External Reviewer Approval Request Process

The External Reviewer Approval Request application may be accessed here: https://rcit.rutgers.edu/apps/external-reviewer-approval-request/.

1. **Login utilizing your NetID and Password. Please note all email confirmations are sent to your official Rutgers email address in the system.**
2. **Submitting a new application**
   a. Include the following information (Please note that the same information is required for Form 3-a):
      i. Name of Candidate
      ii. Department
      iii. Identify Type of Review
      iv. Name of Proposed External Reviewer
      v. External Reviewer's Institutional Affiliation and Rank
      vi. External Reviewer's Institutional/Personal Website
      vii. Referee's relationship to candidate and his/her work (check all that apply)
         1. If none known, select none known.
         2. If they were a past mentor, please specify the relationship in the text box.
         3. If other, please clarify in the text box.
         4. This can be updated after the relationship becomes clearer.
      viii. Referee's knowledge of candidate's work based primarily on (check all that apply)
         1. If their knowledge of candidate's work is unknown at this time, please check "unknown at this time (TBD)."
         2. This can be updated after the referee's knowledge of candidate's work becomes clearer.
      ix. Referee recommended by (check all that apply)
      x. Provide a statement of the proposed reviewer's relevant qualifications and expertise (optional)
   b. Once submitted, you will receive an automatic confirmation email of the submission.
   c. Dr. Marmorstein also receives an automatic email notification that the application is ready for her review.
3. **Reviewing External Reviewer Application**
   a. Dr. Ramaswami will review the information given and submit a response for each external reviewer.
   b. There are four possible status updates for an external reviewer
      i. Pending – The application is pending review by Dr. Ramaswami.
      ii. Approve – Chairs may send out preliminary solicitation letter (found in Appendix G) querying reviewer's interest to evaluate the candidate.
      iii. Deny – Reviewer has not been approved. Please submit additional reviewer(s), if necessary.
      iv. Hold – Additional information is needed to move forward with this potential reviewer.
4. **External Reviewer Status Update**
   a. When the status is updated for an external reviewer, the chair will receive an automatic email notification.
   b. If Dr. Ramaswami requests additional information, please send her an email update to rsuneeta@camden.rutgers.edu
   c. If the reviewer has been approved, chairs may send out the preliminary solicitation letter to potential reviewers.
5. **Final Update of External Reviewer**
   a. Once the chair receives the final response from the potential reviewer, the chair should update the Final Reviewer Response in the Approval System.
   b. There are four options for final responses
      i. Pending – The chair is in process of sending out preliminary solicitation letter.
      ii. Yes – The reviewer has agreed to review the candidate.
      iii. No – The reviewer has not agreed to review the candidate. Please submit additional reviewer(s), if necessary.
      iv. No response – The reviewer has not responded by the deadline given in the primary solicitation letter.
6. **Please note that the person who submitted the application can only view applications.**
   a. Department chairs may view in real-time their external reviewer approvals by logging into the application.

Please send questions by email to fas.deans.office@camden.rutgers.edu or by calling (856) 225-6097.

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