained in more detail on subsequent pages of this guide.

## Request External Evaluation

### External Evaluator Information

First Name \*

First Name

Last Name \*

Last Name

Email Address \*

Email Address

Add Another Evaluator

### Message to Evaluator

Use this message to request an evaluation of the candidate. Your request can include a personal message to the evaluator and documents to aid the evaluator in their review. Once completed, evaluators submit their reviews through Interfolio's secure delivery system.

#### From Name

The University of Tennessee - Knoxville

#### Reply-to

mgast3@tennessee.edu

#### Subject

Message Subject

#### Message

[Preview Email](#)

### Files

Files added here can be downloaded by the recipient when they accept the invitation to provide an evaluation.

No files selected

[+ Add Files](#)

### Response Settings

#### Deadline

The recipient will not be able to submit an evaluation after the deadline date.



#### Can the evaluator submit additional files? \*

Indicate whether or not you want to allow the evaluator to submit additional supporting materials, such as a CV, along with the requested file.

☐ Yes, allow the evaluator to submit additional files.

☒ No

#### Access \*

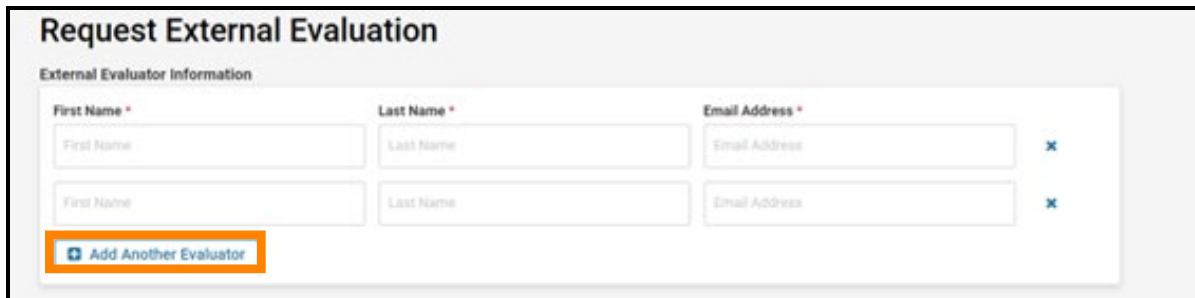
Choose who has access to this document.

Administrators &amp; Entire Committee


[Send Request](#)
[Cancel](#)

## Inviting Evaluators

You can invite evaluators one-by-one by adding their First Name, Last, and Email Address, or you can invite them all at once by clicking “Add Evaluator:”



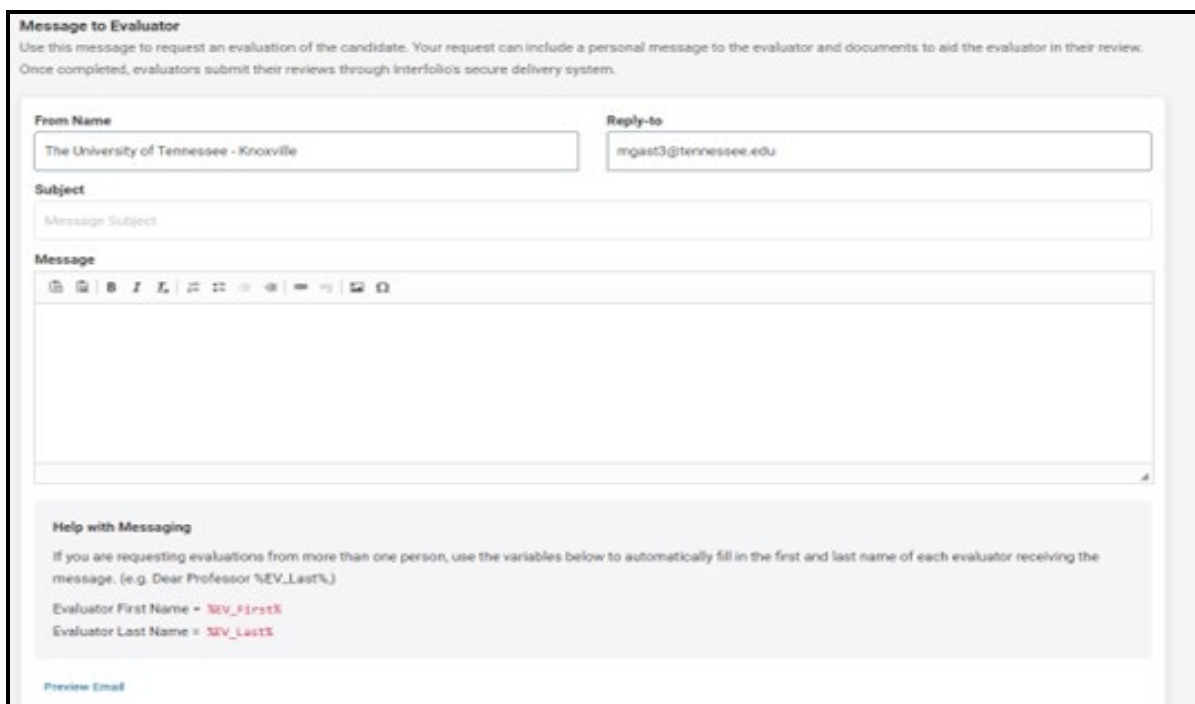
**Request External Evaluation**

External Evaluator Information

First Name *	Last Name *	Email Address *
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Another Evaluator](#)

If you send the invitation to multiple evaluators at once, Interfolio provides an option for personalizing emails sent to each evaluator as shown in the “Help with Messaging” text box below.



**Message to Evaluator**

Use this message to request an evaluation of the candidate. Your request can include a personal message to the evaluator and documents to aid the evaluator in their review. Once completed, evaluators submit their reviews through Interfolio's secure delivery system.

**From Name**

**Reply-to**

**Subject**

**Message**

**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%.)

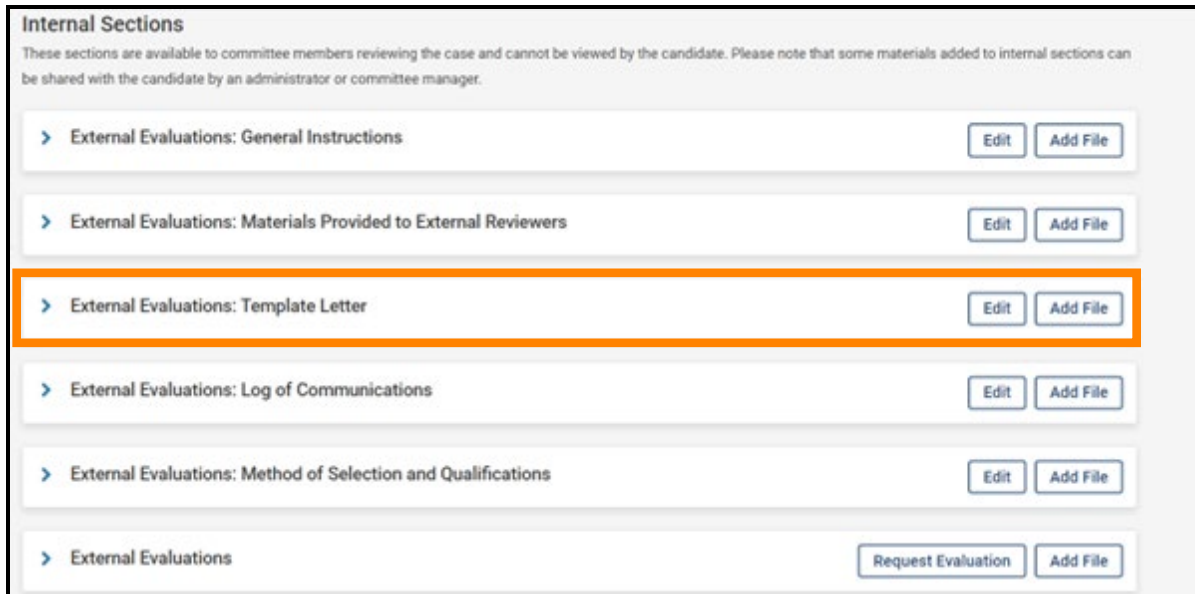
Evaluator First Name = %EV\_First%

Evaluator Last Name = %EV\_Last%

[Preview Email](#)

## Message Body

The University template message to evaluators can be found [at this link](#). You will need to customize the highlighted parts. Once you do this, you can copy and paste the letter into the “Message” box. You can also use your own letter, but if you do, you will need to upload a copy of it to the “External Evaluators: Template Letter” section in Interfolio, shown below.



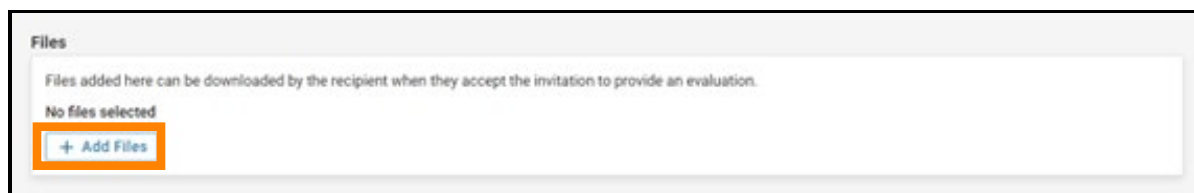
**Internal Sections**

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: General Instructions Edit Add File
- > External Evaluations: Materials Provided to External Reviewers Edit Add File
- > External Evaluations: Template Letter Edit Add File
- > External Evaluations: Log of Communications Edit Add File
- > External Evaluations: Method of Selection and Qualifications Edit Add File
- > External Evaluations Request Evaluation Add File

### Sharing Files with Evaluators

To share files that have been added to the candidate's case in Interfolio with External Evaluators, click "Add Files." (Note that if you are not ready to share files at this time, you can always email reviewers at a later date as described below. You can email reviewers as many times as you like through Interfolio.)



**Files**

Files added here can be downloaded by the recipient when they accept the invitation to provide an evaluation.

No files selected

+ Add Files

You will see the following dialog box and can select which documents to attach by selecting the box next to the file name.

### Add Files to Evaluation Request

SECTIONS ▾

<input type="checkbox"/>	File Name	Section
<input type="checkbox"/>	Sample Scholarship	Link to External Repository of Scholarly/Creative Works (Provided by Faculty)
<input type="checkbox"/>	Sample CV	Curriculum Vitae (Provided by Faculty)

You can also share all documents within a specific section by clicking “Sections:”

### Add Files to Evaluation Request

SECTIONS ▾

<input type="checkbox"/>	File Name	Section
<input type="checkbox"/>	Sample Scholarship	Link to External Repository of Scholarly/Creative Works (Provided by Faculty)
<input type="checkbox"/>	Sample CV	Curriculum Vitae (Provided by Faculty)

When the “Sections” box is clicked, a dropdown will appear showing all of the sections to which the candidate has added files:

### Add Files to Evaluation Request

☐ Link to External Repository of Scholarly...
   
☐ Curriculum Vitae (Provided by Faculty)

<input type="checkbox"/>	File Name	Section
<input type="checkbox"/>	Sample Scholarship	Link to External Repository of Scholarly/Creative Works (Provided by Faculty)
<input type="checkbox"/>	Sample CV	Curriculum Vitae (Provided by Faculty)

Selecting a section in this menu will share *ALL* of the materials uploaded to that section with the External Evaluator(s). Once all desired files are selected, click “Save.”

### Add Files to Evaluation Request

<input type="checkbox"/>	File Name	Section
<input checked="" type="checkbox"/>	Sample Scholarship	Link to External Repository of Scholarly/Creative Works (Provided by Faculty)
<input type="checkbox"/>	Sample CV	Curriculum Vitae (Provided by Faculty)

Please be sure to share the following files with the reviewer at some point during the evaluation period as they are required to be shared by the UTK Faculty Handbook:

- The candidate’s curriculum vitae
- Appropriate supporting materials concerning the candidate’s research or creative activity
- The departmental and collegiate statements of criteria for promotion and/or tenure.

You can also make use the "Link to External Repository of Scholarly/Creative Works" section of the dossier, which allows the candidate to upload a file that contains a link to an external repository (i.e., OneDrive, Google drive) that contains scholarly work (e.g., journal articles). You can share this section with external reviewers and also ask the candidate to include other materials in this repository.

**Important!** The candidate must *Submit* items for you to share them (i.e., click on the Submit button associated with the section, boxed in orange below).



Curriculum Vitae (Provided by Faculty)  
Not Yet Submitted [Unlocked](#)

[Preview](#) [Submit](#) 1 of 1 Required Files

Curriculum Vitae: 1 required, 1 Added [Add](#)

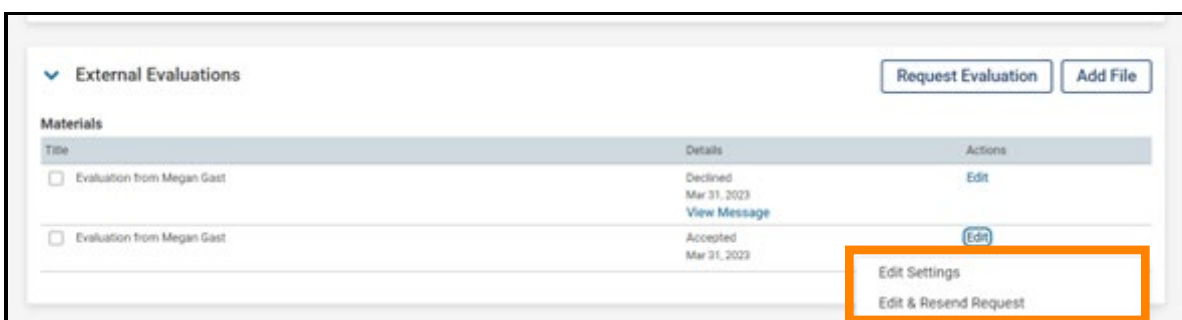
Title	Details	Actions
<a href="#">Sample CV</a>	Suggested by Administrator Mar 31, 2023	<a href="#">Edit</a>   <a href="#">Remove</a>

Once items are submitted only you or your administrative staff can unlock the section for the candidate to edit them.

**If you share something with the reviewer via Interfolio and it is edited after it is shared with them, the reviewer will lose access to the file.**

### Resharing Items with Evaluators or Sending an Updated Email

You can reshare items with reviewers through Interfolio by sending them another email. This is done by selecting “Edit” on the far right, which will result in a dropdown that looks like this:



External Evaluations [Request Evaluation](#) [Add File](#)

Materials

Title	Details	Actions
<input type="checkbox"/> Evaluation from Megan Gast	Declined Mar 31, 2023 <a href="#">View Message</a>	<a href="#">Edit</a>
<input type="checkbox"/> Evaluation from Megan Gast	Accepted Mar 31, 2023	<a href="#">Edit</a>

Edit Settings  
Edit & Resend Request

Select “Edit & Resend Request,” boxed in orange above to bring back up the page used to initially send the evaluation. On this page, you can make any changes and upload or remove documents. When done, you will select “Send” to resend the request. Your evaluator(s) will receive an email that looks identical to the initial email they were sent but it will link to the updated information and materials.

### Setting a Deadline for the Review and Requesting Additional Files

In the “Response Settings” section, you can set a deadline after which date an evaluation CANNOT be submitted. You can always change the submission deadline if someone needs extra

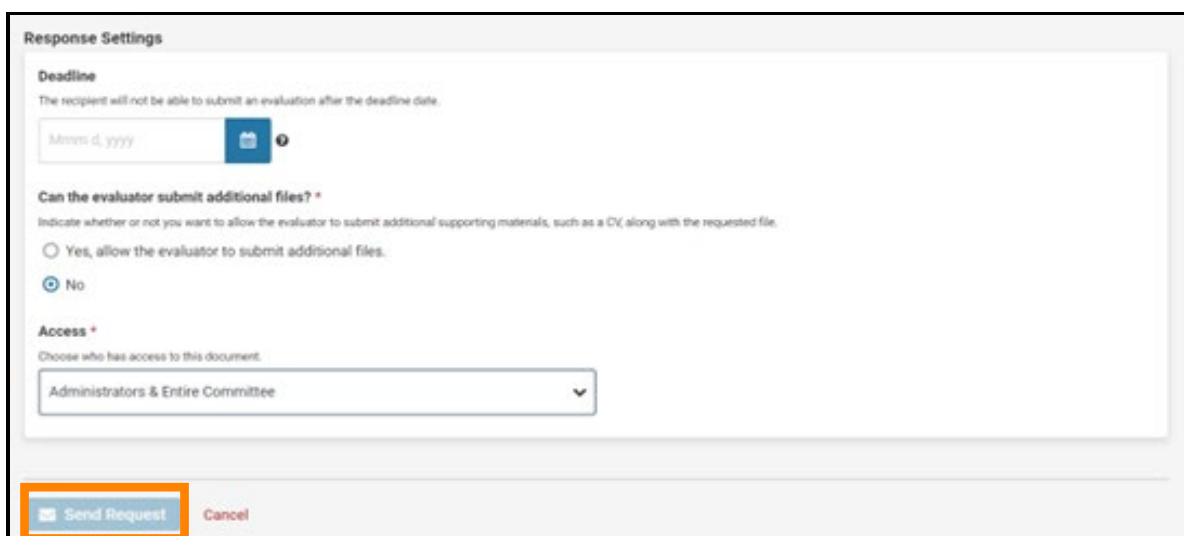


time. Also note that you are not required to set a deadline, but it might be useful to the evaluator.

Additionally, you are asked to select whether the External Evaluator can submit additional files to the evaluation as well as who can have access to the review. You should select “No” in response to whether evaluators can submit additional files. This is done to prevent them from uploading a CV, which will appear in the middle of the candidate’s dossier.

Please select “Administrators & Entire Committee” as the “Access” settings as the entire committee will need access to these materials to fully review the candidate’s case.

Once all fields have been completed, select “Send Request,” boxed in orange below. Note, the box will not turn bright blue or allow you to click on it unless all required items are included. In the example image below, not all required fields have been filled so the request cannot be sent.



### Once the Interfolio Request Has Been Sent

#### Personal Follow-up email after Interfolio Request is Sent

We recommend you follow-up your request by sending a personal email letting the evaluators know to expect an email invitation from UTK/Interfolio (check spam folder!) and to please accept or decline the Interfolio request.

Here are some points that we suggest you address in this personal follow-up:

- To expect the email from UTK/Interfolio
- To check their spam folder if the email doesn’t readily appear in their inbox
- To accept/decline the invitation through the Interfolio email notification, NOT by replying to your personal email

- If they choose to accept the invitation to complete an evaluation, to upload the evaluation directly through the Interfolio system, NOT by sending the completed evaluation to you directly
- If you would like the evaluators to provide a CV, please have them send it DIRECTLY to you. Evaluators should not upload their full CV to Interfolio, as it will be inserted in the middle of the candidate's dossier.

If the evaluator happens to email you the letter and you are not able to direct them to upload it themselves, please upload it to the Interfolio case immediately so that the time stamp in Interfolio matches the date the letter was received.

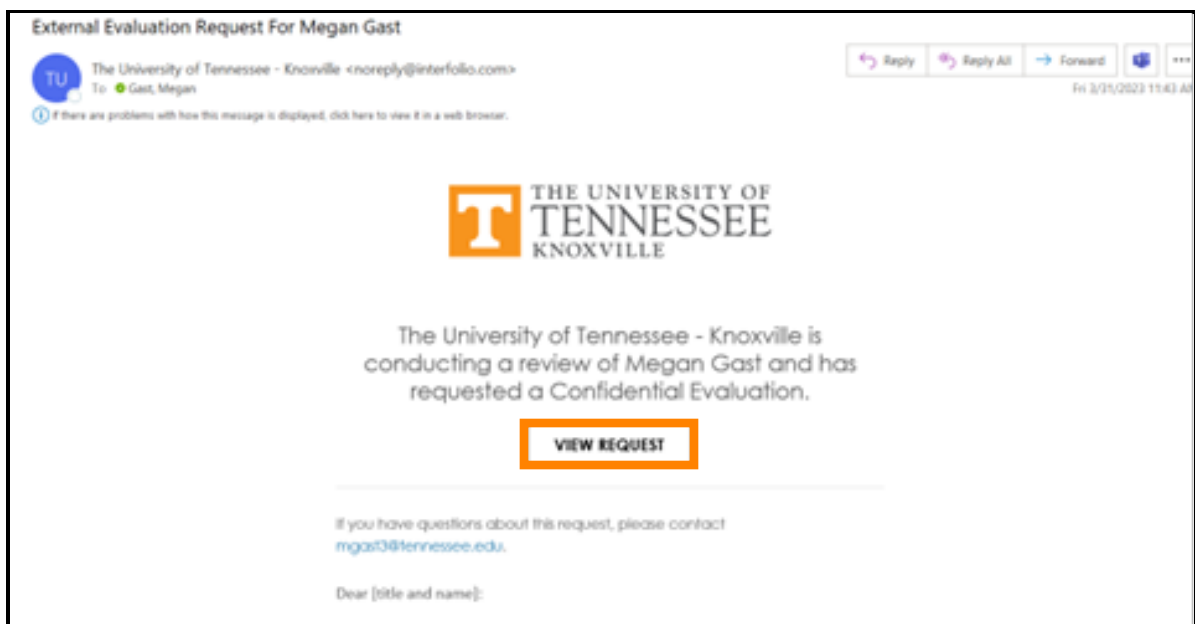


The log will show those who were asked via Interfolio but did not respond to the request, so you don't need to worry if these people do not respond.


Interfolio will send periodic reminders to reviewers. You can also resend requests and/or change the submission deadline if someone needs extra time.

### What the Evaluator Will See

Each evaluator will receive an email that looks like this:



To view the request, the evaluator will select the “View Request” button, boxed in orange above. They will be brought to a page that shows the details of the request as well as options to accept or decline the evaluation. It will look like this:


Megan Gast

Confidential Evaluation Request for

## Megan Gast

### Request Details

Type	Requested by
Confidential Evaluation	The University of Tennessee - Knoxville

**Message from The University of Tennessee - Knoxville**  
Dear [title and name]:

I am writing on behalf of the [Department of [name]] in the [College/School] of [name] to ask whether you could assist us in the evaluation of [name of faculty candidate], who is being considered for [promotion to the rank of associate professor with tenure OR tenure OR promotion to the rank of professor]. My colleagues and I recognize the commitment this request places on your time and are grateful for your willingness to consider it. Your knowledge and expertise are essential to ensuring the integrity and quality of our evaluation process. We are asking for your assessment of the candidate's [research / scholarship / creative activity], not their teaching and service.

A copy of [name's] curriculum vitae, [research statement], a sample of pertinent publications, and the departmental and collegiate statements of criteria and expectations for [promotion to the rank of associate professor with tenure OR tenure OR promotion to the rank of professor] are attached. If you are able to accept this invitation, we ask you to address the following in your evaluation letter:

1. the originality and impact of the candidate's work and whether the candidate has established a significant program of scholarship;
2. the quality of the candidate's work and whether the candidate is an intellectual leader in their field(s) of study or practice;
3. the candidate's trajectory and potential for further growth and achievement;
4. the extent to which the candidate has met the expectations stated in the departmental and/or collegiate statements of criteria for [tenure and/or promotion].

Note that you do not need to summarize the candidate's work, unless you so desire. In your evaluation letter, please state expressly the nature of any association you have with the candidate. If you are unsure if a conflict exists, please feel free to call or email me before you proceed.

[For those being considered for promotion to full professor: The title of (full) Professor is the highest rank among tenured faculty at our institution and we regard it as a high honor to bear this designation. As such, we expect full professors to have achieved a high level of visibility and professional accomplishment as leading thinkers in their field, outstanding teachers and active participants in their profession. While we recognize that scholarly work builds over the life of a career, we are particularly interested in your assessment of the candidate's contributions since promotion to the rank of associate professor with tenure. We expect Professors will continue to perform at a high level for many years to come.]

We have a standard period of probation before a review of this kind commences. Please note that some candidates will have received extensions or suspensions to this time period for good cause, including reasons due to family or medical leaves, lab delays, and the COVID-19 pandemic; others might have received permission to be considered early. The candidate's work should be evaluated on its merits alone, independent of the length of time in rank.

As our evaluations proceed along a preset timeline, I would be most appreciative if you would respond to this email within the next week to let me know if you can accept this assignment. If you accept, your evaluation letter will need to be submitted [via Interfolio or electronically to me] no later than [Month 1, 20\_\_]. Please be sure that your letter is on your institution's letterhead and includes your signature. When submitting your letter, we ask that you also include a copy of your curriculum vitae.


Finally, we cannot guarantee the candidate will not see your letter because of state law. However, your letter is not provided to the candidate unless they specifically request it in writing.

Thank you again for your willingness to consider this request.

Sincerely,


[Name of Department Chair or Dean] [Title]

#### Supporting Materials



**2 Documents**

will become available for review if the request is accepted.

#### Decision



I will submit an evaluation.
  
I Accept



I will not submit an evaluation.
  
I Decline


Note that the shared documents will NOT be visible unless the person accepts the request by clicking on the green “I Accept” button above.

### When a Request is Accepted

Once accept is selected, the following additions to the screens shown above will be visible to the evaluator, replacing the “Decision” section:

Name	Action
Sample Scholarship	<a href="#">Download</a>
Sample CV	<a href="#">Download</a>

**Decision**

**I accept, I will submit an evaluation.**  
I've changed my mind and decline to submit an evaluation.

**Evaluation**

Learn more about our accepted file types.

**Confidential Evaluation**  
1 required

[Add File](#)

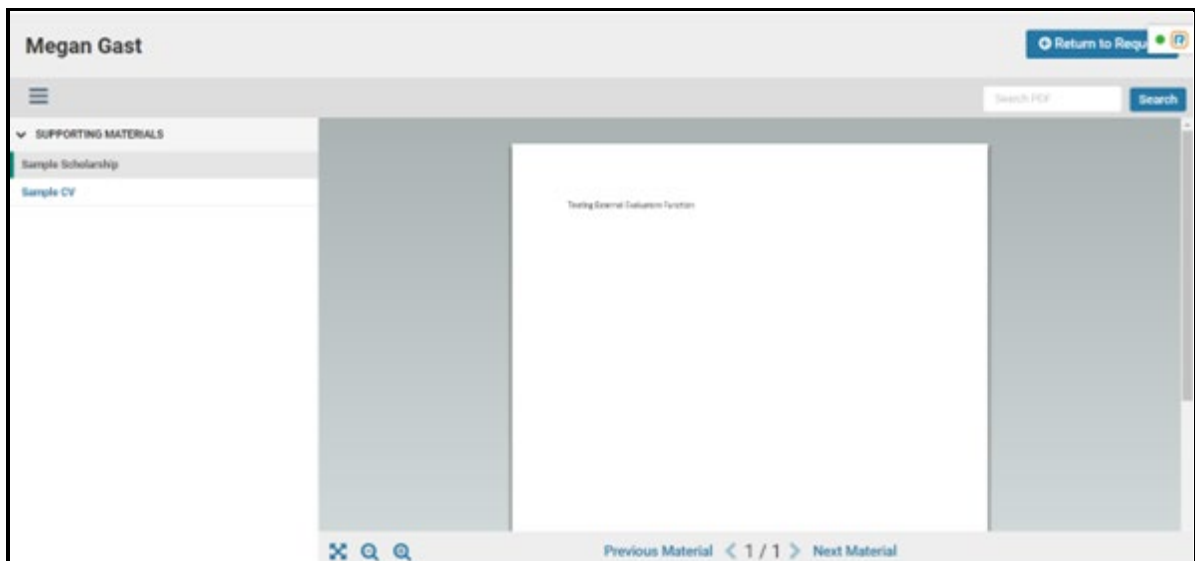
An evaluation has not yet been added in response to this request.

[Submit](#)

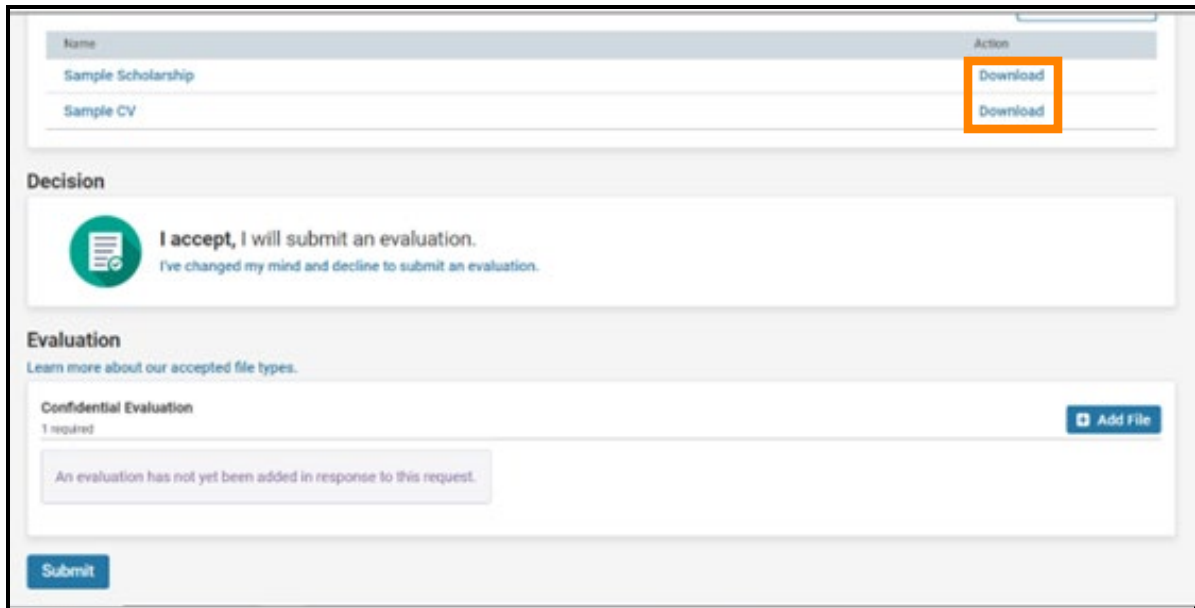
The evaluator can choose to read the materials provided directly in Interfolio by selecting "Read All Materials," boxed in orange below:



Selecting this option will bring them to the following view, like the view you will see if you select "Read Case" when you conduct your own review of the candidate.

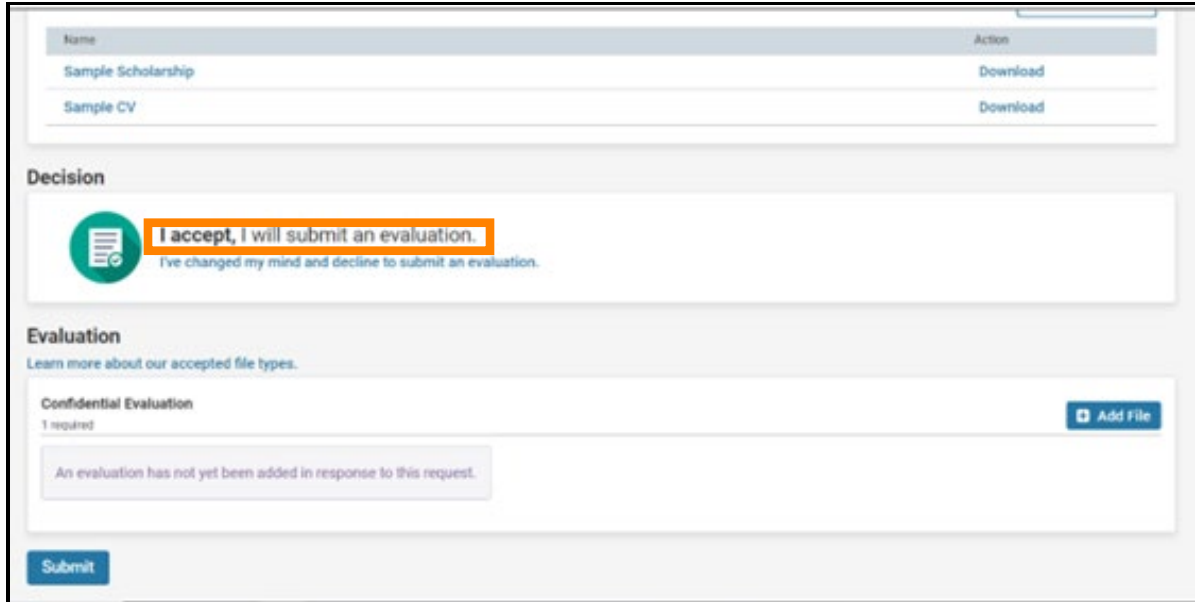


The evaluator can also choose to download the materials you elected to attach to the request by clicking "Download" on the right of the document they would like to download, boxed in orange below.



The screenshot shows the Interfolio interface for requesting an external evaluation. At the top, there is a table with two columns: 'Name' and 'Action'. The table contains two rows: 'Sample Scholarship' and 'Sample CV', both with a 'Download' button. Below the table is the 'Decision' section, which contains a green circular icon with a document and a checkmark. The text 'I accept, I will submit an evaluation.' is highlighted with an orange box. Below this text is the text 'I've changed my mind and decline to submit an evaluation.' in blue. The 'Evaluation' section is below the 'Decision' section, containing a link to 'Learn more about our accepted file types.' and a 'Confidential Evaluation' section with a '1 required' label and an 'Add File' button. A message states 'An evaluation has not yet been added in response to this request.' and a 'Submit' button is at the bottom.

If the evaluator changes their mind and would like to decline the to submit an evaluation, they can do so by selecting the “I’ve changed my mind and decline to submit an evaluation” button located in blue text below the “I accept, I will submit an evaluation” text located within the decision section, boxed in orange below.




The screenshot shows the Interfolio interface for requesting an external evaluation. At the top, there is a table with two columns: 'Name' and 'Action'. The table contains two rows: 'Sample Scholarship' and 'Sample CV', both with a 'Download' button. Below the table is the 'Decision' section, which contains a green circular icon with a document and a checkmark. The text 'I accept, I will submit an evaluation.' is highlighted with an orange box. Below this text is the text 'I've changed my mind and decline to submit an evaluation.' in blue. The 'Evaluation' section is below the 'Decision' section, containing a link to 'Learn more about our accepted file types.' and a 'Confidential Evaluation' section with a '1 required' label and an 'Add File' button. A message states 'An evaluation has not yet been added in response to this request.' and a 'Submit' button is at the bottom.

Once the evaluator has completed their evaluation, they will click the “Add File” button located on the right of the “Confidential Evaluation” section, boxed in orange below.


Name	Action
Sample Scholarship	Download
Sample CV	Download

**Decision**


 **I accept, I will submit an evaluation.**  
 I've changed my mind and decline to submit an evaluation.

**Evaluation**  
 Learn more about our accepted file types.


**Confidential Evaluation**  
 1 required




An evaluation has not yet been added in response to this request.






They will receive a screen where they should click “Browse To Upload,” boxed in orange below.

**Add File** 

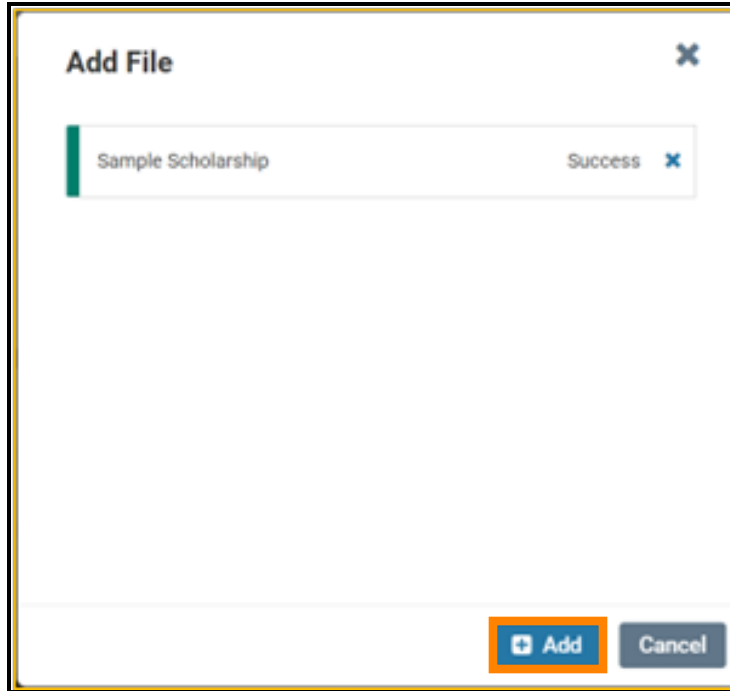


Drag & Drop your files anywhere or

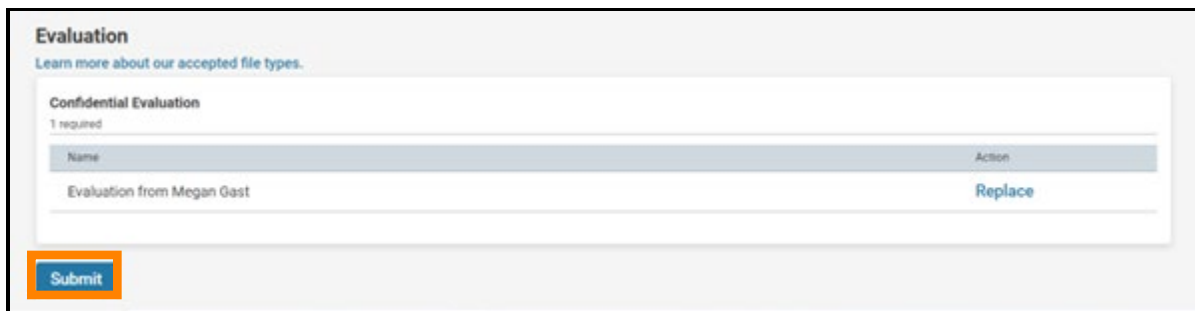


The reviewer will be able to browse the files on their device or any other storage location to which they have access to select the appropriate file. Once the appropriate file has been selected, they should select “Open” to upload the file. A successful upload will look like this:




The evaluator will then select “Add,” boxed in orange above, to add the file as their review documentation. It will show up to replace “An evaluation has not yet been added in response to this request” box in the “Evaluation” section. It will look like this:



To fully submit the evaluation, the evaluator will have to click “Submit,” boxed in orange above and then “Submit” again, boxed in orange on the screen pictured below.



## Submit Evaluation?



You cannot edit the evaluation once it has been submitted.

SubmitCancel

If they would like to change the file they have uploaded *prior* to submitting it, they can select “Replace” located on the far right, as boxed in orange below.

### Evaluation

[Learn more about our accepted file types.](#)


Confidential Evaluation


T required

Name	Action
Evaluation from Megan Gast	<button>Replace</button>

Submit


When a review has been successfully submitted, the evaluator will receive the following screen, letting them know that their evaluation was submitted.

The University of Tennessee  
INTERFOLIO

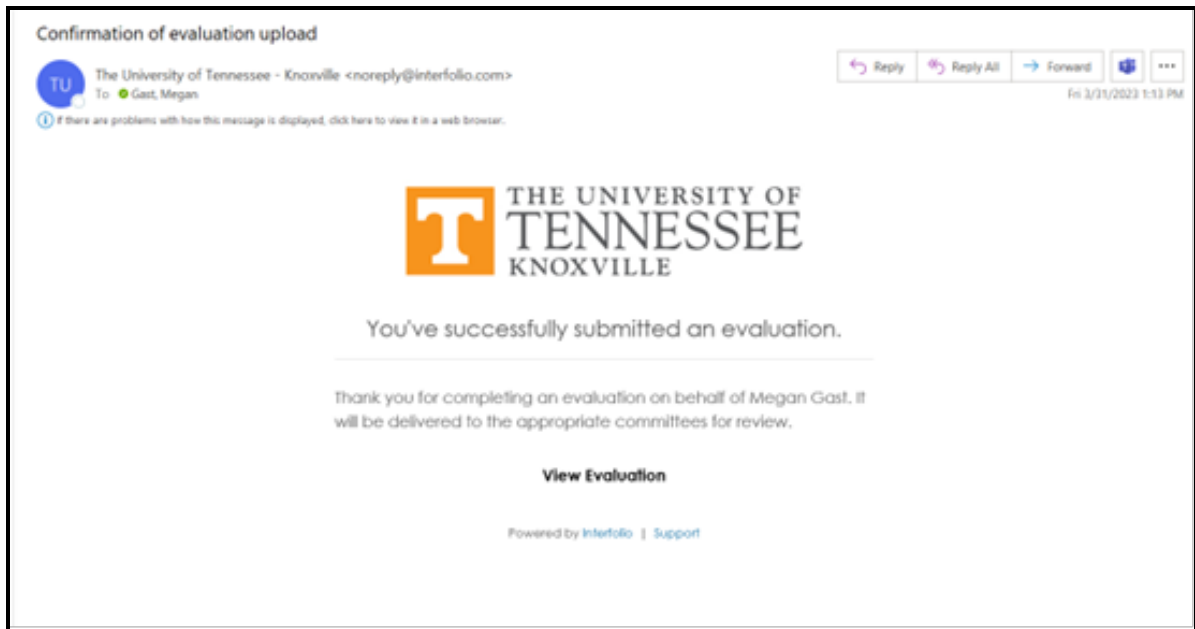
Megan Ga

Confidential Evaluation Request for >

## Megan Gast

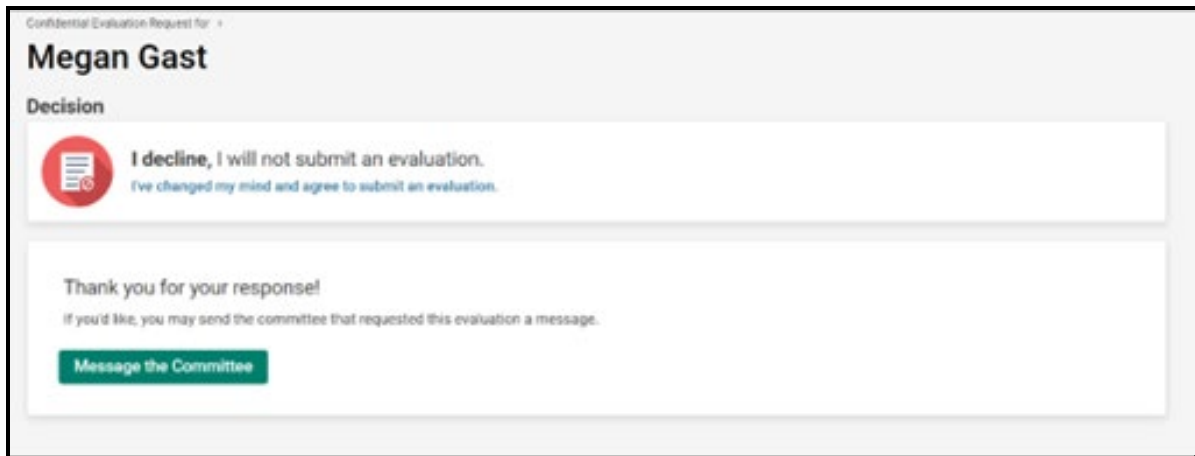
Thank you for submitting your evaluation.  
If you have any questions, please contact [mgast@tennessee.edu](mailto:mgast@tennessee.edu).

They will also receive the following email message:



### When a Request is Declined

When an evaluator declines the request by clicking the red “I Decline” button on the opening page shown above, the evaluator will see the following screen:



The screenshot shows a web interface for a 'Confidential Evaluation Request for Megan Gast'. Under the 'Decision' section, there are two buttons: a red one labeled 'I decline, I will not submit an evaluation. I've changed my mind and agree to submit an evaluation.' and a green one labeled 'Message the Committee'. Below this, a message says 'Thank you for your response! If you'd like, you may send the committee that requested this evaluation a message.' with a green 'Message the Committee' button.

On this screen, they can change their minds and choose to submit an evaluation by selecting the “I’ve changed my mind and agree to submit an evaluation” button, boxed in orange above. They can also message the committee by selecting the green “Message the Committee” button above.



The screenshot shows a web interface with the text 'Thank you for your response! If you'd like, you may send the committee that requested this evaluation a message.' Below this is a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, undo, redo, and help. At the bottom left of the editor is a blue 'Send Message' button.

Once the evaluator selects “Send Message,” they will see the following screen, letting them know that the response and message have been submitted.

Confidential Evaluation Request for >

## Megan Gast

**Thank you, we received your decision on March 31, 2023**

If you have any questions, please contact [mgast3@tennessee.edu](mailto:mgast3@tennessee.edu).

**Your message to the committee:**

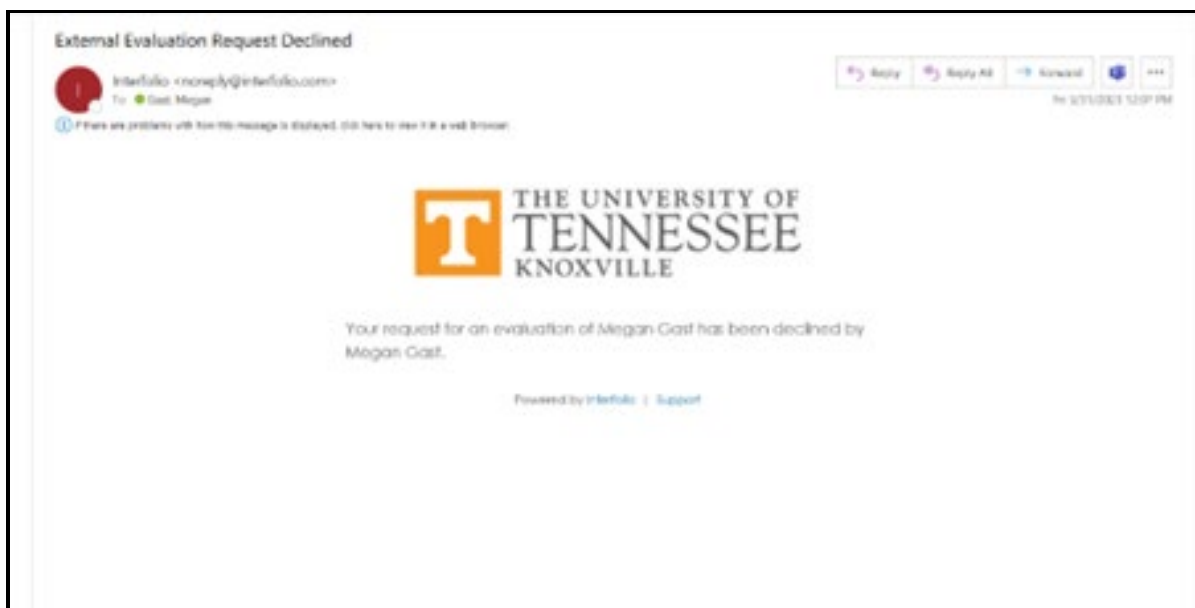
I decline to evaluate because [insert reason here].

Thank you.

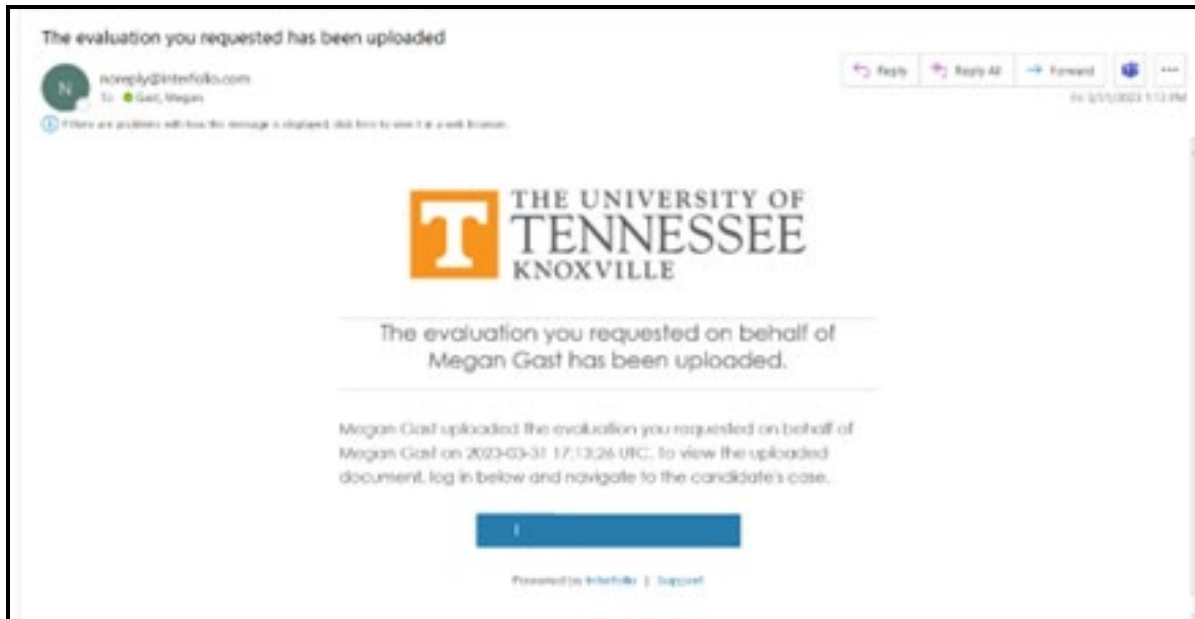
Note that you will receive access to their decision regardless of whether they choose to submit a message along with it.

### What You Will See

As a requestor, you will be notified when the evaluator declines a request or submits an evaluation. When a request is declined, you will receive the following email:



When an evaluation has been submitted, you will receive the following email:



You can click on the blue space to view the review.

As a requestor, you can check the status of the evaluation by opening the “External Evaluations” section under “Internal Sections:”



Once opened, you will be able to see the status of your requests. The example below shows the different statuses a request can have: declined, accepted, and requested.

External Evaluations			Request Evaluation	Add File
Materials				
Title	Details	Actions		
<input type="checkbox"/> Evaluation from Megan Gast	Declined Mar 31, 2023 <a href="#">View Message</a>	<a href="#">Edit</a>		
<input type="checkbox"/> Evaluation from Megan Gast	Accepted Mar 31, 2023	<a href="#">Edit</a>		
<input type="checkbox"/> Evaluation from Megan Gast	Requested Mar 31, 2023	<a href="#">Edit</a>		

The “Edit” function gives different options depending on the status type. For a declined evaluation or a submitted evaluation, you are only given the option to “Edit Settings,” shown below:

Materials		
Title	Details	Actions
<input type="checkbox"/> Evaluation from Megan Gast	Declined Mar 31, 2023 <a href="#">View Message</a>	<a href="#">Edit</a> <a href="#">Edit Settings</a>
<input type="checkbox"/> Evaluation from Megan Gast	Accepted Mar 31, 2023	<a href="#">Edit</a>
<input type="checkbox"/> Evaluation from Megan Gast	Requested Mar 31, 2023	<a href="#">Edit</a>

Materials		
Title	Details	Actions
<input type="checkbox"/> Evaluation from Megan Gast	Declined Mar 31, 2023 <a href="#">View Message</a>	<a href="#">Edit</a> <a href="#">Edit Settings</a>
<input type="checkbox"/> Evaluation from Megan Gast	Submitted by Megan Gast Mar 31, 2023	<a href="#">Edit</a>
<input type="checkbox"/> Evaluation from Megan Gast	Requested Mar 31, 2023	

Through clicking “Edit Settings” for a declined request or submitted evaluation, you can change the name of the review, the section of the Internal Sections into which the review falls as well as who can gain access. You can also see the request details such as the person’s decision and their message (if applicable). An example is shown below:

The University of Tennessee - Knoxville > Cases > Megan Gast >

Return to Case

## Manage External Evaluation

### Evaluation Settings

Material Name \*

Section \*  
This setting allows you to move this file to a different internal section.

Access \*  
This setting places limits on who can see this evaluation

Save Settings Cancel

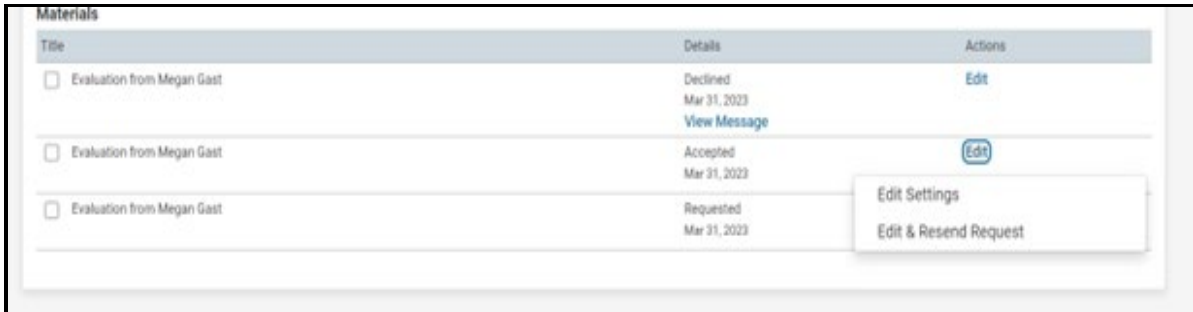
### Request Details

First Name Megan	Last Name Gast	Email Address mgast3@utk.edu
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**Decision**  
This request was ❌ Declined on Mar 31, 2023

**Message with Decision**  
I decline to evaluate because [insert reason here].  
Thank you.

For an accepted evaluation, you are given the options to “Edit Settings” or “Edit & Resend Request” shown below.

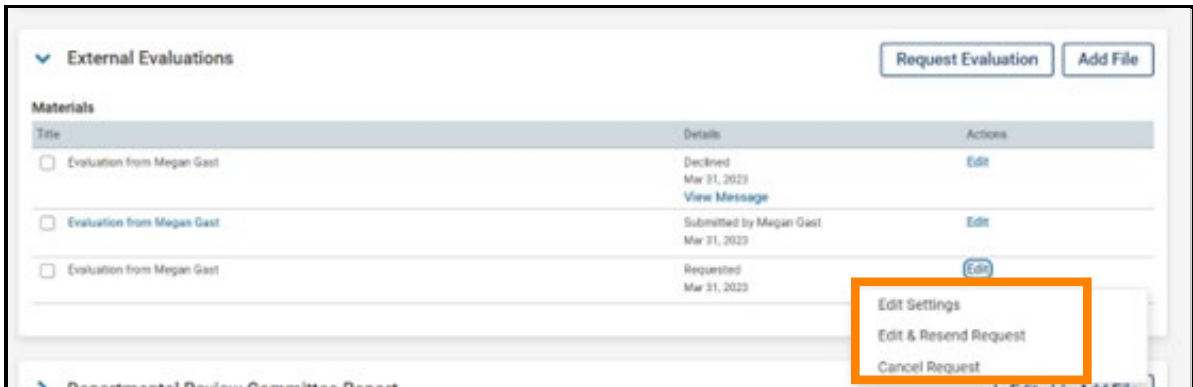


Title	Details	Actions
<input type="checkbox"/> Evaluation from Megan Gast	Declined Mar 31, 2023 <a href="#">View Message</a>	<a href="#">Edit</a>
<input type="checkbox"/> Evaluation from Megan Gast	Accepted Mar 31, 2023	<a href="#">Edit</a>
<input type="checkbox"/> Evaluation from Megan Gast	Requested Mar 31, 2023	<a href="#">Edit Settings</a> <a href="#">Edit &amp; Resend Request</a>

“Edit Settings” will bring you to the same “Manage External Evaluation” page as shown in the example under a declined evaluation.

The functionality of the “Edit & Resend Request” button is detailed in the Notes on Materials Provided to External Reviewers section above in this document.

For evaluations that have been requested but have not yet received an answer, have three options, shown below.



Title	Details	Actions
<input type="checkbox"/> Evaluation from Megan Gast	Declined Mar 31, 2023 <a href="#">View Message</a>	<a href="#">Edit</a>
<input type="checkbox"/> Evaluation from Megan Gast	Submitted by Megan Gast Mar 31, 2023	<a href="#">Edit</a>
<input type="checkbox"/> Evaluation from Megan Gast	Requested Mar 31, 2023	<a href="#">Edit</a> <a href="#">Edit Settings</a> <a href="#">Edit &amp; Resend Request</a> <a href="#">Cancel Request</a>

If you would like to cancel your request, you can click “Cancel Request” boxed in orange above and then select “Delete Document” in red from the screen shown below. **Please DO NOT cancel unanswered requests as this is part of the log you are required to keep regarding the status of your requests.**

### Viewing the External Evaluations

All external evaluations can be seen within the packet as can be accessed through the “Read Case” button. You can also read a specific evaluation by clicking on the evaluation title, an example of which is boxed in orange below, which will bring you directly to that evaluation in the “Read Case” view section.

External Evaluations

Request EvaluationAdd File

Materials

Title	Details	Actions
<input type="checkbox"/> Evaluation from Megan Gast	Declined Mar 31, 2023 <a href="#">View Message</a>	<a href="#">Edit</a>
<input checked="" type="checkbox"/> Evaluation from Megan Gast	Submitted by Megan Gast Mar 31, 2023	<a href="#">Edit</a>
<input type="checkbox"/> Evaluation from Megan Gast	Requested Mar 31, 2023	<a href="#">Edit</a>

Edit Settings  
Edit & Resend Request  
Cancel Request