

Step-by-Step Guide for Administrators Requesting an External Evaluation Letter Outside of 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](https://tiny.utk.edu/interfolio) 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.

Important! Required: Log of Communication

Keep in mind! When soliciting external evaluations outside of Interfolio, you will be **REQUIRED** to maintain a log of communication. The instructions for completing this are as shown in Interfolio below:

External Evaluations: Log of Communications

For Those Who Use Interfolio to Solicit External Letters

The only information in the communication log that is not in the Interfolio log is whether the reviewer is from the candidate's list or from the department's list. You can provide this information in the **Method of Selection and Qualification** section below (see example document in that section).

Please do not ask external reviewers to upload CVs to Interfolio as they will insert in the middle of the candidate's dossier.

REQUIRED For Those Who Solicit External Letters Outside of Interfolio

You will need to create and upload a manual log of your communications with external reviewers.

- The log documents the dates on which each external letter was requested and entered into the dossier.
- All requests should be entered regardless of whether a response was obtained.
- All letters solicited and received must be included in the dossier unless the chief academic officer approves their removal from the review process.
- If multiple versions of a letter are received, then all versions should be retained in the candidate's dossier.

See this link for an example log.

Materials

No files have been added to this section.

[An example log can be found here.](#)

Requesting External Evaluations

Once a list of potential external evaluators has been compiled, the department head, dean, or designate can reach out to the potential evaluators to request that they submit an evaluation.

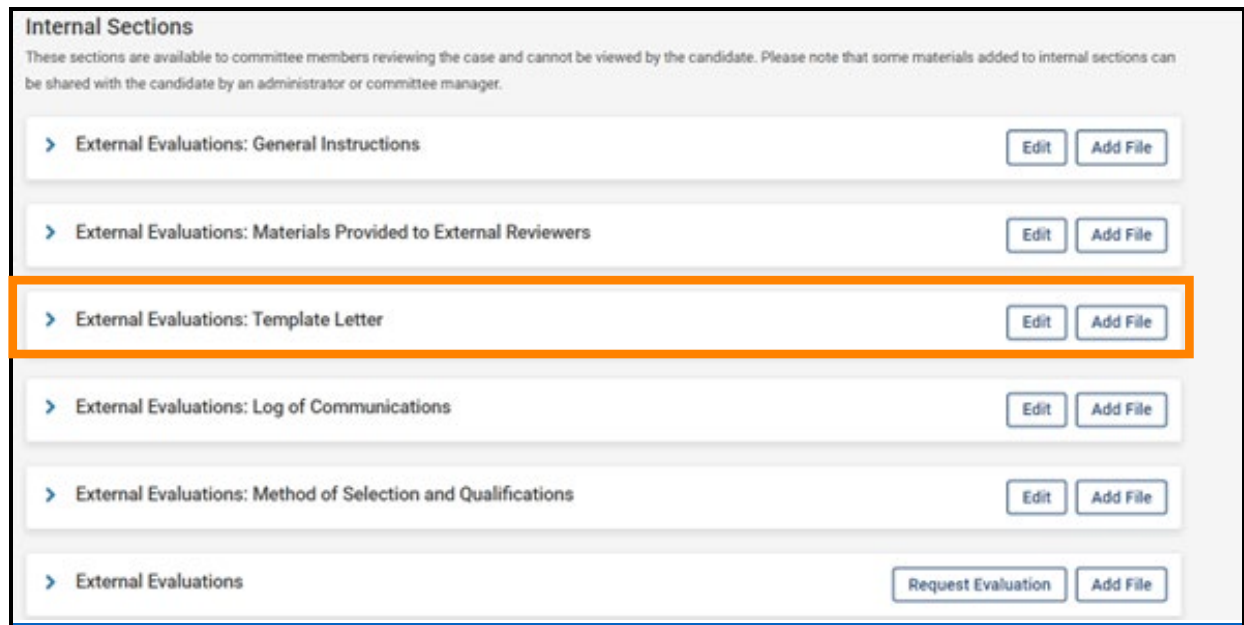
A template letter can be found [at this link](#) as well as at the link in the corresponding section in Interfolio. This template can be copied and pasted into the email sent to the potential external evaluators.

Please be mindful of customizing the appropriate highlighted parts of the template.

If this template is used, the following section titled "Uploading a Template Letter" is not applicable to you.

Uploading a Template Letter (*Only applicable to those who do not use the UTK template letter*)

If you **DO NOT** use the UTK template linked above, you will need to upload a copy of the letter that was used to the External Evaluation: Template Letter section boxed in orange below.



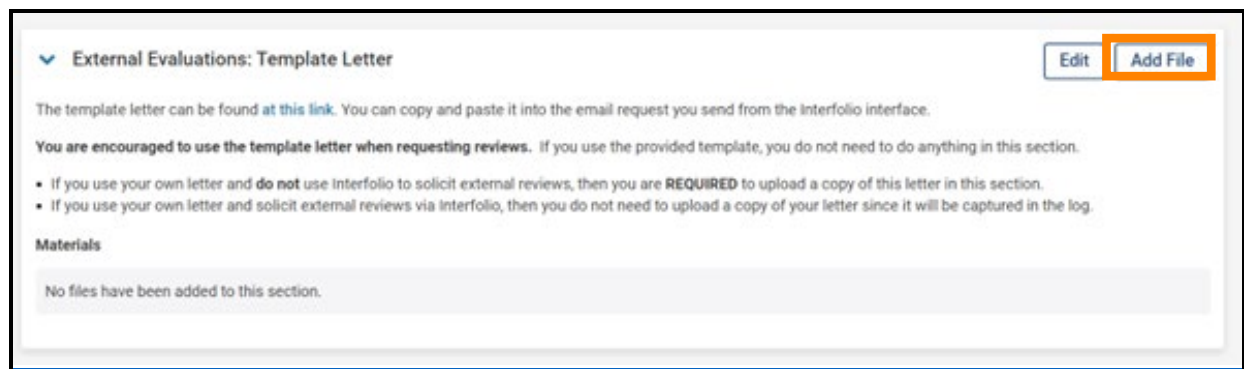
Internal Sections

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To add a file containing the template that you used, select “Add File” boxed in orange below.

Note that the “Add File” button can be accessed with or without expanding the section by clicking the blue “>” button.



External Evaluations: Template Letter Edit Add File

The template letter can be found [at this link](#). You can copy and paste it into the email request you send from the Interfolio interface.

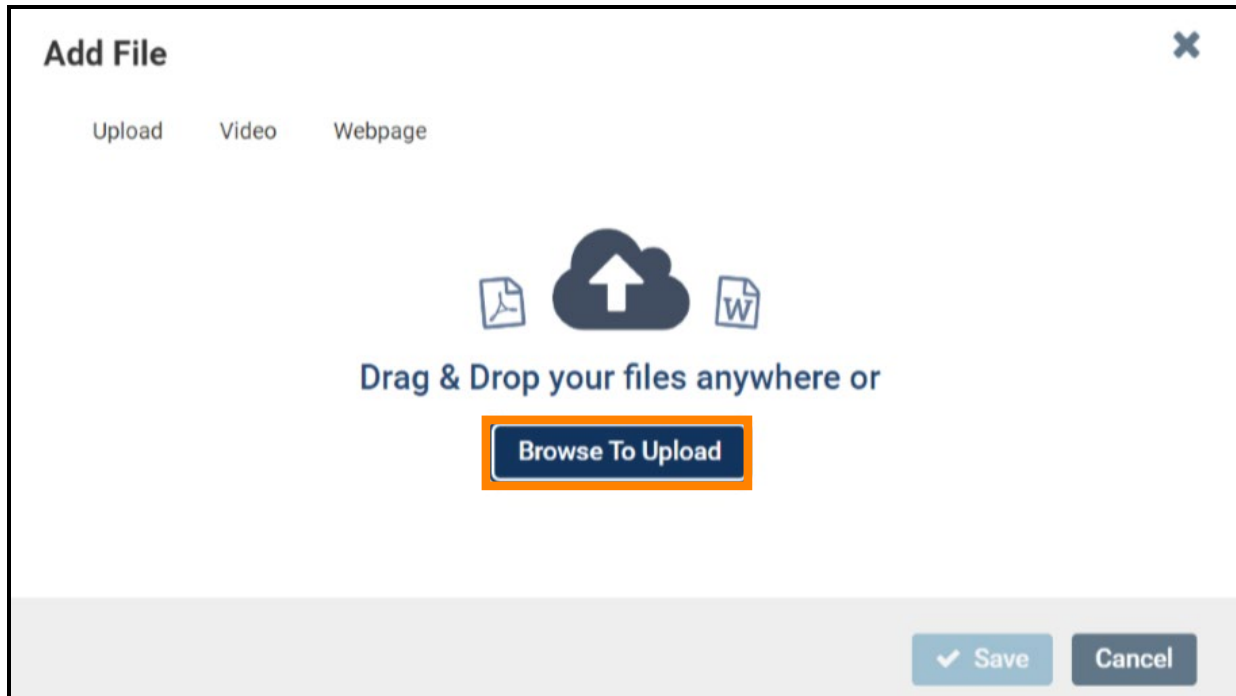
You are encouraged to use the template letter when requesting reviews. If you use the provided template, you do not need to do anything in this section.

- If you use your own letter and **do not** use Interfolio to solicit external reviews, then you are **REQUIRED** to upload a copy of this letter in this section.
- If you use your own letter and solicit external reviews via Interfolio, then you do not need to upload a copy of your letter since it will be captured in the log.

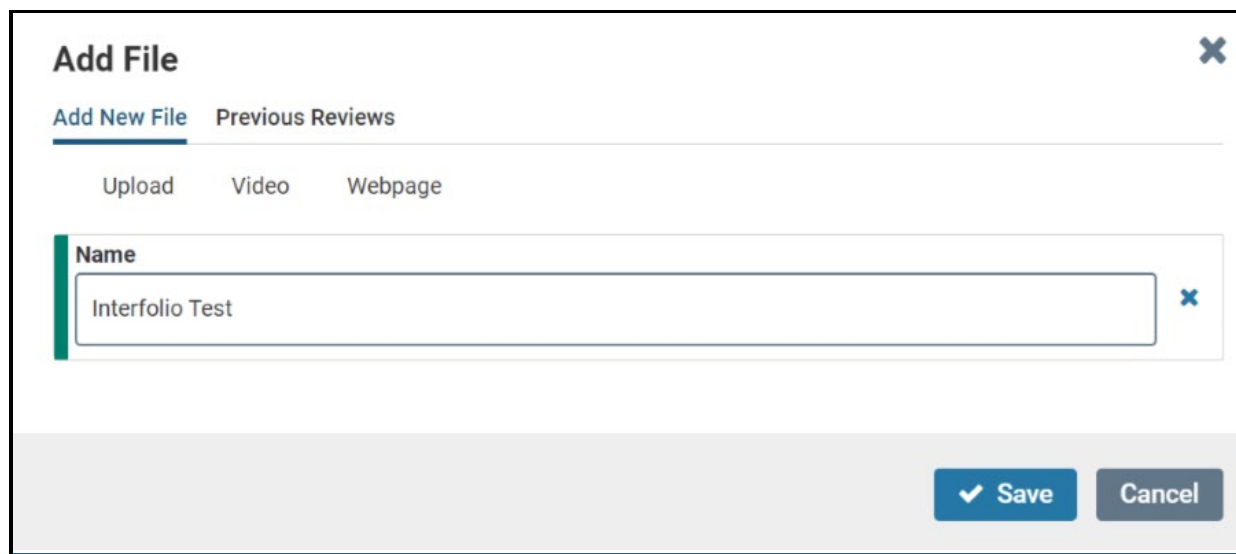
Materials

No files have been added to this section.

You will receive a pop-up that is pictured below. Within that pop-up, you will select “Browse to Upload,” boxed in orange below, to view files saved on your device or from another storage location to which you have access.

A screenshot of a web application's 'Add File' dialog box. The title 'Add File' is at the top left, and a close button (X) is at the top right. Below the title are three tabs: 'Upload', 'Video', and 'Webpage'. In the center, there is a large cloud icon with an upward arrow, flanked by document icons. Below this icon, the text 'Drag & Drop your files anywhere or' is displayed. A button labeled 'Browse To Upload' is highlighted with an orange border. At the bottom right, there are two buttons: 'Save' (with a checkmark icon) and 'Cancel'.

Select the appropriate file and select “Open” to continue upload. As an example, a successful upload will look like this:

A screenshot of the 'Add File' dialog box after a file has been selected. The title 'Add File' and close button (X) remain at the top. Below the tabs, there is a section for 'Add New File' and 'Previous Reviews'. The 'Name' field is now populated with the text 'Interfolio Test'. The 'Save' and 'Cancel' buttons are still at the bottom right.

Select “Save” to save your upload. The saved and uploaded document will now appear under the section to which it was uploaded.

This file upload procedure can be followed for all of the sections into which you will need to add files.

Materials Provided to External Reviewers

Pictured below are the instructions that accompany the “External Evaluations: Materials Provided to External Reviewers” section in Interfolio.

External Evaluations: Materials Provided to External Reviewers

EditAdd File

The department head or designate will send to the external evaluators information and documentation for use in preparing the external assessment including the candidate's curriculum vitae, appropriate supporting materials concerning the candidate's research or creative activity, and the departmental and collegiate statements of criteria for promotion and/or tenure.

Sharing Materials with External Reviewers

Version Control. When possible, the versions of the materials that are shared with external reviewers should be the final versions so they are identical to the ones that are used for internal review.

Sharing via Interfolio. When sending email requests through Interfolio, you will be able to attach materials the candidate has uploaded to Interfolio. **Please note(!):**

- The candidate must Submit these items in order for you to share them (i.e., click on the Submit button associated with the section).
- 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.**
- You can reshare items with reviewers through Interfolio by sending them another email.

You can make use of the “Link to External Repository of Scholarly/Creative Works” section of the dossier. This section 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 document with external reviewers and also ask the candidate to include their CV and/or research statement in this repository.

Updates to Candidate Materials Once They Have Been Shared

On occasion, a candidate might learn of a significant status change to one of their accomplishments (e.g., a pending NSF grant has now been accepted). If you believe the change is significant enough to send an update to the external reviewers, then you can ask the candidate to resubmit their CV and then share the new version with reviewers.

We ask you to be judicious and only re-share updated materials in the case of significant changes that are likely to have a major impact on the evaluations. **Please do not ask a reviewer who has already submitted their review to revise their review as a result of status changes.** If the status change is significant, then you can make a note in your evaluation narrative about this when you discuss the external evaluations.

This section serves solely as an instructional section and documents should not be uploaded to this section.

DO NOT upload entire works to this section, as it inserts them into the candidate's dossier. Instead, we encourage the use of the “Link to External Repository of Scholarly/Creative Works” section in the candidate packet. This allows the candidate to provide links to their work without whole works being inserted into the dossier. This also allows the external reviewers to choose what and how many works they wish to view before completing their review.

When You Receive Evaluations

When you receive an evaluation, it will be added to the “External Evaluations” section, boxed in orange below.

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> External Evaluations: Template Letter	Edit	Add File
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> External Evaluations: Method of Selection and Qualifications	Edit	Add File
> External Evaluations	Request Evaluation	Add File

As above, click the “Add File” button and follow the same procedure. **Important!** Please upload each separate external evaluation in a separate file.

Log of Communications

Because letters have been solicited outside of Interfolio, you are **REQUIRED** to keep a log of communication with all external reviewers. You will upload this log to the “External Evaluations: Log of Communications” section, boxed in orange below.

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When the section is expanded (by clicking the blue “>” located on the left of the words of the section you wish to expand), you will see instructions for both those who choose to solicit letter within Interfolio and outside of Interfolio.

The instructions for what is required for those who choose to solicit outside of Interfolio are boxed in orange in the picture below.

External Evaluations: Log of Communications
Edit
Add File

For Those Who Use Interfolio to Solicit External Letters

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See this link for an example log.

Materials

No files have been added to this section.

[See this link for an example log.](#) An example log is also pictured below.

Log of External Letters of Assessment				
Example				
<u>Name</u>	<u>Source of Recommendation</u>	<u>Form of and Date of Request</u>	<u>Date of Receipt</u>	<u>Date of Entry into Dossier</u>
Prof. Rosemary Tong Davidson College	Department Head	Email 7/23/2020 Email 8/1/2020	9/15/2020	9/20/2020
Prof. Howard Brody Michigan State University	Faculty P&T Committee	Email 7/23/2020 Email 8/5/2020	9/20/2020	9/22/2020
Prof. Mary Mahowald University of Chicago	Candidate	Email 8/2/2020 Email 8/5/2020	9/30/2020	10/1/2020
Prof. James F. Childress University of Virginia	Department Head	Email 9/15/2020 Email 9/20/2020	9/27/2020	10/2/2020
Prof. Thomas Akerman University of Kentucky	Candidate	Email 8/5/2020 Email 8/10/2020 Email 9/1/2020	Not received	

Your completed communication log can be uploaded to the “External Evaluations: Log of Communications” section by clicking the “Add File” button and following the procedure detailed in the “Uploading a Template Letter” section above.

Method of Selection and Qualifications

This section is required for everyone, regardless of how one chooses to solicit external evaluations.

The section is boxed in orange in the picture below.

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>

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

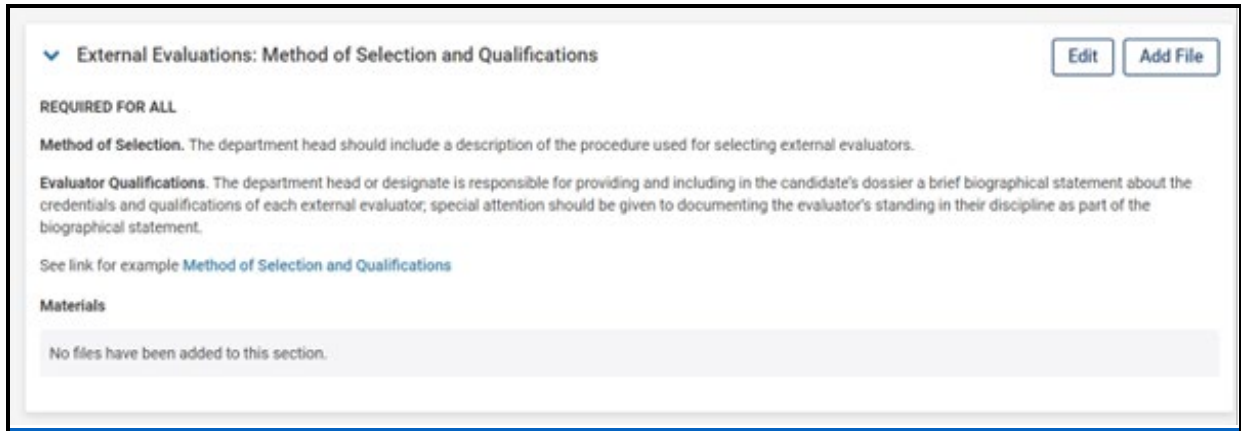
>

External Evaluations

Request Evaluation

Add File

The instructions for this section can be accessed by expanding the section (clicking on the blue “>” button next to “External Evaluations: Method of Selection and Qualifications.”) They are also pictured below.



The screenshot shows a web interface for the 'External Evaluations: Method of Selection and Qualifications' section. At the top, there is a header with a blue chevron icon and the text 'External Evaluations: Method of Selection and Qualifications'. To the right of the header are two buttons: 'Edit' and 'Add File'. Below the header, the text 'REQUIRED FOR ALL' is displayed. The main content area contains two sections: 'Method of Selection' and 'Evaluator Qualifications'. The 'Method of Selection' section states: 'The department head should include a description of the procedure used for selecting external evaluators.' The 'Evaluator Qualifications' section states: 'The department head or designate is responsible for providing and including in the candidate's dossier a brief biographical statement about the credentials and qualifications of each external evaluator; special attention should be given to documenting the evaluator's standing in their discipline as part of the biographical statement.' Below these sections is a link: 'See link for example [Method of Selection and Qualifications](#)'. At the bottom, there is a 'Materials' section with a message: 'No files have been added to this section.'

The link of an example Method of Selection and Qualifications can be found here: [Method of Selection and Qualifications](#). **Important!** Do not upload evaluator CVs to Interfolio as they will appear in the middle of the candidate's dossier.