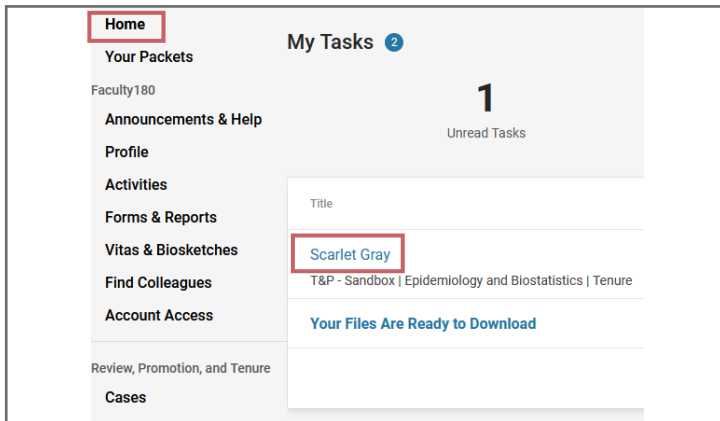


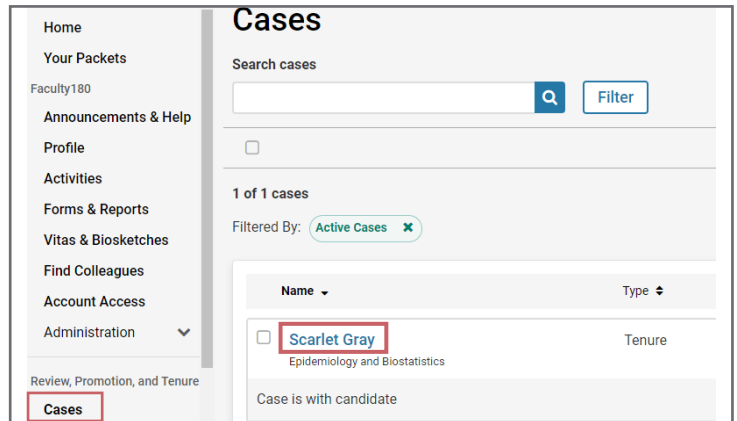
In UNLV Folio, only designated committee chairs/managers at the various review steps are responsible for completing the required form. Some of these forms provide information about external reviewers while others capture the committees' votes and review of the candidates.

► Accessing the Required Form

1. To access the required form, begin by opening the candidate's case from the task list on your **Home** page (Figure 1, Option 1) or from the **Cases** page (Figure 2, Option 2) in UNLV Folio.



Option 1: Access the case from the home page under My Tasks.



Option 2: Click on Cases in the left navigation and locate the candidate's case. Click on the candidate's name.

2. After the case opens, select the **Case Details** tab and scroll down to the **Required Items** section where you will find the required form. Use the 'Fill Out Form' link to open the required form(s) (Figure 3).

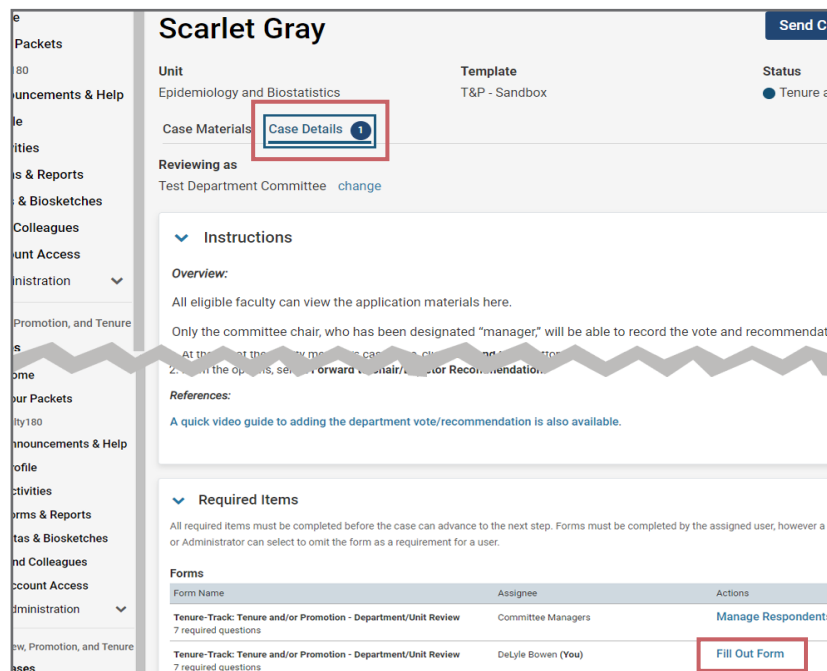


Figure 3. The Case Details tab containing the Required Items section.

Once the form opens, the committee chair/manager will complete the form and when finished select the **Submit Form** button. Below you will find information about each of the forms as well as the various required fields.

PLEASE NOTE: Text boxes are limited to 8000 characters. If your comments exceed the 8000 character limit, you have the option to upload a document with your full comments by navigating to the **Case Materials** tab, expanding the appropriate review step, and clicking the **Add** button to browse and upload a file. If you upload a file, please point users to the file by entering a statement in the appropriate text box in the form (e.g., “Please see full comments in the Review by Department/Department Committee internal section”).

► External Review Summary

The External Review Summary (formerly the External Review Cover Sheet) is a key part of the external review process. This form is typically completed by the Department Chair/Supervisor or other designee.

In this form, please indicate the name, title, and institution for each reviewer. When explaining the reason for selecting each reviewer, please be as specific as possible. When discussing the reviewer, please also discuss any potential conflicts of interest for the reviewer, if applicable.

There is space to provide information for eight reviewers; however, only four are required. If this is a non-tenure track review and external reviews are not required by the unit, please enter “N/A” into the required fields. This form contains the following required fields:

- Name
The reviewer’s first and last name.
- Title
The reviewer’s title. Please include academic rank (i.e., associate or full professor) and any other relevant positions (i.e., a named professorship, department chairmanship, or other administrative function).
- Institutional Affiliation
The institution that employs the reviewer.
- Brief description of reviewer and why they were selected.
Please include specific details about why they were selected. If there are any potential conflicts of interest, note them here as well.
- The reviewer was selected by the:
This is a drop-down list where you can select who requested this reviewer (candidate, chair, dean, or personnel committee).

► Department

Departments and units use this form to upload their evaluation and forward it as part of the review process. The committee chair/manager completes this form on behalf of the committee for cases that require a Department/Unit review.

This form contains the following required fields:

- Number of eligible faculty members of committee
- Number of favorable votes
- Number of unfavorable votes
- Number of abstentions or recusals
- Reasons for abstention/recusal
Please explain why faculty did not vote at this level if eligible to do so. If no one abstained, please write “N/A”.

- Number of faculty members absent from vote
- Department/Unit Recommendation
Please include a clear and detailed summary of the department committee's review of the candidate's record, including how the candidate did or did not meet or exceed the unit tenure and promotion standards. Do NOT include any information regarding the committee vote tallies in this summary.

> View the video demonstration: [Adding the Department Vote or Recommendation to a UNLV Folio Case](#)

► Chair/Supervisor

Department Chairs or Supervisors use this form to upload their evaluation and forward it as part of the review process. The form is divided into five areas. **Responses are required in all areas.**

1. Evaluation of teaching/position effectiveness (or performance of assigned duties for non-teaching faculty)

- A drop-down menu in which the chair/supervisor can select a rating (excellent, commendable, satisfactory, unsatisfactory)
- Comments on teaching and/or position effectiveness

2. Scholarly, Research, and/or Creative Activity

- A drop-down menu in which the chair can select a rating (excellent, commendable, satisfactory, unsatisfactory or satisfactory, unsatisfactory for those who are tenured and are seeking promotion)
- Comments on scholarly, research, and/or creative activities
This section addresses scholarly contributions and creative work products, as well as grants, contracts, and other funded activities that may occur in multiple domains (e.g., research, technical and educational projects, academic programs, travel grants).

3. Service/Community Engagement/Other Professional Activities

- A drop-down menu in which the chair can select a rating (excellent, commendable, satisfactory, unsatisfactory)
- Comments on Service/Community Engagement/Other Professional Activities
This section addresses professional expertise that has been solicited and used to advance professional and personal programs and events at UNLV or another institution or organization. Examples include, but are not limited to, service on department-, university-, and system-level committees, service to professional organizations, including committee member, reviewer, and/or editor, or other service roles such as guest speaker, student advisor, conference organizer, judge, coordinator, or mentor for faculty and/or students.

4. Additional Criteria

- A text box in which you can enter appropriate information.

5. Department Chair/Unit Director Recommendation

- Recommendation
Please address how the candidate did or did not meet or exceed the unit standards for tenure and/or promotion.
- Overall Recommendation
This is a drop-down menu that allows you to select whether you do or do not recommend tenure and/or promotion.

> View the video: [Adding the Chair/Director Recommendation to a UNLV Folio Case](#)

► College

College committees use this form to upload their evaluation and forward it as part of the review process. The committee chair/manager completes this form on behalf of the committee for cases that require a College/School Personnel committee review.

This form contains the following required fields:

- Number of eligible faculty members of committee
- Number of favorable votes
- Number of unfavorable votes
- Number of abstentions or recusals
- Reasons for abstention/recusal
Please explain why faculty did not vote at this level if eligible to do so. If no one abstained, please write "N/A"
- Number of faculty members absent from vote
- College Committee Recommendation
Please include a clear and detailed summary of the College committee's review of the candidate's record, including how the candidate did or did not meet or exceed the unit tenure and promotion standards. Do NOT include any information regarding the committee vote tallies in this summary.

> View the video: [Adding the College Vote or Recommendation to a UNLV Folio Case](#)

▶ Dean

Deans use this form to upload their evaluation and forward it as part of the review process.

This form contains the following required fields:

- Recommendation
Please address how the candidate did or did not meet or exceed the unit standards for tenure and/or promotion.
- Overall Recommendation
This is a drop-down menu that allows you to select whether you do or do not recommend tenure and/or promotion.

> View the video: [Adding the Dean's Recommendation to a UNLV Folio Case](#)

▶ University

The University Tenure & Promotion Committee uses this form to upload their evaluation and forward it as part of the review process. The committee chair/manager completes this form on behalf of the committee.

This form contains the following required fields:

- Number of eligible faculty members of committee
- Number of favorable votes
- Number of unfavorable votes
- Number of abstentions or recusals
- Number of faculty members absent from vote
- Reasons for abstention/recusal
Please explain why faculty did not vote at this level if eligible to do so. If no one abstained, please write "N/A"
- University Tenure & Promotion Committee Recommendation
Please include a clear and detailed summary of the committee's review of the candidate's record, including how the candidate did or did not meet or exceed the unit tenure and promotion standards. Do NOT include any information regarding the committee vote tallies in this summary.

> View the Video: [Adding the University Tenure and Promotion Committee's Recommendation to a UNLV Folio case](#)

Need more Help?

- > Check out the [UNLV Folio Resources page](#)
- > Email [UNLV Folio Support](#)
- > [Book a one-on-one consultation](#) with the UNLV Folio Support Team