4-STEP GUIDE FOR EXTERNAL REVIEWERS

Overview

Completing an external review is simple with UNLV Folio. As an external reviewer you do not need a UNLV Folio account in order to provide your recommendation. Instead you will be sent an email via the UNLV Folio system that will allow you to accept/decline the request. See the four simple steps below on how you can complete your evaluation.

Step 1: Select the View Request Link

You should have received a formal solicitation request via UNLV Folio. This email message includes the due date for your external review as well as contact information for the individual who sent the request. Begin by selecting the **View Request** link embedded in the formal solicitation request (Figure 1).

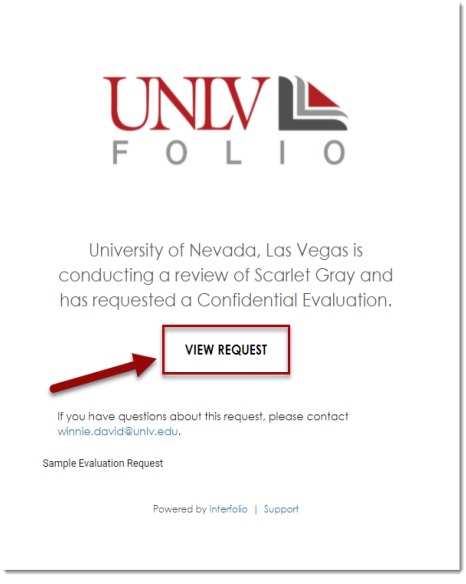

Figure 1. The 'View Request' link in the formal solicitation email.

Step 2: Accept/Decline the Request

You will be directed to a page that provides related request details. In the **Decision** section, indicate whether you accept or decline to provide an evaluation by clicking the **I Accept** button (Figure 2) or alternatively, the **I Decline** button. Once you've made a decision, the requestor will be notified of your decision.

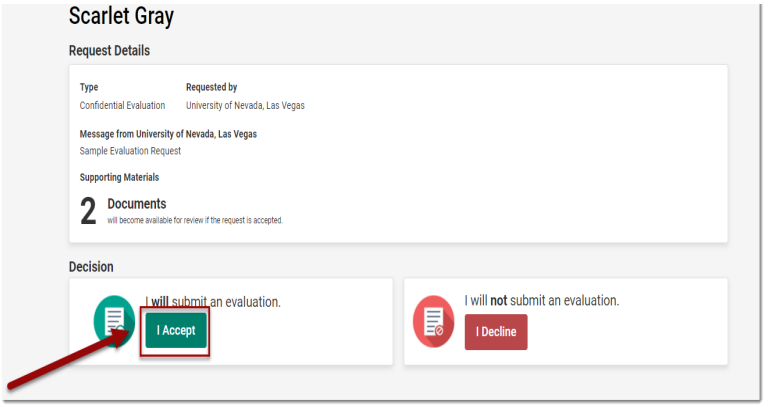

Figure 2. Accepting the Request for an Evaluation.

Step 3: Access the Candidate's Materials

After you have accepted the request, a new page will appear giving you access to the candidate's materials. In the **Request Details** section under the **Supporting Materials** heading, you will see a list of the materials that have been shared with you. Click the **Read All Materials** button (Figure 3, #1) to open all of the materials in a document viewer or click the **Download** link (Figure 3, #2) next to each document to download the material to your system.

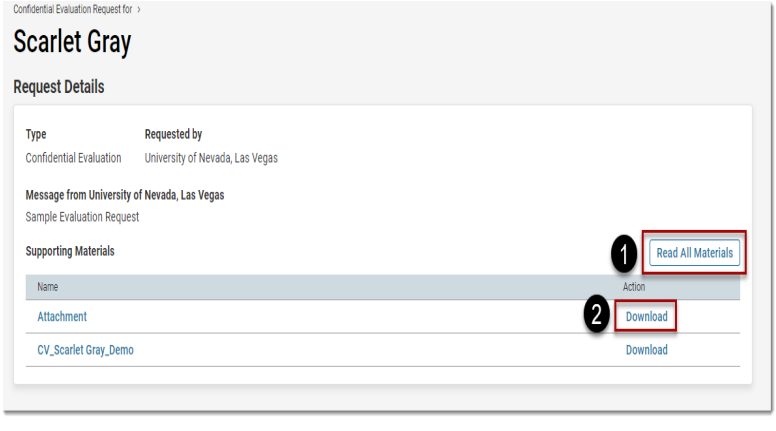

Figure 3. Accessing the Candidate's Materials.

Step 4: Submit Your Evaluation and Other Requested Materials

Below the **Request Details** and the **Decision** sections, you will see the **Evaluation** section. Click the **Add File** button in the **Confidential Evaluation** sub-section to add your review (Figure 4, #1). To add additional materials requested of you, click the **Add Files** button in the **Additional Files** sub-section (Figure 4, #2). When you are finished, click the **Submit** button (Figure 4, #3) to submit your evaluation of the candidate.

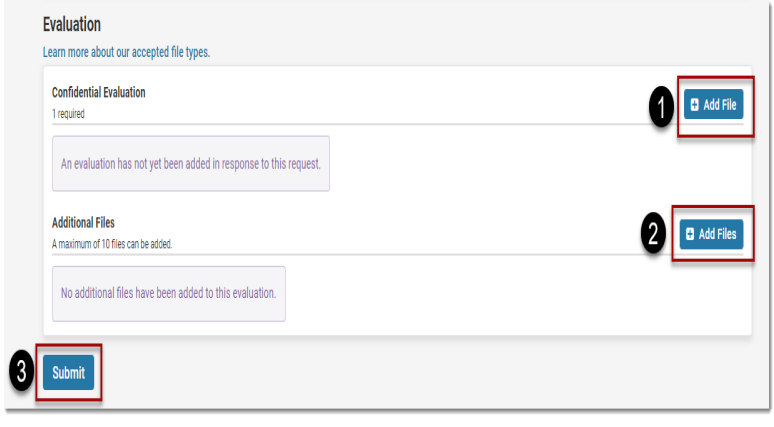

Figure 4. Submitting the evaluation.

Reference: For External Evaluators: Guide to Providing Requested Evaluatons in Interfolio Review, Promotion, and Tenure