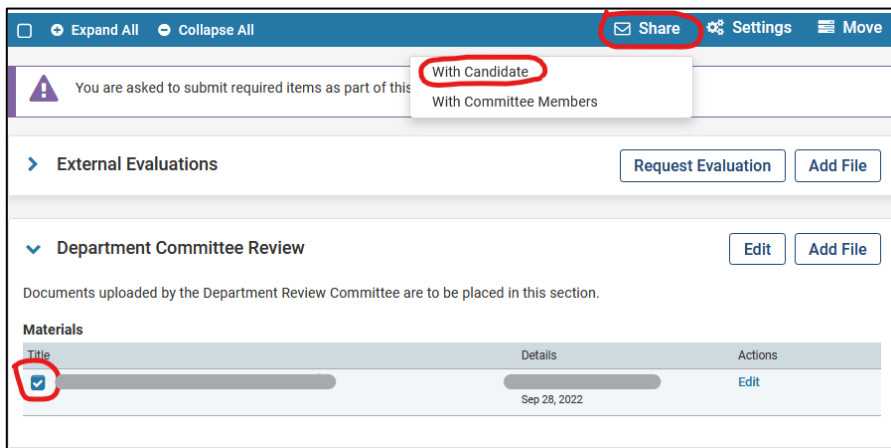
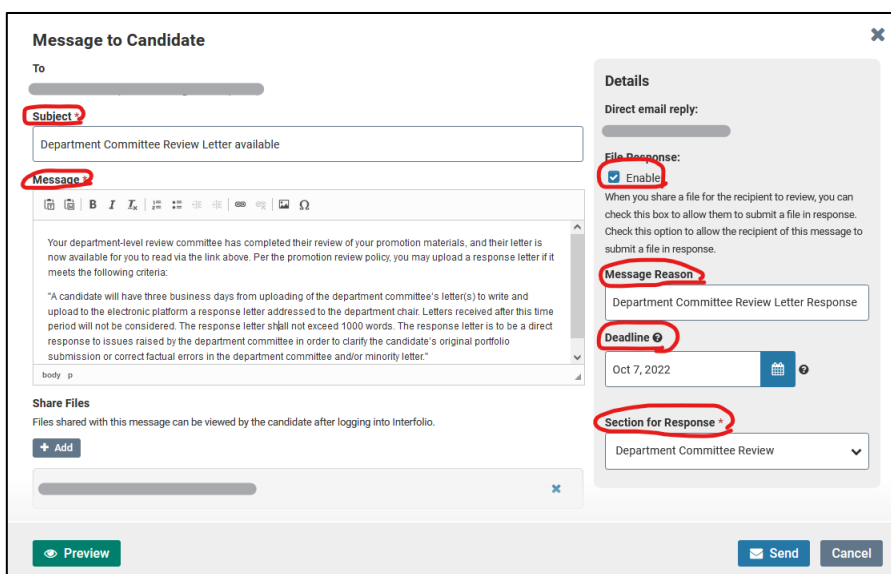


## How to share a tenure/promotion review letter with the candidate

1. On the candidate's main Case Materials page, scroll down to the bottom of the page and select the check box next to the letter(s) you wish to share with the candidate. Then click on the **Share** button at the top of the page and select **With Candidate**.



2. On the next screen, fill out the email **Subject** and **Message**. The letter(s) you selected in step 1 will be shown below the email message, and you can change that choice here if for some reason you selected the wrong letter(s). Then make sure to select the box to **Enable** a File Response, and then complete the sections for **Message Reason**, **Deadline**, and **Section for Response**. If your college's review template includes separate sections for response letters then you will select those sections, but otherwise select the same section as the letter that that candidate would be responding to so that they are shown side-by-side to future reviewers. You can **Preview** the message if you'd like to see how it will look to the candidate receiving it, and then click **Send** to actually send the message.



*If you want to use the text shown above as the email Message, copy and paste from here (remember to change out the word "promotion" for "tenure" if applicable...):*

Your department-level review committee has completed their review of your promotion materials, and their letter is now available for you to read via the link above. Per the promotion review policy, you may upload a response letter if it meets the following criteria:

"A candidate will have three business days from uploading of the department committee's letter(s) to write and upload to the electronic platform a response letter addressed to the department chair. Letters received after this time period will not be considered. The response letter shall not exceed 1000 words. The response letter is to be a direct response to issues raised by the department committee in order to clarify the candidate's original portfolio submission or correct factual errors in the department committee and/or minority letter."