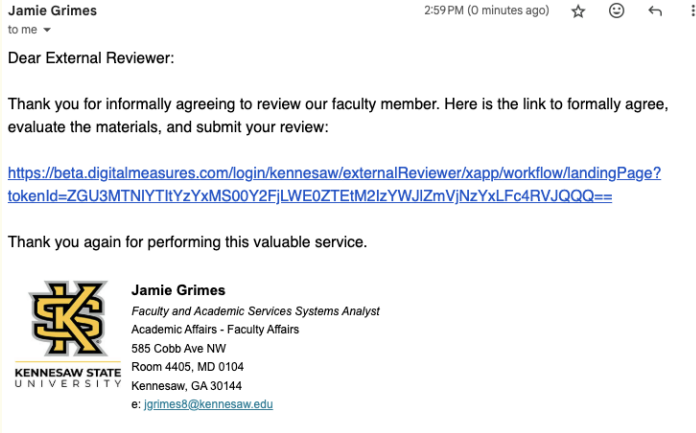


Watermark Guide for External Reviewers

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

All external reviews must be completed using the steps below by July 1.
Review letters *cannot* be emailed to a KSU point of contact directly.



You have been selected as a reviewer for Jamie Grimes, and are being invited to submit a review of their scholarship.

If you accept this invitation, use the Accept button below to indicate this.
If you prefer to decline to provide a review for this individual, use the Decline button instead.

Selecting Accept will take you to a new page where you will be provided with the individual's scholarship, and a place to provide your review.

DECLINE

ACCEPT

You will be taken to a page indicating that you have been selected as a reviewer. Even if you have previously discussed your involvement with the department chair, you will have to accept this invitation to formalize your participation in the review process.

1 Click on the link provided via email.

Any time you access the portfolio, or if you receive an error, you can follow the onscreen prompts to generate a new code, or you can reply to the initial email to contact the department chair for a new code.

Codes obtained by contacting the department chair will expire after 15 minutes.

2

3

After you click on Accept, you will be taken to a page where you can access the materials you are to review, as well as a copy of the department promotion and tenure guidelines.



For security and privacy purposes, you cannot download these review documents. They must be viewed in-browser.

4

Once you've conducted your review, you must upload your review letter and your CV using the fields provided. The Submit function will not unlock until all required documents have been uploaded.

5

You can save your progress at any time by clicking on Save. The Submit function will not unlock until all required documents have been uploaded.

External Letter Upload Step - Due April 19, 2025

Candidate: Jamie Grimes

Faculty Materials for External Review

Candidate's cv

CV.docx (12.86 KB)

Documentation for External Reviewer

OTHERSTUFF.docx (12.86 KB)

Department Promotion & Tenure Guidelines

deptguidelines.docx (12.87 KB)

Submitted April 17, 2025
by Jamie Grimes

5

3

External Review Letter *

[Drop files here or click to upload](#)

External Reviewer cv *

[Drop files here or click to upload](#)

4