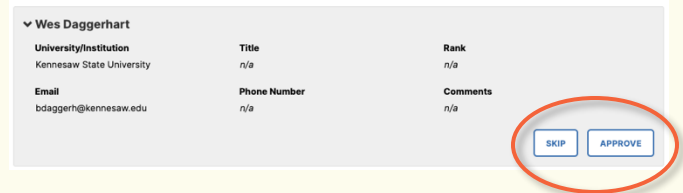
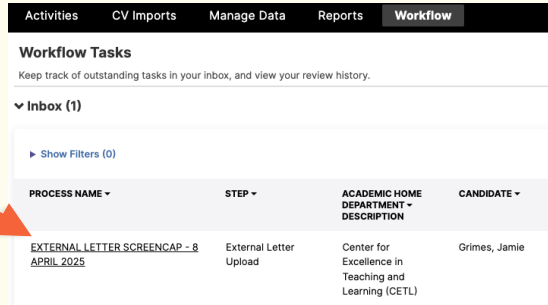


Quick Reference Guide

Creating External Letters

For additional information, please consult the Full Reference Guide for Creating External Letters.
For assistance with this and other issues related to faculty review, please contact FacultyActivityData@Kennesaw.edu.

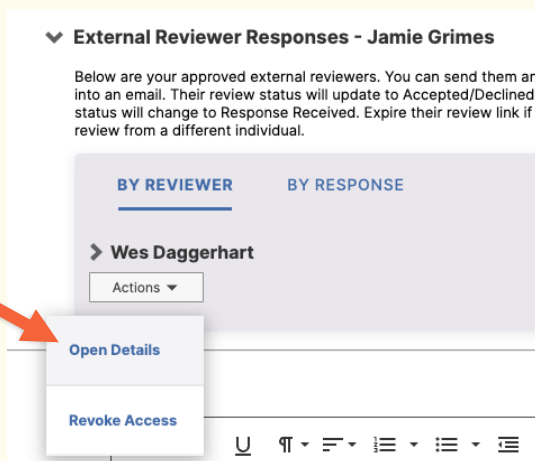


1

Go to your workflow tasks and select the faculty member for whom you need to request external review letters.

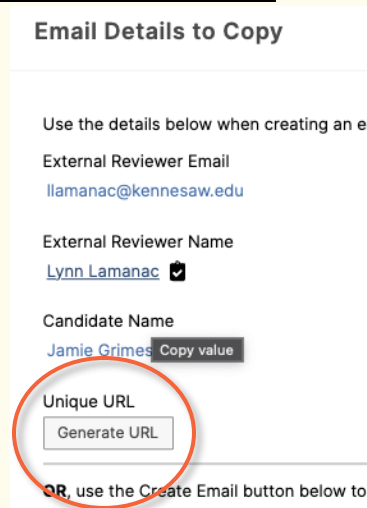
2

Select a reviewer to approve for participation in the review process.



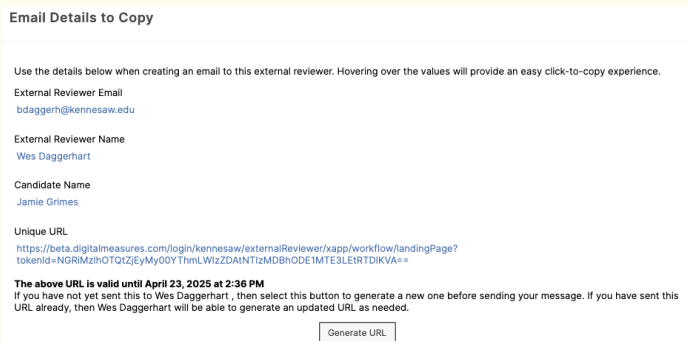
3

The reviewer will be moved lower on the page, to a list of approved reviewers. Select Open Details.



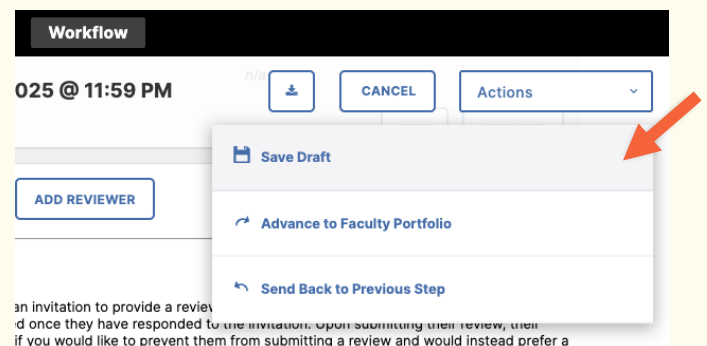
4

Generate a URL. This will be used by the reviewer to participate in the process.



5

Email the link to the reviewer, either by generating an email, or by using your preferred mail client.



6

Use Save Draft to preserve your progress.

All official correspondences, including this initial email *must* come from an official KSU email address.

The portfolio must advance to the candidate by August 1.