Processing of External Review Letters for Tenure and Promotion

*Instructions for Department Chairs*

**By September 15**
DPC and Candidate meet to select up to 10 external reviewers; DPC Chair gives names to Department Chair

*Note: 5 names provided by candidate; 5 names provided by DPC (or SPC if no DPC exists)*

**By October 1**
Department Chair contacts external reviewers re: availability to conduct external reviews; requests letters and short CVs; sends them NYIT- and school-specific tenure and promotion criteria and secret URL to access ePortfolio

*Note: Candidate gives Department Chair a “secret URL” to the external review part of the ePortfolio*

**November 1**
External reviewers return letters and their abbreviated CVs to Department Chair

**December 1**
Department Chair forwards PDF files to DPC Chair (or SPC Chair if no DPC exists)

**December 3**
DPC Chair uploads external reviews to locked ePortfolio (or SPC Chair if no DPC exists)

**Department Chair does the following:**

1. *Creates a single PDF file for each external reviewer:* letter first, then CV
2. *Names PDF files as follows:* `<LAST NAME>_ExtRev_#`
   for example:
   - *Smith_ExtRev_1*
   - *Smith_ExtRev_2*

**Notes:**

If starting with Word files: combine them, then go to File/Save As/Save as Adobe PDF

If starting with PDF files: combine them using Adobe Acrobat Pro as per the instructions on the following pages.

There should be a single file for each external reviewer

Smith is the last name of the candidate