# 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)

A Home Your Packets	My Tasks 1	Search					
Faculty180 Activity Reporting Announcements & Help Profile	<b>1</b> Unread Tasks	<b>O</b> Read Tasks					
Activities Evaluations	Title	Due Date					
Forms & Reports Vitas & Biosketches  Vitas My Templates Legacy Vitas							

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

Home Your Packets	User Test		Send Case 🗸 Case Options 🗸
Faculty180 Activity Reporting Announcements & Help Profile	Unit East Carolina University	Template Faculty Senate Awards - Max Ray Joyner Award for Outstanding Teaching in DE	Status Select Status
Activities Evaluations Forms & Reports Vitas & Biosketches	Case Materials Case Details  Search case materials by title	Q Read Case	

continue to next page

Step 2 continued...

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

User Test		G Return to Case		
≡			🛓 Downloa	d Search PDF Search
Packet Annotations			Download Packet	A
> HEADSHOT & INFORMATION SHEET			Download Document	
✓ NOMINEE APPLICATION PACKET		Test Document		
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User Test Nomination Letter				
Teaching_Support_User_Test				
User Test Evidence 1				
User Test Evidence 2				
User Test Evidence 3				
Criteria_User_Test				
<ul> <li>COMMITTEE SUPPORTING DOCUMENTS &amp; DESIGNATIONS</li> </ul>				
https://rpt.interfolio.com/#	XQQ	Previous Material	1 / 1 > Next Material	<b>e</b> 💼 👁

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

# **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.