

External Review Process

Instructions for Department Chairs

No Later Than September 15

- Candidate gives Department Chair a "secret URL" for the external review page of the ePortfolio

- 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)**

November 1

- External reviewers return letters and abbreviated CVs to Department Chair
- Department Chair does the following:
 1. Create a single PDF file for each external reviewer: letter first, then CV
 2. Name PDF files as follows:
<Faculty Last Name>_ExtRev_#
example for candidate John Smith:
 - Smith_ExtRev_1
 - Smith_ExtRev_2

No Later Than 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

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)

