



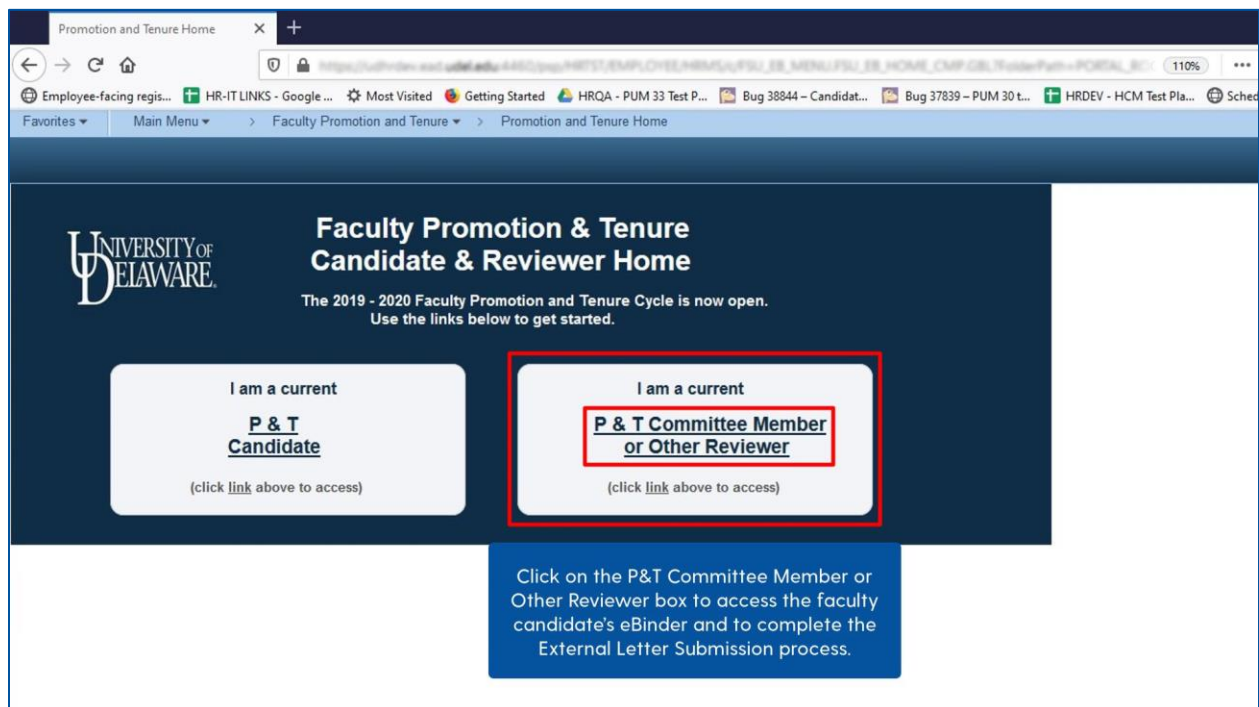
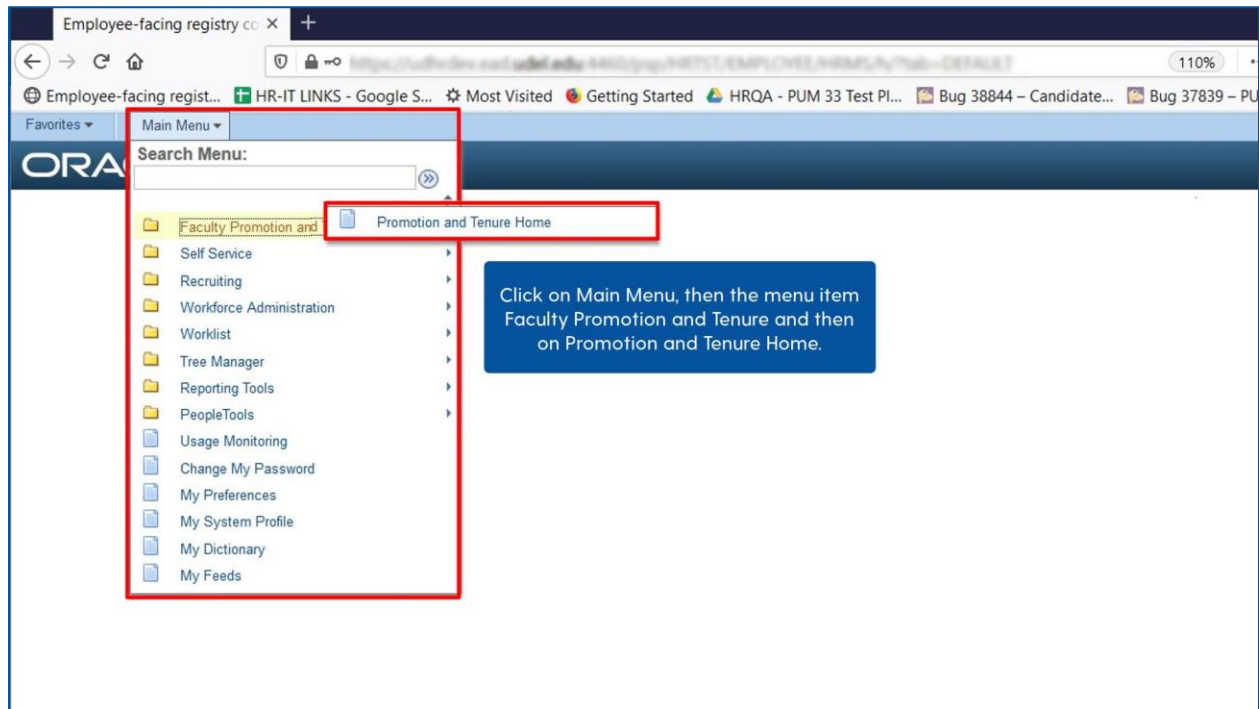
FACULTY PROMOTION & TENURE

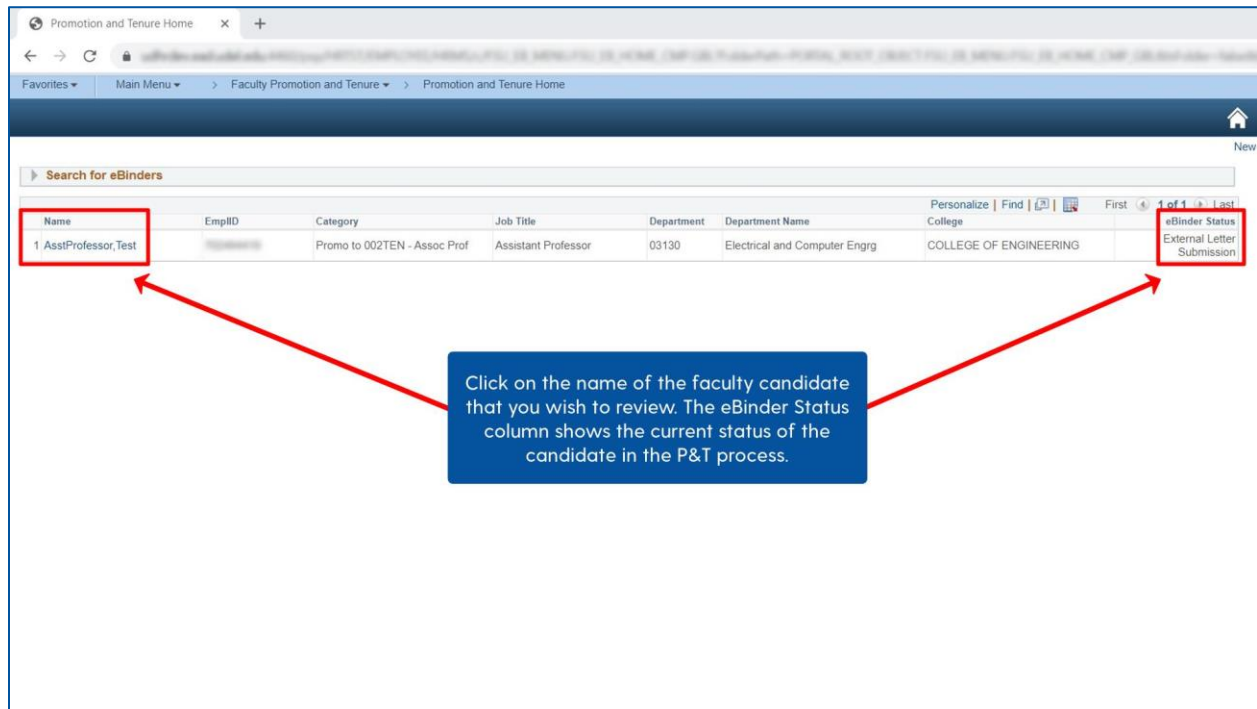
External Letter Submission Process



This video tutorial will demonstrate how to upload three types of documents related to external review letters:

1. The Cover Sheet for External Recommendation Section. This document is required by the Faculty Handbook (4.4.6): "The department committee shall include a separate document in the external letters section of the dossier, identifying the specific external reviewers who were nominated by the candidate versus those nominated by the department, and the criteria used to request letters from specific reviewers."
2. Sample Letter(s) Soliciting External Reviews.
3. The External Review Letters and Reviewer CVs. Naming conventions for these files are described in a guidelines document on the Faculty Affairs Web site.

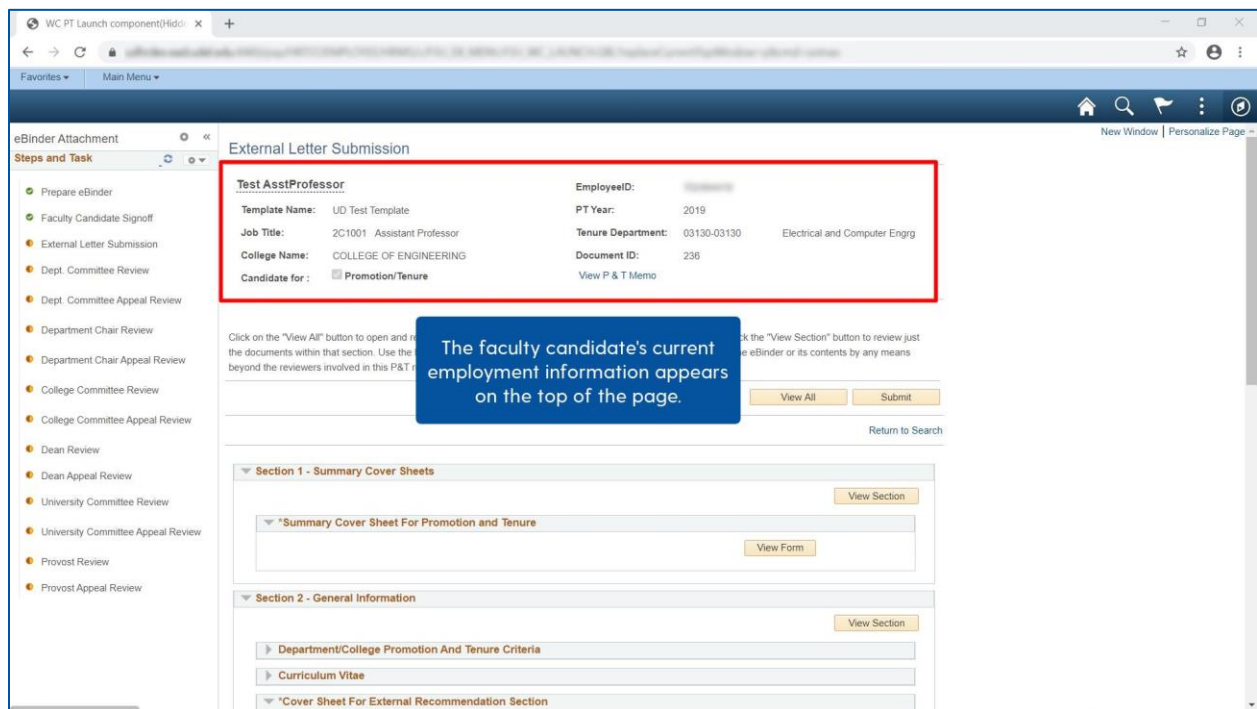




Search for eBinders

Name	EmpID	Category	Job Title	Department	Department Name	College	eBinder Status
1 AsstProfessor,Test		Promo to 002TEN - Assoc Prof	Assistant Professor	03130	Electrical and Computer Engrg	COLLEGE OF ENGINEERING	External Letter Submission

Click on the name of the faculty candidate that you wish to review. The eBinder Status column shows the current status of the candidate in the P&T process.



External Letter Submission

Test AsstProfessor

EmployeeID: [REDACTED]

PT Year: 2019

Job Title: 2C1001 Assistant Professor

Tenure Department: 03130-03130 Electrical and Computer Engrg

College Name: COLLEGE OF ENGINEERING

Document ID: 236

Candidate for: ☒ Promotion/Tenure [View P & T Memo](#)

Click on the "View All" button to open and view the documents within that section. Use the "View Section" button to review just the eBinder or its contents by any means

[View All](#) [Submit](#) [Return to Search](#)

Section 1 - Summary Cover Sheets [View Section](#)

*Summary Cover Sheet For Promotion and Tenure [View Form](#)

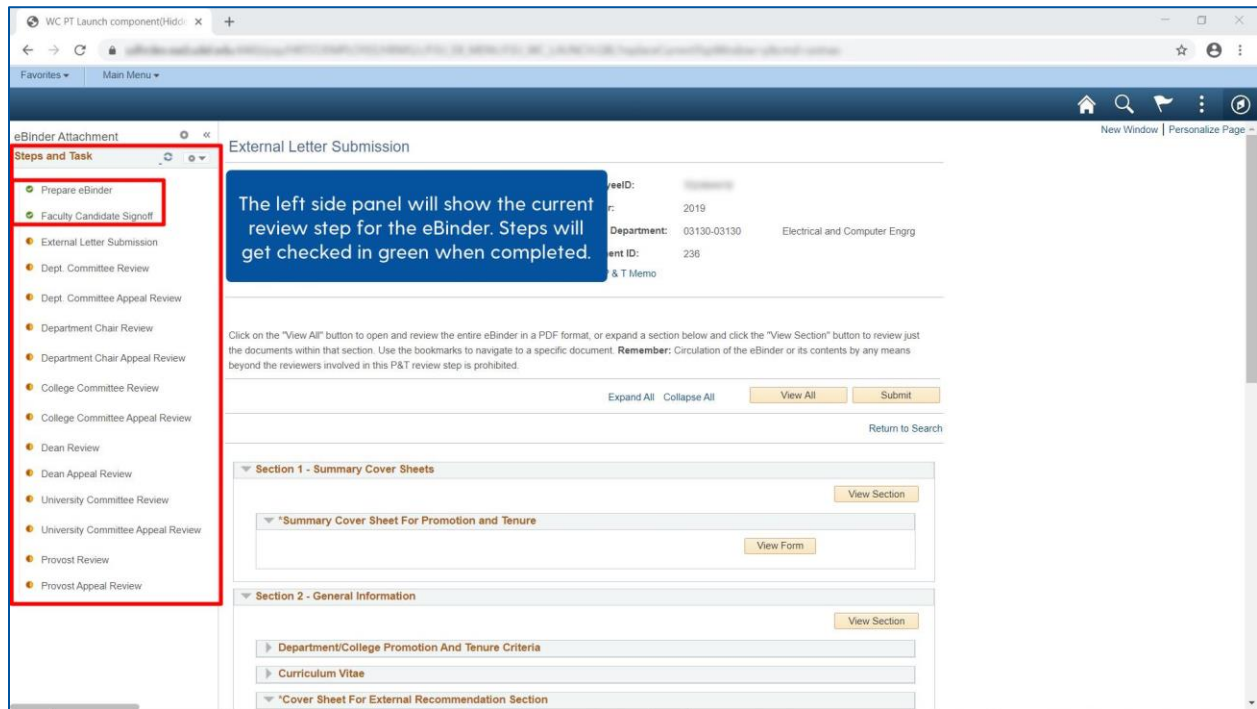
Section 2 - General Information [View Section](#)

Department/College Promotion And Tenure Criteria

Curriculum Vitae

*Cover Sheet For External Recommendation Section

The faculty candidate's current employment information appears on the top of the page.



WC PT Launch component(Hiddi: X)

External Letter Submission

Steps and Task

- Prepare eBinder
- Faculty Candidate Signoff
- External Letter Submission
- Dept. Committee Review
- Dept. Committee Appeal Review
- Department Chair Review
- Department Chair Appeal Review
- College Committee Review
- College Committee Appeal Review
- Dean Review
- Dean Appeal Review
- University Committee Review
- University Committee Appeal Review
- Provost Review
- Provost Appeal Review

The left side panel will show the current review step for the eBinder. Steps will get checked in green when completed.

Click on the "View All" button to open and review the entire eBinder in a PDF format, or expand a section below and click the "View Section" button to review just the documents within that section. Use the bookmarks to navigate to a specific document. **Remember:** Circulation of the eBinder or its contents by any means beyond the reviewers involved in this P&T review step is prohibited.

Expand All Collapse All View All Submit

Return to Search

Section 1 - Summary Cover Sheets

View Section

*Summary Cover Sheet For Promotion and Tenure

View Form

Section 2 - General Information

View Section

Department/College Promotion And Tenure Criteria

Curriculum Vitae

*Cover Sheet For External Recommendation Section

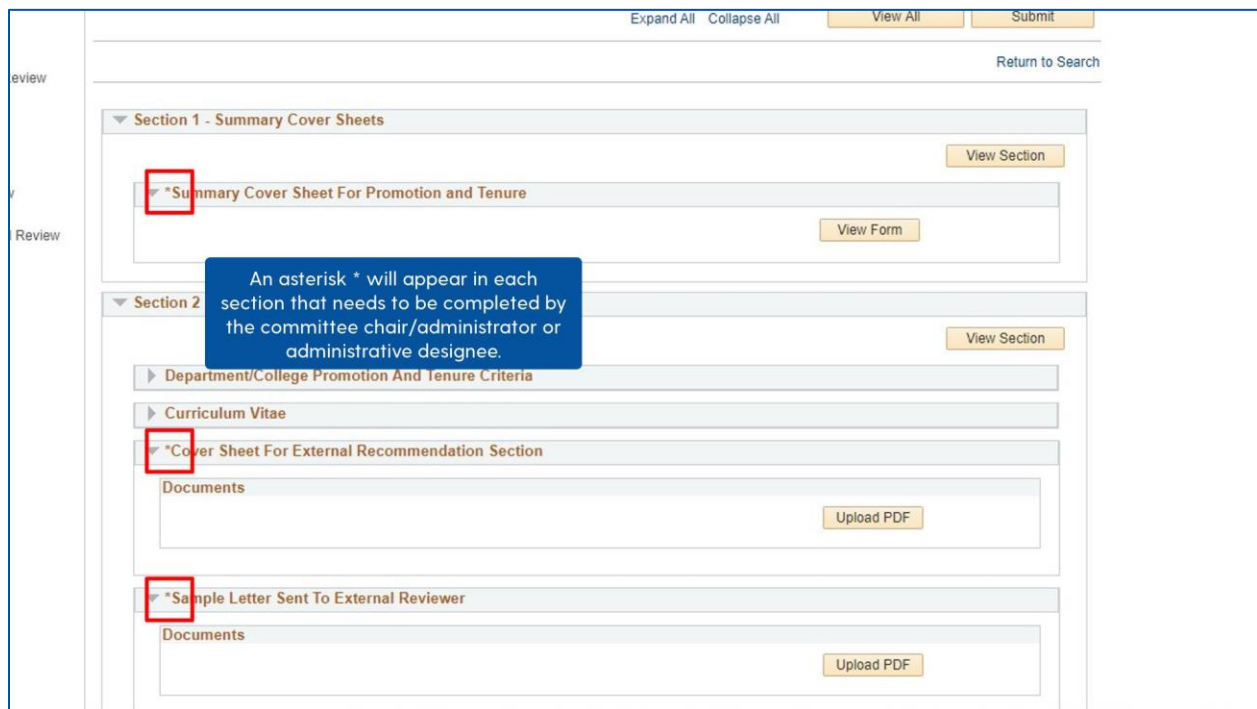
Documents

Upload PDF

*Sample Letter Sent To External Reviewer

Documents

Upload PDF



Expand All Collapse All View All Submit

Return to Search

Section 1 - Summary Cover Sheets

View Section

*Summary Cover Sheet For Promotion and Tenure

View Form

Section 2 - General Information

View Section

Department/College Promotion And Tenure Criteria

Curriculum Vitae

*Cover Sheet For External Recommendation Section

Documents

Upload PDF

*Sample Letter Sent To External Reviewer

Documents

Upload PDF

An asterisk * will appear in each section that needs to be completed by the committee chair/administrator or administrative designee.

Expand All Collapse All View All Submit

Return to Search

Review

Section 1 - Summary Cover Sheets

View Section

*Summary Cover Sheet For Promotion and Tenure

View Form

Section 2 - General Information

View Section

Department/College Promotion And Tenure Criteria

Curriculum Vitae

*Cover Sheet For External Recommendation Section

Documents

Upload PDF

*Sample Letter Sent To External Reviewer

Documents

Upload PDF

Click on the View Form button to view the faculty candidate's confirmation of the rank/tenure option sought.

WC PT Launch component(1)id: x

2019 SUMMARY COVER SHEET
PROMOTION & TENURE

Name: Test AssstProfessor Employee ID: [REDACTED]
Department: 03130 Electrical and Computer Engng College: COLLEGE OF ENGINEERING
Current Rank: Assistant Professor Tenure Status: Non Tenure On Track

PROMOTION/TENURE TO: 002TEN 002-TEN Associate Professor - Tenured

SUMMARY OF VOTES BY COMMITTEES AND EACH ADMINISTRATIVE OFFICER REVIEW

	REVIEWER SUBMISSION DATE	TOTAL VOTES					
External Letter Submission	07/16/2020						
Department Committee							
Department Committee Appeal							
Department Chair							
Department Chair Appeal							
College Committee							
College Committee Appeal							
College Dean							
College Dean Appeal							
University Committee							
University Committee Appeal							
Provost							
Provost Appeal							

ELECTRONIC CERTIFICATION THAT CANDIDATE HAS HAD AN OPPORTUNITY TO REVIEW COMPLETED BINDER:

Signature Candidate: Test AssstProfessor Date: 07/16/2020

Save & Return Return Without Save

This section shows the faculty candidate's Promotion/Tenure option sought.

WC PT Launch component(Hiddi: X)

2019 SUMMARY COVER SHEET
PROMOTION & TENURE

Name: Test AsstProfessor Employee ID: [REDACTED]
 Department: 03130 Electrical and Computer Engrg College: COLLEGE OF ENGINEERING
 Current Rank: Assistant Professor Tenure Status: Non Tenure On Track

PROMOTION/TENURE TO: 002TEN 002-TEN Associate Professor - Tenured

SUMMARY OF VOTES BY COMMITTEES AND EACH ADMINISTRATIVE OFFICER REVIEWING FILE:

	REVIEWER SUBMISSION DATE	TOTAL VOTES	AFFIRMATIVE	NEGATIVE	ABSTAINING	N/A
External Letter Submission	07/16/2020					
Department Committee						
Department Committee Appeal						
Department Chair						
Department Chair Appeal						
College Committee						
College Committee Appeal						
College Dean						
College Dean Appeal						
University Committee						
University Committee Appeal						
Provost						
Provost Appeal						

ELECTRONIC CERTIFICATION THAT CANDIDATE HAS HAD AN OPPORTUNITY TO REVIEW COMPLETED BINDER

Signature Candidate: Test AsstProfessor Date: 07/16/2020

Save & Return Return Without Save

Click on the Return Without Save button to return to main eBinder page.

WC PT Launch component(Hiddi: X)

External Letter Submission

Test AsstProfessor Employee ID: [REDACTED]
 Template Name: UD Test Template PT Year: 2019
 Job Title: 2C1001 Assistant Professor Tenure Department: 03130-03130 Electrical and Computer Engrg
 College Name: COLLEGE OF ENGINEERING Document
 Candidate for: Promotion/Tenure View P & T

Click on the "View All" button to open and review the entire eBinder in a PDF format, or expand the documents within that section. Use the bookmarks to navigate to a specific document. Review beyond the reviewers involved in this P&T review step is prohibited.

Expand All Collapse All View All Submit

Return to Search

Section 1 - Summary Cover Sheets View Section

Summary Cover Sheet For Promotion and Tenure View Form

Section 2 - General Information View Section

Department/College Promotion And Tenure Criteria

Curriculum Vitae

Cover Sheet For External Recommendation Section

Click on the View All button to view the faculty candidate's evidential material and attachments as one consolidated PDF document.

WC PT Launch component(Hiddi: X)

External Letter Submission

Test AsstProfessor

EmployeeID: [Redacted]

Template Name: UD Test Template

Job Title: 2C1001 Assistant Professor

College Name: COLLEGE OF ENGINEERING

Candidate for: ☒ Promotion/Tenure

PT Year: 2019

Tenure Department: 03130-03130 Electrical and Computer Engrg

Document ID: 236

View P & T Memo

Click on the "View All" button to open and review the entire eBinder in a PDF format, or expand a section below and click the "View Section" button to review just the documents within that section. Use the bookmarks to navigate to a specific document. **Remember:** Circulation of the eBinder or its contents by any means beyond the reviewers involved in this P&T review step is prohibited.

Expand All Collapse All View All Submit

Return to Search

Section 1 - Summary Cover Sheets

Summary Cover Sheet For Promotion

View Form

Section 2 - General Information

View Section

Department/College Promotion And Tenure Criteria

Curriculum Vitae

Cover Sheet For External Recommendation Section

Alternatively, click on the View Section button to view the attachments in that section as one consolidated document.

WC PT Launch component(Hiddi: X)

Section 2 - General Information

View Section

Department/College Promotion And Tenure Criteria

Curriculum Vitae

Cover Sheet For External Recommendation Section

Documents

Upload PDF

Sample Letter Sent To External Reviewer

Documents

Upload PDF

External Reviewer Letters (Reviewer CV & Evaluation Letter)

Documents

Upload PDF

Department Committee Recommendation

Department Committee's Appeal Review

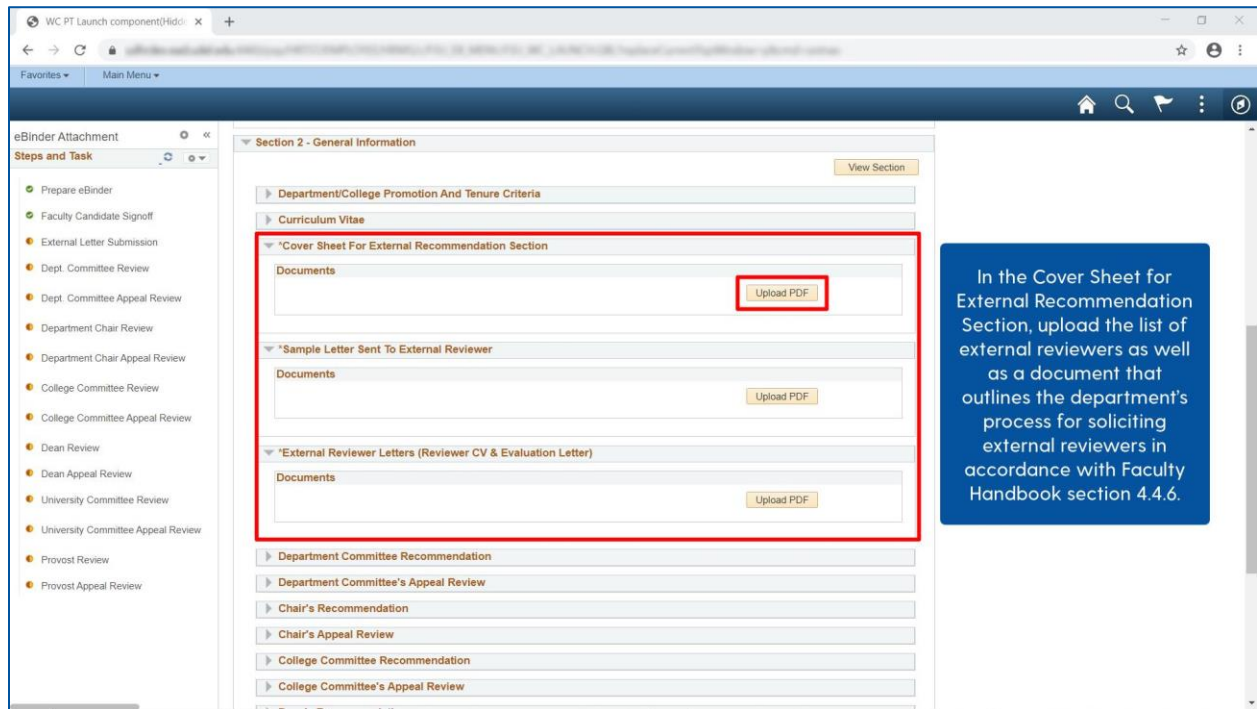
Chair's Recommendation

Chair's Appeal Review

College Committee Recommendation

College Committee's Appeal Review

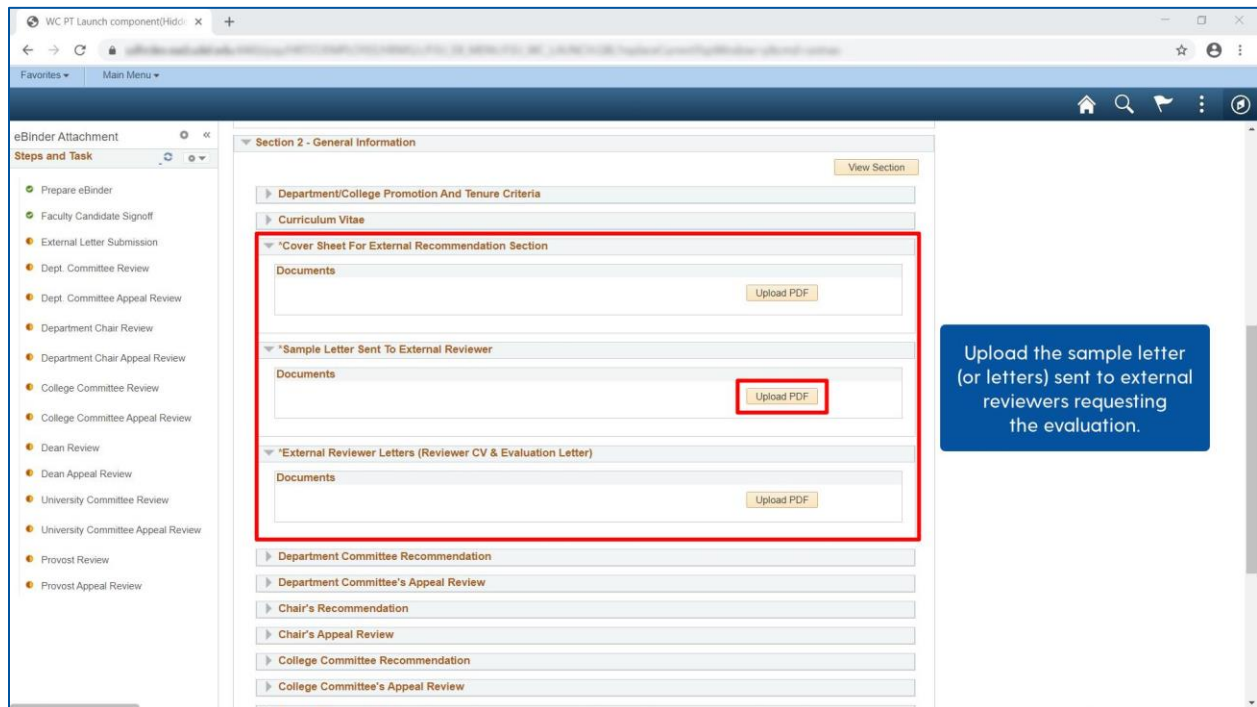
If you are a committee chair or admin designee, click on the Upload PDF button to attach PDF documents in each section of the External Letter Submission step. A guide document related to the external letter submission process is available on the Faculty Affairs website.



Section 2 - General Information

- Department/College Promotion And Tenure Criteria
- Curriculum Vitae
- *Cover Sheet For External Recommendation Section**
 - Documents Upload PDF
- *Sample Letter Sent To External Reviewer**
 - Documents Upload PDF
- *External Reviewer Letters (Reviewer CV & Evaluation Letter)**
 - Documents Upload PDF
- Department Committee Recommendation
- Department Committee's Appeal Review
- Chair's Recommendation
- Chair's Appeal Review
- College Committee Recommendation
- College Committee's Appeal Review

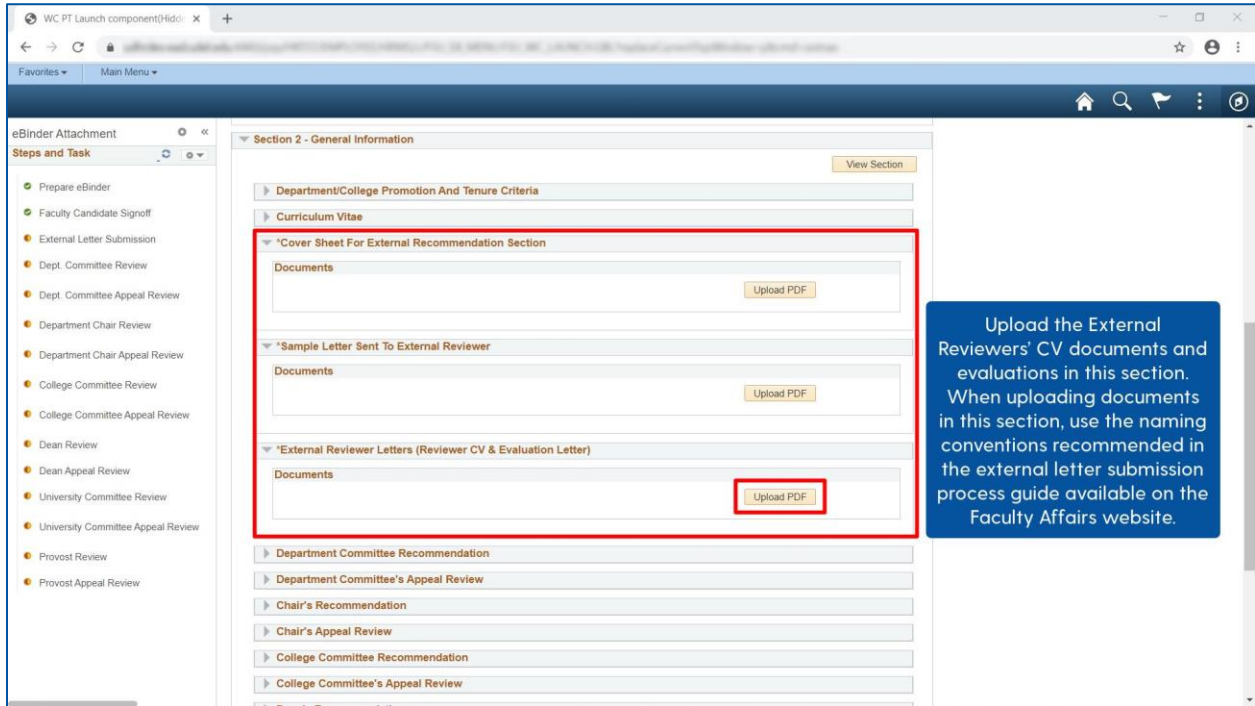
In the Cover Sheet for External Recommendation Section, upload the list of external reviewers as well as a document that outlines the department's process for soliciting external reviewers in accordance with Faculty Handbook section 4.4.6.



Section 2 - General Information

- Department/College Promotion And Tenure Criteria
- Curriculum Vitae
- *Cover Sheet For External Recommendation Section
 - Documents Upload PDF
- *Sample Letter Sent To External Reviewer**
 - Documents Upload PDF
- *External Reviewer Letters (Reviewer CV & Evaluation Letter)
 - Documents Upload PDF
- Department Committee Recommendation
- Department Committee's Appeal Review
- Chair's Recommendation
- Chair's Appeal Review
- College Committee Recommendation
- College Committee's Appeal Review

Upload the sample letter (or letters) sent to external reviewers requesting the evaluation.



WC PT Launch component(Hiddi: X

Section 2 - General Information

Department/College Promotion And Tenure Criteria

Curriculum Vitae

Cover Sheet For External Recommendation Section

Documents

Upload PDF

Sample Letter Sent To External Reviewer

Documents

Upload PDF

External Reviewer Letters (Reviewer CV & Evaluation Letter)

Documents

Upload PDF

Department Committee Recommendation

Department Committee's Appeal Review

Chair's Recommendation

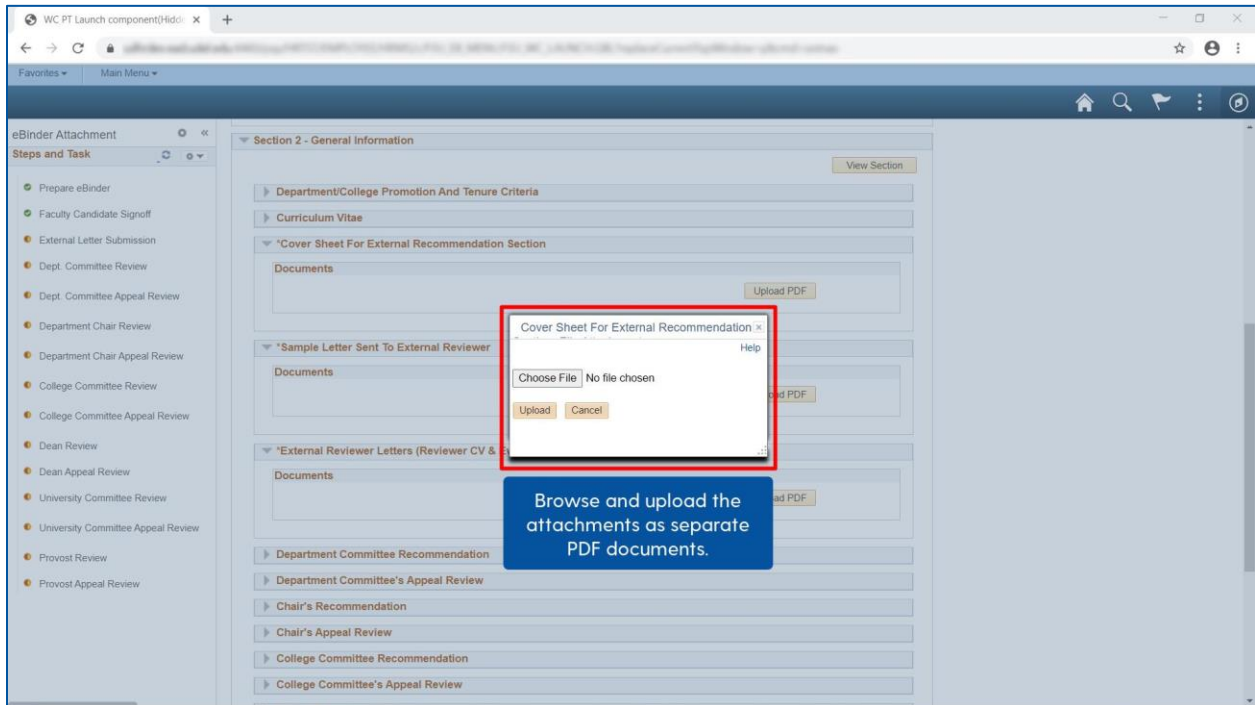
Chair's Appeal Review

College Committee Recommendation

College Committee's Appeal Review

View Section

Upload the External Reviewers' CV documents and evaluations in this section. When uploading documents in this section, use the naming conventions recommended in the external letter submission process guide available on the Faculty Affairs website.



WC PT Launch component(Hiddi: X

Section 2 - General Information

Department/College Promotion And Tenure Criteria

Curriculum Vitae

Cover Sheet For External Recommendation Section

Documents

Upload PDF

Sample Letter Sent To External Reviewer

Documents

Upload PDF

External Reviewer Letters (Reviewer CV & Evaluation Letter)

Documents

Upload PDF

Department Committee Recommendation

Department Committee's Appeal Review

Chair's Recommendation

Chair's Appeal Review

College Committee Recommendation

College Committee's Appeal Review

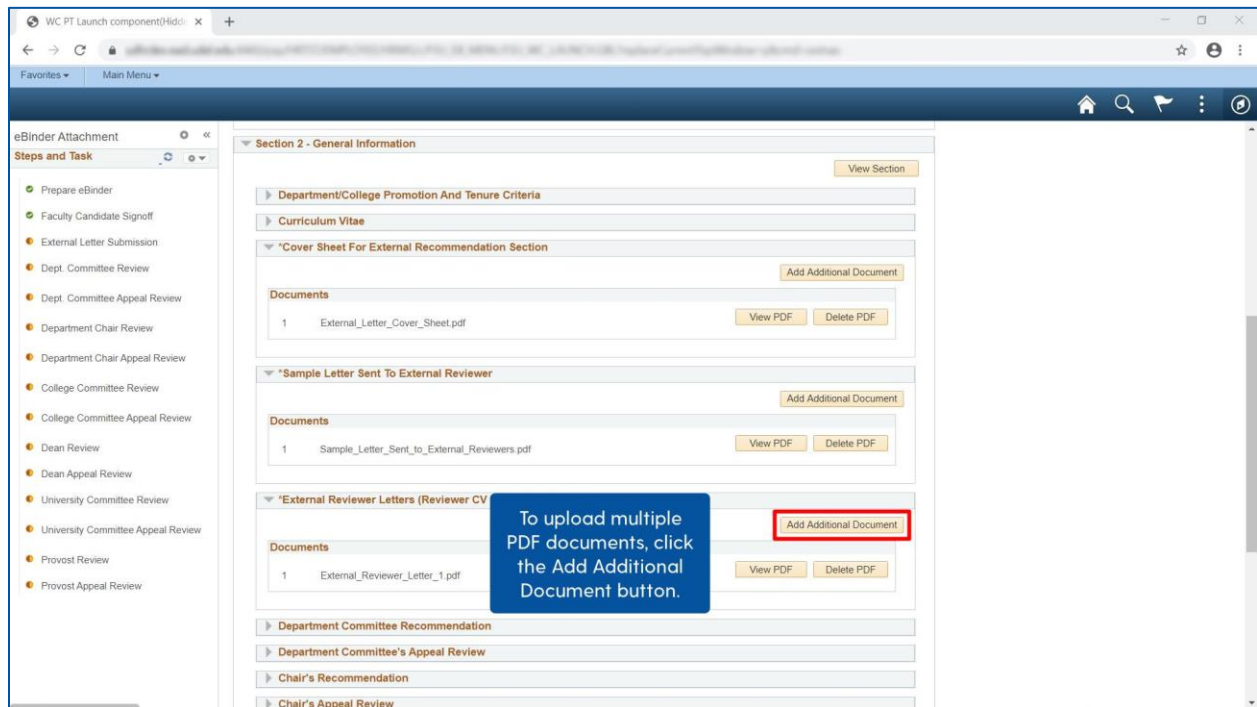
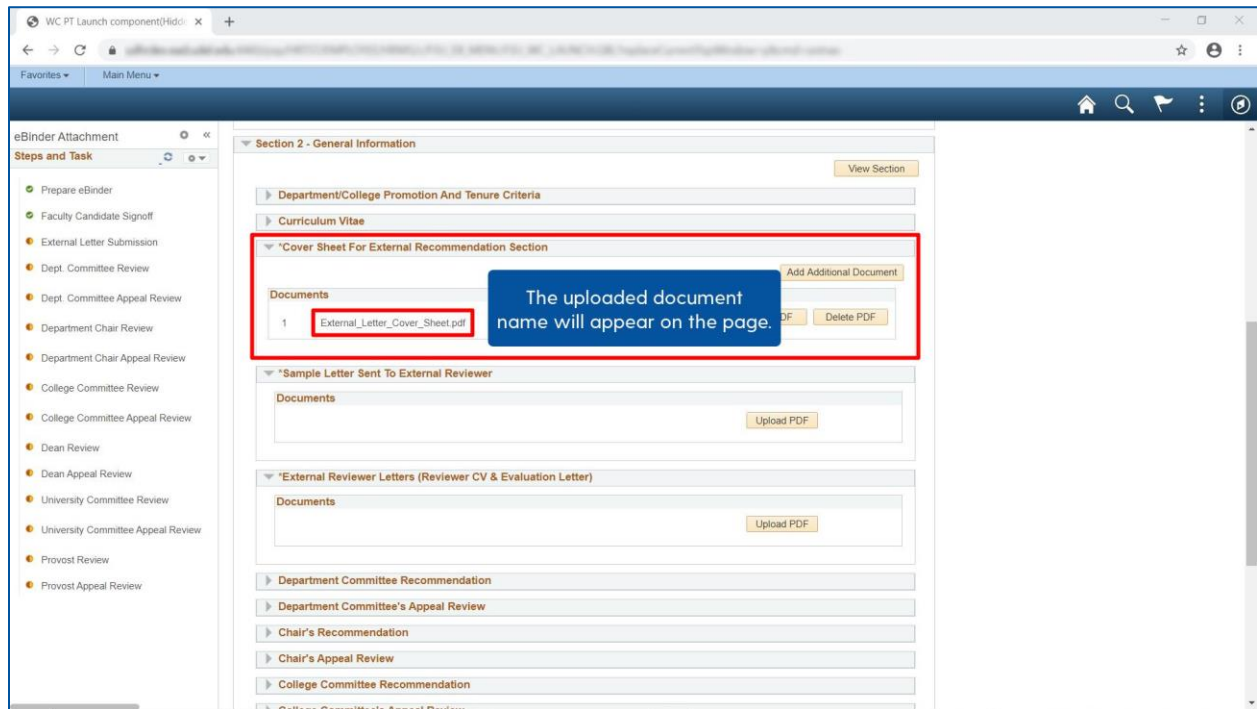
View Section

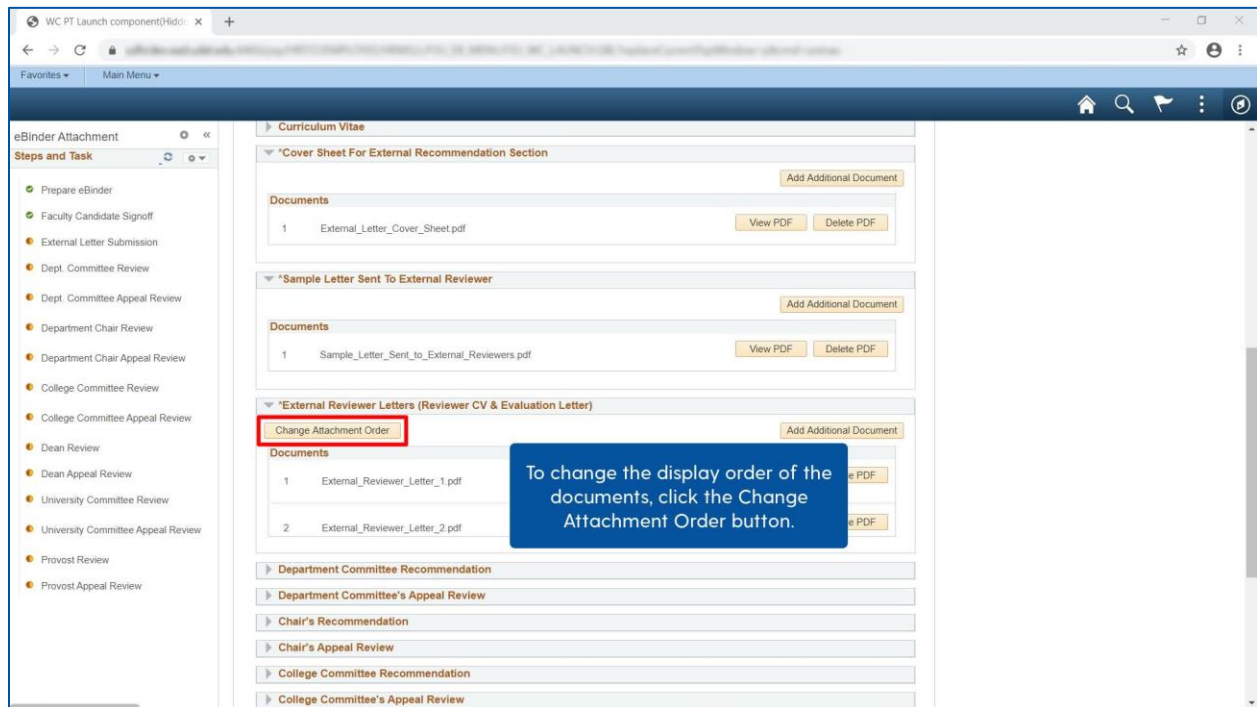
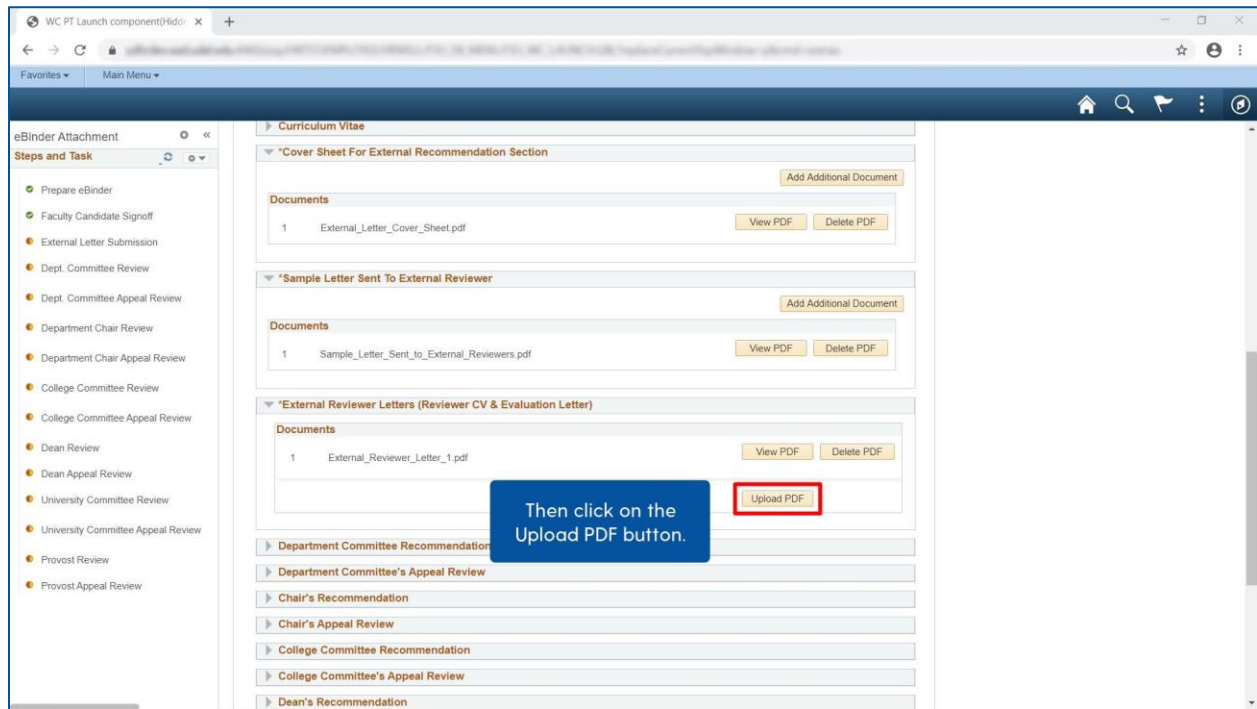
Cover Sheet For External Recommendation

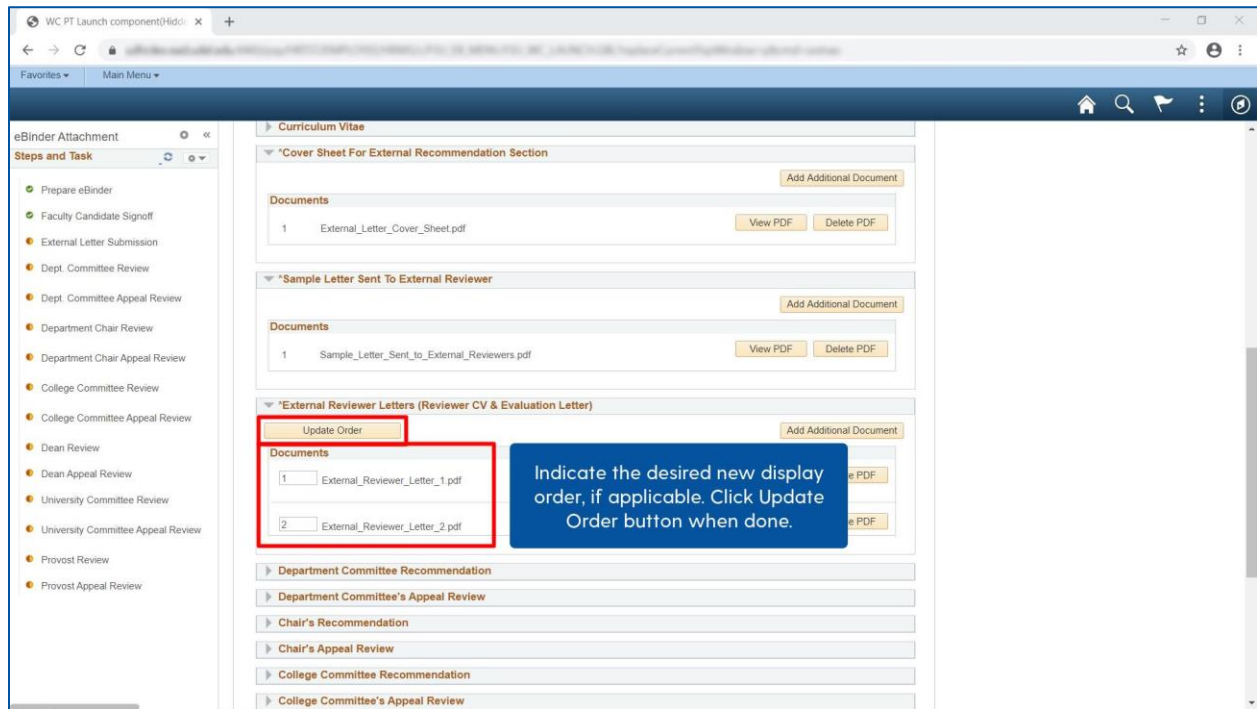
Choose File | No file chosen

Upload | Cancel

Browse and upload the attachments as separate PDF documents.







WC PT Launch component(Hiddi: X)

Curriculum Vitae

Cover Sheet For External Recommendation Section

Add Additional Document

Documents

1 External_Letter_Cover_Sheet.pdf View PDF Delete PDF

Sample Letter Sent To External Reviewer

Add Additional Document

Documents

1 Sample_Letter_Sent_to_External_Reviewers.pdf View PDF Delete PDF

External Reviewer Letters (Reviewer CV & Evaluation Letter)

Update Order

Add Additional Document

Documents

1 External_Reviewer_Letter_1.pdf View PDF Delete PDF

2 External_Reviewer_Letter_2.pdf View PDF Delete PDF

Department Committee Recommendation

Department Committee's Appeal Review

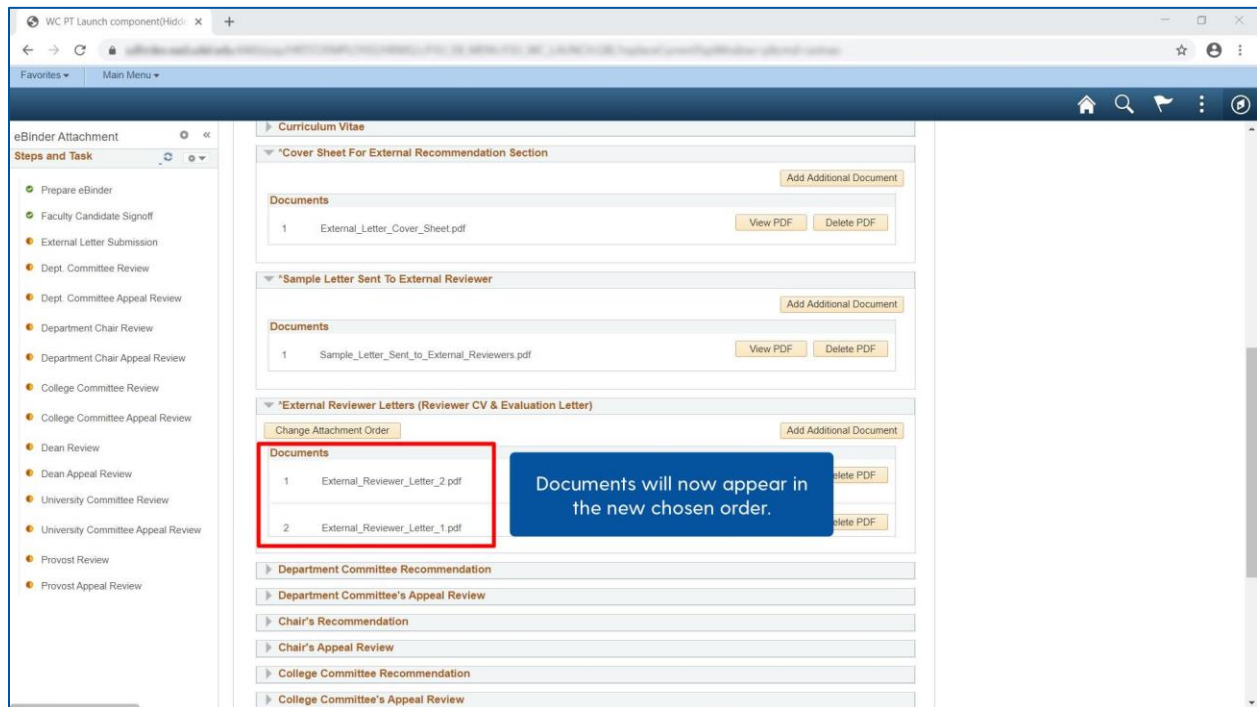
Chair's Recommendation

Chair's Appeal Review

College Committee Recommendation

College Committee's Appeal Review

Indicate the desired new display order, if applicable. Click Update Order button when done.



WC PT Launch component(Hiddi: X)

Curriculum Vitae

Cover Sheet For External Recommendation Section

Add Additional Document

Documents

1 External_Letter_Cover_Sheet.pdf View PDF Delete PDF

Sample Letter Sent To External Reviewer

Add Additional Document

Documents

1 Sample_Letter_Sent_to_External_Reviewers.pdf View PDF Delete PDF

External Reviewer Letters (Reviewer CV & Evaluation Letter)

Change Attachment Order

Add Additional Document

Documents

1 External_Reviewer_Letter_2.pdf View PDF Delete PDF

2 External_Reviewer_Letter_1.pdf View PDF Delete PDF

Department Committee Recommendation

Department Committee's Appeal Review

Chair's Recommendation

Chair's Appeal Review

College Committee Recommendation

College Committee's Appeal Review

Documents will now appear in the new chosen order.

WC PT Launch component(Hiddi: X)

External Letter Submission

Test AsstProfessor

EmployeeID: [REDACTED]
 PT Year: 2019
 Tenure Department: 03130-03130 Electrical and Computer Engrg
 Document ID: 236
 View P & T Memo

Template Name: UD Test Template
 Job Title: 2C1001 Assistant Professor
 College Name: COLLEGE OF ENGINEERING
 Candidate for: ☒ Promotion/Tenure

Click on the "View All" button to open and review the entire eBinder in a PDF format, or expand a section below and click the "View Section" button to review just the documents within that section. Use the bookmarks to navigate to a specific document. **Remember:** Circulation of the eBinder or its contents by any means beyond the reviewers involved in this P&T review step is prohibited.

Section 1 - Summary Cover Sheets

***Summary Cover Sheet For Promotion and Tenure**

[View Form](#)

Section 2 - General Information

[View Section](#)

Department/College Promotion And Tenure Criteria

Curriculum Vitae

*Cover Sheet For External Recommendation Section

To complete the External Letter Submission step, click on the View Form button in the Summary Cover Sheet for Promotion and Tenure section.

WC PT Launch component(Hiddi: X)

2019 SUMMARY COVER SHEET
PROMOTION & TENURE

Name: Test AsstProfessor Employee ID: [REDACTED]
 Department: 03130 Electrical and Computer Engrg College: COLLEGE OF ENGINEERING
 Current Rank: Assistant Professor Tenure Status: Non Tenure On Track

PROMOTION/TENURE TO: 002TEN 002-TEN Associate Professor - Tenured

SUMMARY OF VOTES BY COMMITTEES AND EACH ADMINISTRATIVE OFFICER REVIEWING FILE:

	REVIEWER SUBMISSION DATE	TOTAL VOTES	AFFIRMATIVE	NEGATIVE	ABSTAINING	N/A
External Letter Submission	07/16/2020	99				99
Department Committee						
Department Committee Appeal						
Department Chair						
Department Chair Appeal						
College Committee						
College Committee Appeal						
College Dean						
College Dean Appeal						
University Committee						
University Committee Appeal						
Provost						
Provost Appeal						

Enter 99 in the Total Votes column and the N/A column.

ELECTRONIC CERTIFICATION THAT CANDIDATE HAS HAD AN OPPORTUNITY TO REVIEW COMPLETED BINDER:

Signature Candidate: Test AsstProfessor Date: 07/16/2020

[Save & Return](#) [Return Without Save](#)

WC PT Launch component(Hiddi: X)

2019 SUMMARY COVER SHEET
PROMOTION & TENURE

Name: Test AsstProfessor Employee ID: [REDACTED]
 Department: 03130 Electrical and Computer Engrg College: COLLEGE OF ENGINEERING
 Current Rank: Assistant Professor Tenure Status: Non Tenure On Track

PROMOTION/TENURE TO: 002TEN 002-TEN Associate Professor - Tenured

SUMMARY OF VOTES BY COMMITTEES AND EACH ADMINISTRATIVE OFFICER REVIEWING FILE:

	REVIEWER SUBMISSION DATE	TOTAL VOTES	AFFIRMATIVE	NEGATIVE	ABSTAINING	N/A
External Letter Submission	07/16/2020	99				99
Department Committee						
Department Committee Appeal						
Department Chair						
Department Chair Appeal						
College Committee						
College Committee Appeal						
College Dean						
College Dean Appeal						
University Committee						
University Committee Appeal						
Provost						
Provost Appeal						

ELECTRONIC CERTIFICATION THAT CANDIDATE HAS HAD AN OPPORTUNITY TO REVIEW

Signature Candidate: Test AsstProfessor Date: 07/16/2020

Save & Return Return Without Save

Click on the Save & Return button.

WC PT Launch component(Hiddi: X)

2019 SUMMARY COVER SHEET
PROMOTION & TENURE

Name: Test AsstProfessor Employee ID: [REDACTED]
 Department: 03130 Electrical and Computer Engrg College: COLLEGE OF ENGINEERING
 Current Rank: Assistant Professor Tenure Status: Non Tenure On Track

PROMOTION/TENURE TO: 002TEN 002-TEN Associate Professor - Tenured

SUMMARY OF VOTES BY COMMITTEES AND EACH ADMINISTRATIVE OFFICER REVIEWING FILE:

	REVIEWER SUBMISSION DATE	TOTAL VOTES	AFFIRMATIVE	NEGATIVE	ABSTAINING	N/A
External Letter Submission	07/16/2020	99				99
Department Committee						
Department Committee Appeal						
Department Chair						
Department Chair Appeal						
College Committee						
College Committee Appeal						
College Dean						
College Dean Appeal						
University Committee						
University Committee Appeal						
Provost						
Provost Appeal						

ELECTRONIC CERTIFICATION THAT CANDIDATE HAS HAD AN OPPORTUNITY TO REVIEW COMPLETED BINDER:

Signature Candidate: Test AsstProfessor Date: 07/16/2020

Save & Return Return Without Save

Message

Remember, if you have completed all actions required at this step, you must also hit "Submit" on the eBinder Documents page to advance the eBinder to the next step.

OK Cancel

Click OK to proceed with the External Letter Submission process.

WC PT Launch component(hldi: X

External Letter Submission

Test AsstProfessor

EmployeeID: [REDACTED]

Template Name: UD Test Template

Job Title: 2C1001 Assistant Professor

College Name: COLLEGE OF ENGINEERING

Candidate for: ☒ Promotion/Tenure

PT Year: 2019

Tenure Department: 03130-03130 Electrical and Computer Engrg

Document ID: 237

View P & T Memo

Click on the "View All" button to open and review the entire eBinder in a PDF format, or expand a section below and click the "View Section" button to review just the documents within that section. Use the bookmarks to navigate to a specific document. **Remember:** Circulation of the eBinder or its contents by any means beyond the reviewers involved in this P&T review step is prohibited.

Expand All Collapse All View All **Submit**

Once you have uploaded all the external letter documents and completed the summary cover sheet, click the Submit button.

Section 1 - Summary Cover Sheets

***Summary Cover Sheet For Promotion and Tenure**

View Form

Section 2 - General Information

View Section

Department/College Promotion And Tenure Criteria

Curriculum Vitae

*Cover Sheet For External Recommendation Section

WC PT Launch component(hldi: X

External Letter Submission

Test AsstProfessor

EmployeeID: [REDACTED]

Template Name: UD Test Template

Job Title: 2C1001 Assistant Professor

College Name: COLLEGE OF ENGINEERING

Candidate for: ☒ Promotion/Tenure

PT Year: 2019

Tenure Department: 03130-03130 Electrical and Computer Engrg

Document ID: 236

View P & T Memo

Click "Confirm" to advance the eBinder to the next step of the process. Otherwise, hit "Return".

Confirm Return

Click on the Confirm button to validate that you are ready to submit the External Letters.

WC PT Launch component(hid: X)

External Letter Submission

Test AsstProfessor

EmployeeID: [REDACTED]

Template Name: UD Test Template

Job Title: 2C1001 Assistant Professor

College Name: COLLEGE OF ENGINEERING

Candidate for: ☒ Promotion/Tenure

PT Year: 2019

Tenure Department: 03130-03130 Electrical and Computer Engrg

Document ID: 236

View P & T Memo

eBinder submitted successfully

[Return](#)

Click the Return button to proceed to the next step of the process.

Steps and Task

- Prepare eBinder
- Faculty Candidate Signoff
- External Letter Submission
- Dept. Committee Review
- Dept. Committee Appeal Review
- Department Chair Review
- Department Chair Appeal Review
- College Committee Review
- College Committee Appeal Review
- Dean Review
- Dean Appeal Review
- University Committee Review
- University Committee Appeal Review
- Provost Review
- Provost Appeal Review

WC PT Launch component(hid: X)

Dept. Committee Review

Test AsstProfessor

EmployeeID: [REDACTED]

Template Name: UD Test Template

Job Title: 2C1001 Assistant Professor

College Name: COLLEGE OF ENGINEERING

PT Year: 2019

Tenure Department: 03130-03130 Electrical and Computer Engrg

Document ID: 236

View P & T Memo

The step External Letter Submission will now be shown with a green checkmark indicating that the step has been completed. The Department Committee review can now commence.

Expand All Collapse All View All Submit

Return to Search

Section 1 - Summary Cover Sheets

View Section

Summary Cover Sheet For Promotion and Tenure

View Form

Section 2 - General Information


View Section

Department/College Promotion And Tenure Criteria

Steps and Task

- Prepare eBinder
- Faculty Candidate Signoff
- External Letter Submission
- Dept. Committee Review
- Dept. Committee Appeal Review
- Department Chair Review
- Department Chair Appeal Review
- College Committee Review
- College Committee Appeal Review
- Dean Review
- Dean Appeal Review
- University Committee Review
- University Committee Appeal Review
- Provost Review
- Provost Appeal Review

The eBinder has now moved to the Department Committee Review step. The documents uploaded in the External Review step will be available to all reviewers in the current P&T process.



For questions about this process, please contact the systems administrator at facultypromotion@udel.edu.