

## **SECTION 10B: COLLABORATOR AND OTHER LETTERS**

### **Letters from Collaborators** (encouraged, but **not required** and **placed after Independent External Letters**)

Solicited letters signed and printed on letterhead from collaborators. Sample letters are in Appendix E for the designated track for review.

- [Career Track Promotion – Appendix E Letter Template](#)
- [Continuing Status & Promotion or Promotion & Tenure – Appendix E Letter Template](#)

Unsolicited letters of support must be signed and printed on letterhead.

### **Naming Conventions for Letters in Review, Promotion and Tenure (RPT)**

Letters solicited using Review, Promotion and Tenure (RPT) system and submitted into the system by the reviewer, will arrive into the External Evaluations area of the case. Please use the following naming convention to organize and sort these letters into the appropriate area of the dossier. Re-name with the type of letter and the last name of the reviewer, collaborator or supporter.

A few examples, "*IndpExt\_Ltr-Last Name*", "*Collaborator\_Ltr-Last Name*", and "*Support\_Ltr-Last Name*".