



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.

## 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  
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- Title  
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- Institutional Affiliation  
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- Brief description of reviewer and why they were selected.

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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

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