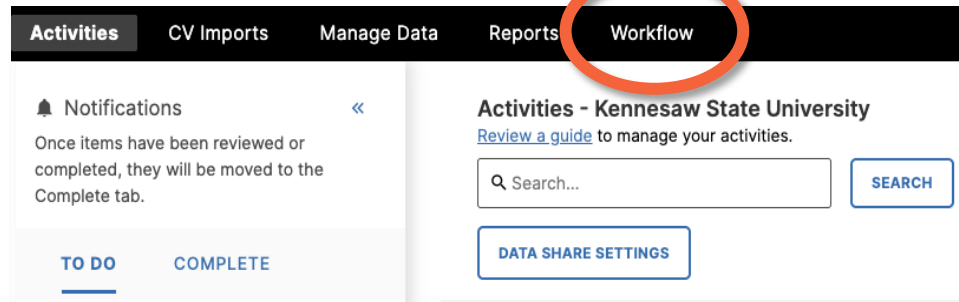


Full Reference Guide

Creating External Letters

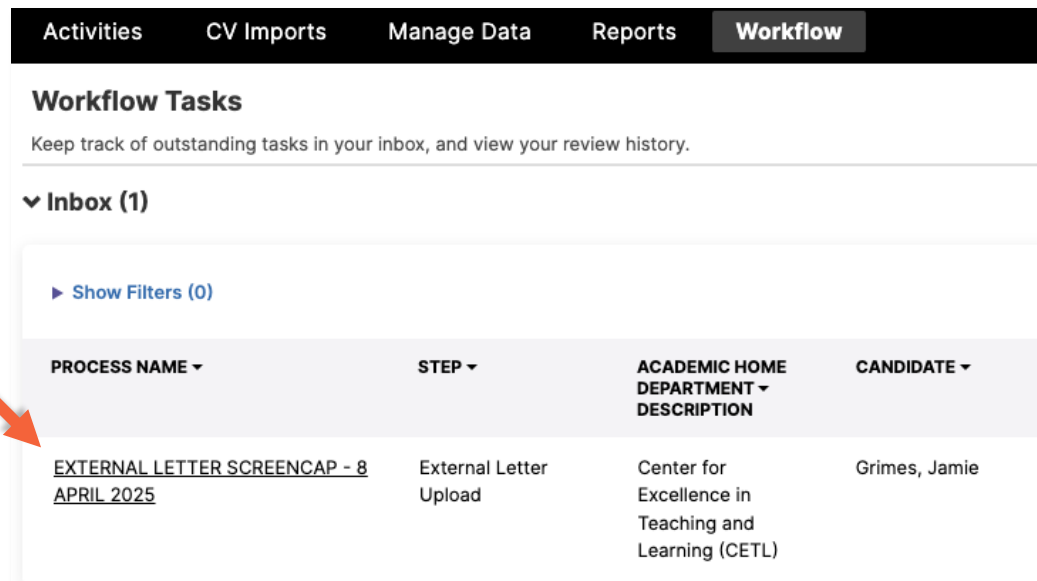
Step
1

Login to Watermark Faculty Success and go to your Workflow Tasks.



Step
2

Select the Process Name for the Candidate you are reviewing.



Step
3

Select an external reviewer from the Aggregated External Reviewers.

! All correspondences during this process *must* be done through your official KSU email account.

External reviewer feedback on faculty must be submitted via the URL provided in Step 5.

▼ Aggregated External Reviewers

Approve or Skip each external reviewer to determine which individuals appear in the External Reviewers Responses section below. Approving a reviewer will also generate a unique link that will provide the reviewer with access to the candidate's materials and a place to supply their review. This link should be sent via email.

From Faculty Materials for External Review > Faculty Suggested Reviewers

▼ Wes Daggerhart			✓
University/Institution	Title	Rank	
Kennesaw State University	n/a	n/a	
Email	Phone Number	Comments	
bdaggerh@kennesaw.edu	n/a	n/a	

▼ Lynn Lamanac			✓
University/Institution	Title	Rank	
Kennesaw State University	n/a	n/a	
Email	Phone Number	Comments	
llamanac@kennesaw.edu	n/a	n/a	

Remember, you can choose to skip, approve, or ignore persons on this list.

▼ Wes Daggerhart

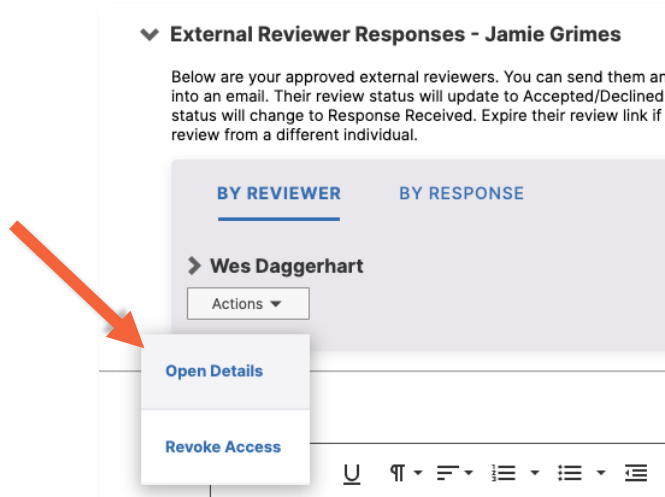
University/Institution	Title	Rank
Kennesaw State University	n/a	n/a
Email	Phone Number	Comments
bdaggerh@kennesaw.edu	n/a	n/a

SKIP

APPROVE

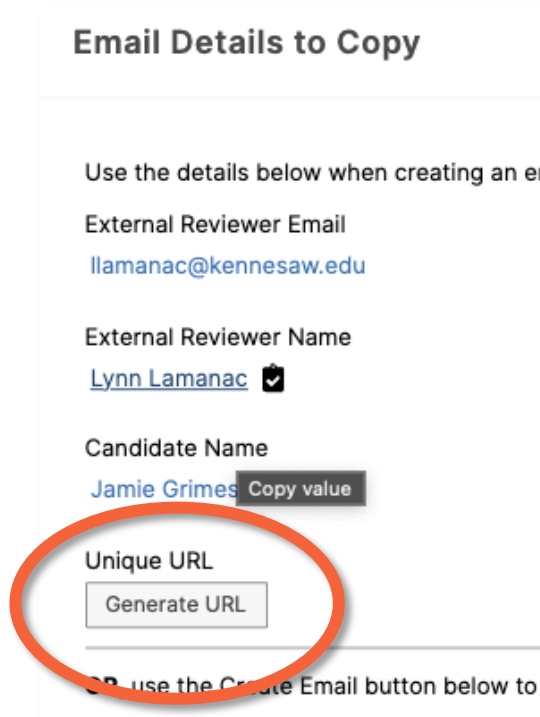
Step
4

Once you have approved a reviewer, that person's name will be added to the list of External Reviewer Responses found beneath the aggregated list. To begin the process of inviting the external reviewer to participate, select Open Details.



Step
5

Here will be listed the contact information for the reviewer. Begin by selecting Generate URL. This will create a unique link that will be how the reviewer provides feedback.



Step
6

You can use the system to assist in creating an email using the mailto settings you have configured in your browser.

button to generate a new one before sending your message. If you have sent this dated URL as needed.

Generate URL

our mailto settings. To learn more about configuring mailto for your browser, see [this](#) article.

Create Email

CLOSE



Alternatively, you can copy the external reviewer email and the unique URL into your preferred mail client

This email *must* come from an official KSU email address.

Step
7

You can track the number of responses received from the External Reviewer Responses area.

External Reviewer Responses - Jamie Grimes 0/2 Responses Received

Below are your approved external reviewers. You can send them an invitation to provide a review by copying the URL shown in their row and pasting it into an email. Their review status will update to Accepted/Declined once they have responded to the invitation. Upon submitting their review, their status will change to Response Received. Expire their review link if you would like to prevent them from submitting a review and would instead prefer a review from a different individual.

BY REVIEWER	BY RESPONSE
> External Review Letter	0 Responses
> External Reviewer cv	0 Responses

Once you have sent out your external review letter(s), be sure to Save Draft.

Step
8

The screenshot shows a 'Workflow' interface. At the top, there's a black bar with the word 'Workflow' in white. Below it, the text '025 @ 11:59 PM' is displayed. To the right of this text are three buttons: a download icon, 'CANCEL', and 'Actions' with a dropdown arrow. The 'Actions' dropdown menu is open, showing three options: 'Save Draft' (highlighted with a light blue background), 'Advance to Faculty Portfolio', and 'Send Back to Previous Step'. An orange arrow points from the 'Save Draft' option in the dropdown menu to the 'ADD REVIEWER' button on the left. Below the 'ADD REVIEWER' button, there is a partially visible paragraph of text starting with 'an invitation to provide a review'.

You may advance the portfolio once all responses have been received.

Step
9

The portfolio must advance to the candidate by August 1. Letters can be received in the system until that time.

“If fewer than the number of letters requested by the chair are received, the chair will so note in the portfolio and the review will proceed.”

— KSU Faculty Handbook, Section 3.12.B.3

For assistance with this and other issues related to faculty review, please contact FacultyActivityData@kennesaw.edu.