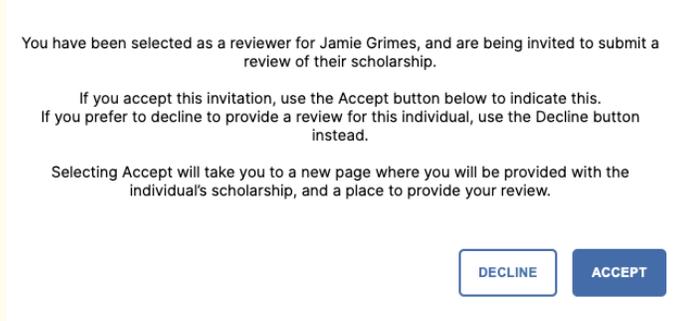
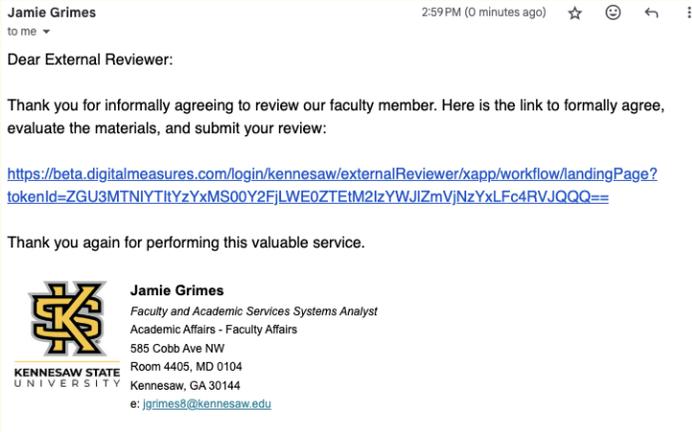


# Watermark Guide for External Reviewers

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.**



**1** Click on the link provided via email.

Links expire after 15 days. If you click on this link and receive an error, you can follow the steps in that message to generate a new link, or you can reply to the initial email to contact the department chair for a new link.

**2** 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.

**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.

**X** 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.

