

# Faculty180 Reviews Guidance for Award Selection Committees

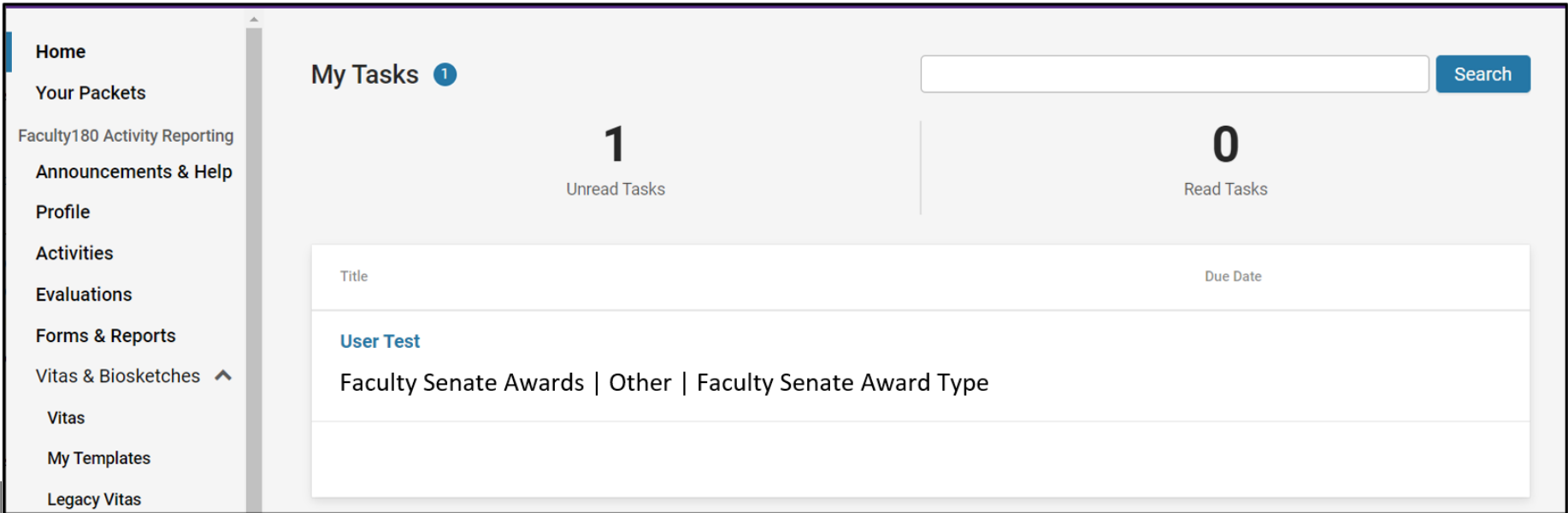
When a Nominee submits the first section of an award application, the selection committee will receive an email notification. Selection committee members will use a 3-step process to review applicant files and designate award recipients in Faculty180 Reviews.

- STEP 1 - Access the Application Materials
- STEP 2 - Review the Application Materials
- STEP 3 - Select Award Finalists and/or Recipients

## Step 1 – Access the Application Materials

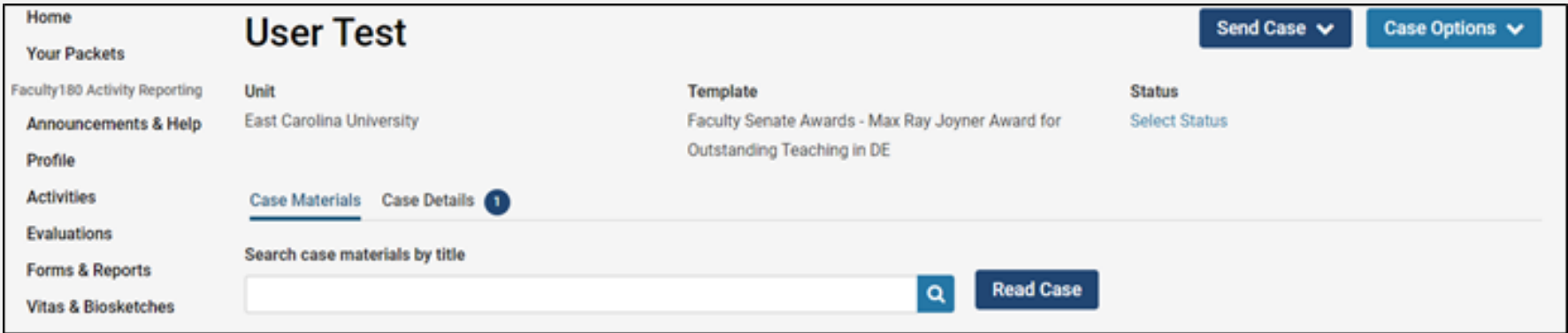
The Selection Committee can access each faculty application (called “case” in Faculty180 Reviews) from two different places:

- (1) From link in the email notification received after the Nominee submits the application
- (2) On your Personal Faculty180 Home Screen after logging into Faculty180 (see image below)



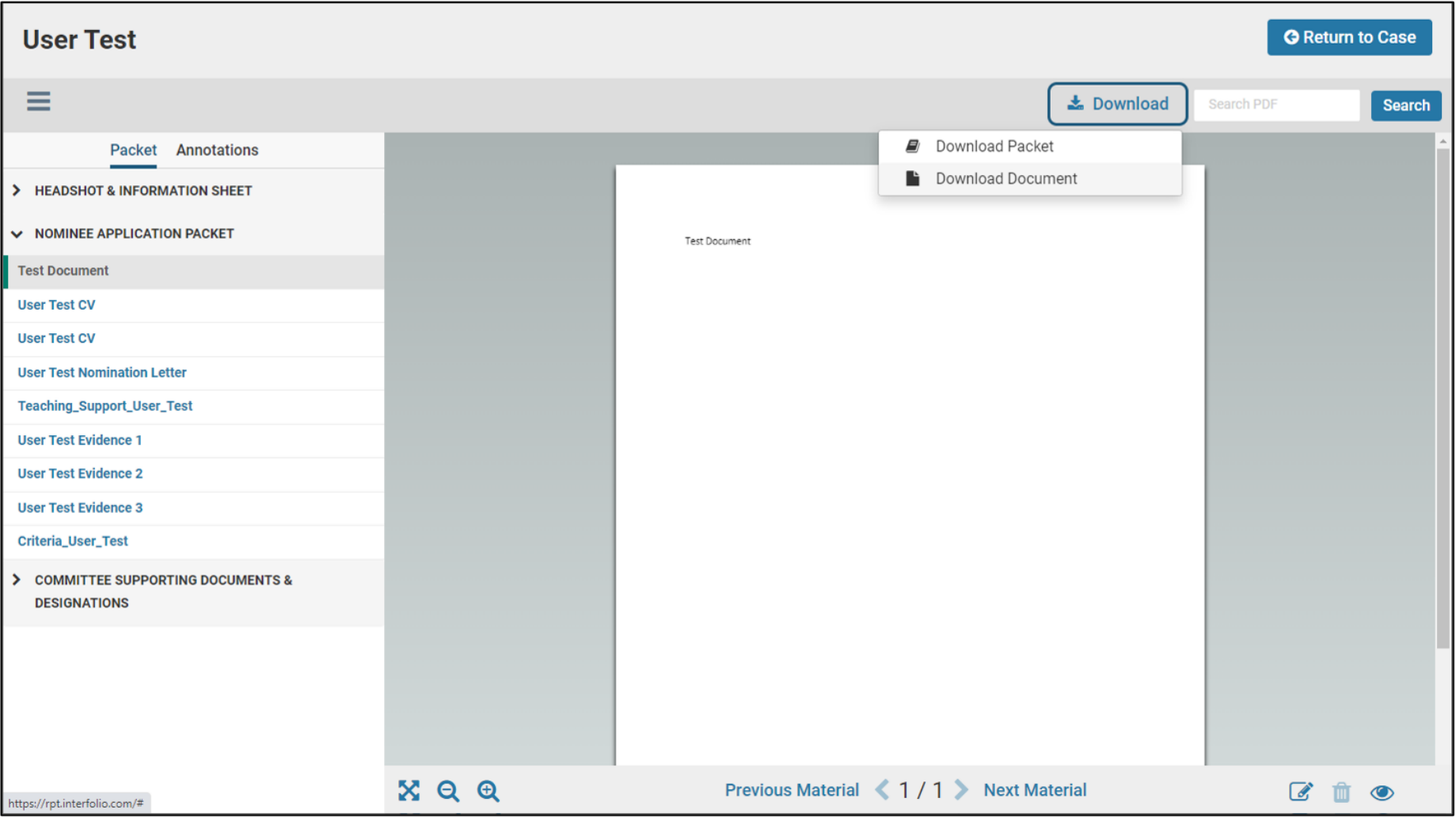
## Step 2 – Review the Materials

Choose "Read Case" to see all attached documents from the Nominee.



Step 2 continued...

View the documents using the left-hand navigation menu (see image below).



*Note: Documents can be exported by clicking on the "Download" button. Choose "Download Document" to download the document you are currently viewing, or choose "Download Packet" to download all of the application components.*

Exit this screen by clicking "Return to Case."

**For Max Ray Joyner & Alumni Association Awards Only:**

The Selection Committee should meet to determine the list of award finalists, and the Selection Committee Chair will:

**Notify finalists to go back into Faculty180 and submit the additional materials required.**

After the deadline for this second round of materials, Selection Committee Members will review the additional materials using the same steps provided above.

**Step 3 – Select Award Recipient/s**

When all application sections are complete, submitted and reviewed, the Selection Committee should meet to determine the award recipient/s and the committee chair should complete the requirements in Faculty180 as outlined in the [Committee Chair's Help Guide](#).