

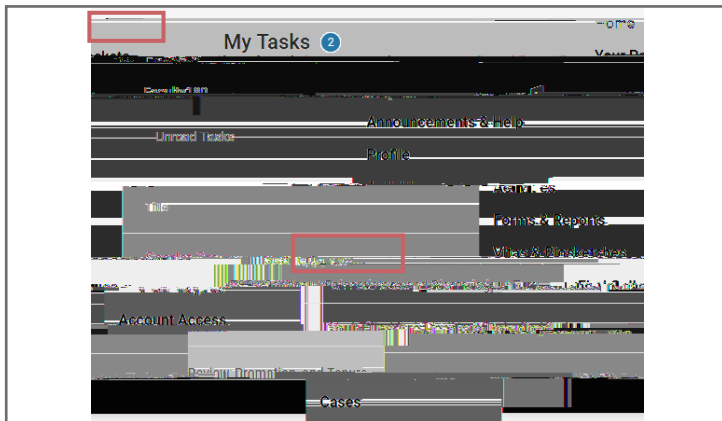
FILLING OUT FORMS IN UNLV FOLIO:

A Targeted Guide for Reviewers of Tenure and/or Promotion Cases

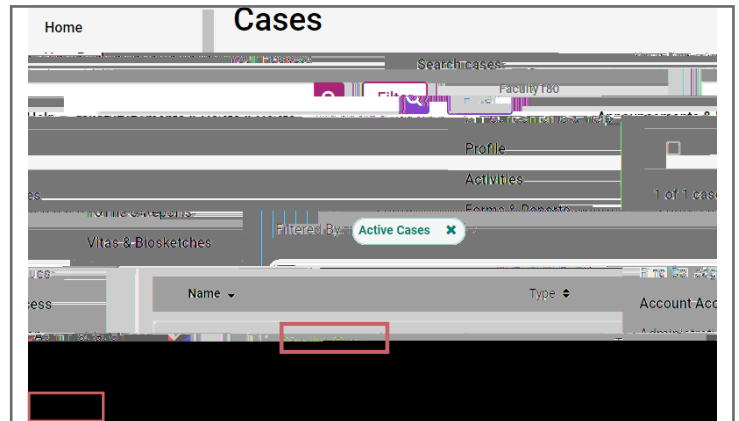
In UNLV Folio, only designated committee chairs/managers at the various review steps are responsible for completing the required form. Some of these forms provide information about external reviewers while others capture the committees' votes and review of the candidates.

Accessing the Required Form

1. To access the required form, begin by opening the candidate's case from the task list on your **Home** page (Figure 1, Option 1) or from the **Cases** page (Figure 2, Option 2) in UNLV Folio.



Option 1: Access the case from the home page under My Tasks.



Option 2: Click on Cases in the left navigation and locate the candidate's case. Click on the candidate's name.

2. After the case opens, select the **Case Details** tab and scroll down to the **Required Items** section on where you will find the required form. Use the 'Fill Out Form' link to open the required form(s) (Figure 3).

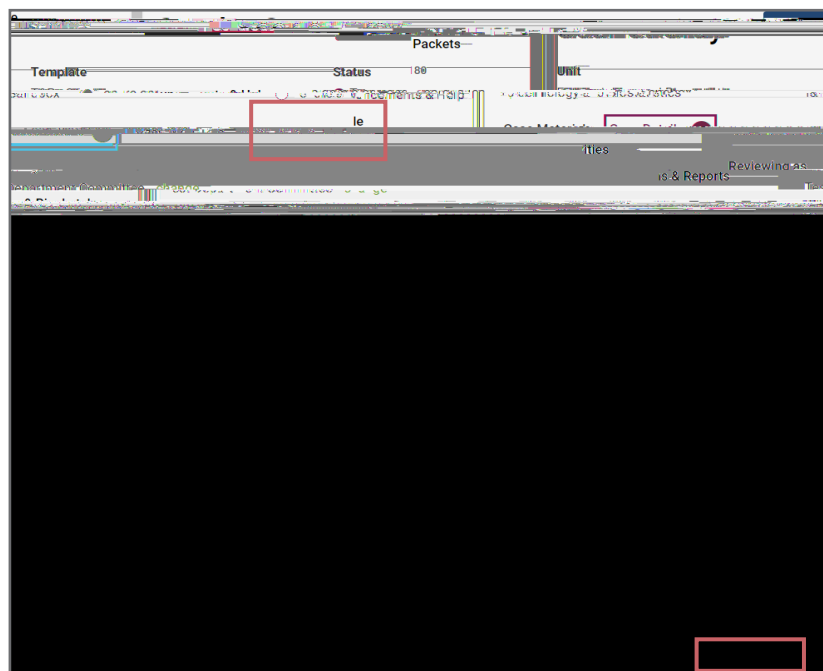


Figure 3. The Case Details tab containing the Required Items section.

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 are several questions about each reviewer, if applicable. \$ B

- Number of faculty members absent from vote
- Department/Unit Recommendation

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
- Number of faculty members absent from vote
- College Committee Recommendation

View the video: [Adding the College Vote or Recommendation to a UNLV Folio Case](#)

Dean

Deans use this form to upload their evaluation and forward it as part of the review process.

This form contains the following required fields:

Need more Help?

Check out the [UNLV Folio Resources page](#)

Email [UNLV Folio Support](#)

[Book a one-on-one consultat on](#) with the
UNLV Folio Support Team