

Loading Initial / Final Recommendation Letter

Initial and final recommendation letters are loaded to the case(s) by a committee manager. Depending on the reviewer and review level, this will be the committee chair, department chair, dean, or administrative assistant.

REMINDER: Reviewer recommendation letters **must be signed** before loading (digitally signed or physically signed then scanned). Per the MOA "The reviewer or committee members will sign the final recommendation." Recommendation letters loaded to the digital case during review are the official documents.

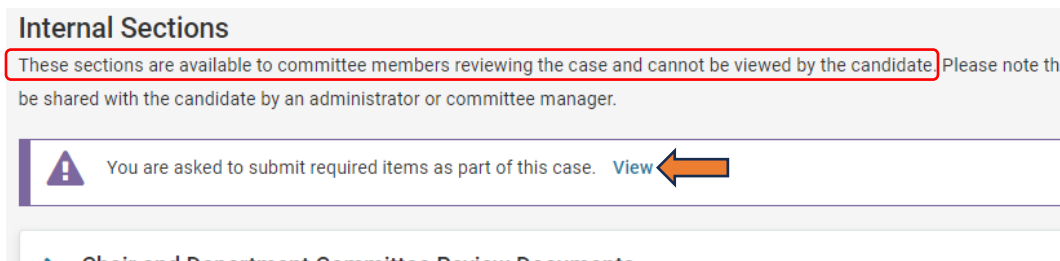
Loading initial or final letter in Required Items

1. Navigating to Required Items

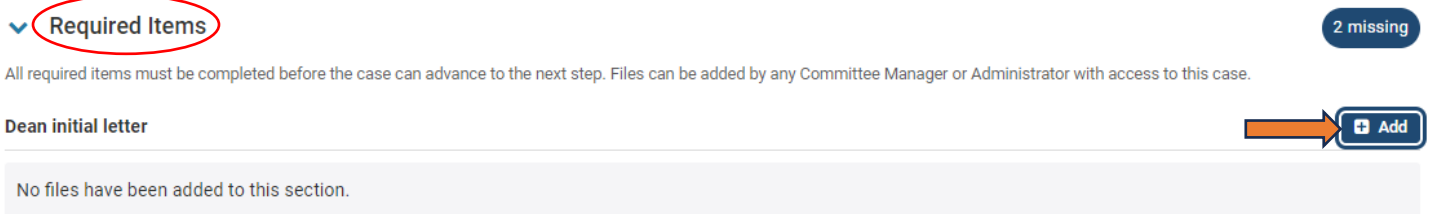
- Select **Case Details** tab **Case Materials** **Case Details 2** and scroll to "Required Items"

OR

- Under **Case Materials** **Case Materials** **Case Details 2** scroll to **Internal Sections** (**DO NOT** load required letters here. *See note below for loading other documents.) and click **View**. View takes you to Case Details, Required Items.

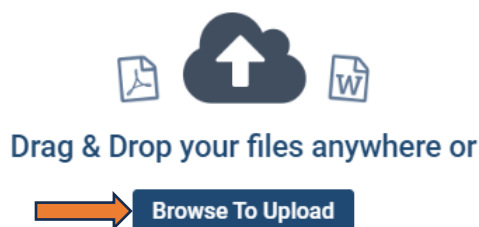


2. Under Required Items, select "+ Add" on the relevant letter line.



3. Browse to upload the letter from your files.

Upload a new file Select file from case



4. Edit document “Name” as needed. Must include reviewer level, initial or final, candidate name, AY or year of review.

4.a. Dean / College Committee letters – change “Section” to “Dean and College....”

Please select the section of the packet where this file will appear. Select the appropriate section from the dropdown menu below.

The screenshot shows a form with two main fields: "Name *" and "Section *". The "Name" field contains the text "Dean initial rec V Tiger year 1". The "Section" dropdown menu is open, showing three options: "Chair and Department Committee Review Do", "Chair and Department Committee Review Documents", and "Dean and College Committee Review Documents". The "Dean and College Committee Review Documents" option is highlighted in blue. An orange callout box with an arrow points to this option, containing the text "dean/college ltrs". A blue callout box with a pointer to the "Name" field contains the text "Review level, candidate name, initial/final, AY or review year".

5. Click “+ Add.”

The letter is now listed in required items and will be viewable within the case by current and subsequent reviewers (not candidate).

CANDIDATE CANNOT VIEW THE UPLOADED LETTER yet. It must be selected & shared with them and prior reviewers.

*Note: If your unit normally sends a separate cover sheet with the recommendation letter, that information could be included in the message when sending the letter (see “Sharing letter with candidate”), or the cover sheet may be loaded to the Case Materials Internal Section. The recommendation letter already loaded in Details and the additional document can be selected and shared with the Candidate at the same time from Case Materials.

Continue to “Sharing initial or final letter with candidate” and “Sharing letter with prior reviewers.”

Resources: <https://www.fhsu.edu/academic/provost/digital-portfolio-system> (guides, training, reviewer FAQ)
8/16/22 step-by-step instruction video <https://app.vidgrid.com/view/IQtHj1WJQHEd>.