## Faculty180: Annual Evaluation - Faculty Completes Case Packet/Annual Report

*Note - The following guidance refers to Step 0 of the annual evaluation workflow.* 

Faculty will receive an email notification when the annual evaluation "case" has been opened.

- To open the annual evaluation:
  - Click the "View Case" button in the email notifying faculty that the case has been opened
  - Or, navigate to the Faculty180 Home screen and within the "Your Packets" menu, click "View" to open.

× @ECU					User Test Admin 🗸
Home	Your Packets				
Your Packets					
Review, Promotion and Tenure	Active				
Cases	Packet	Туре	Status	Due Date	
Templates	College of Allied Health Sciences	Review	Not Submitted	-	View
Administration	Administration				
Reports	CAHS Annual Evaluation				

Choose the **Packet** tab at the top of the screen to see all required components.

• Faculty must regenerate their annual report/vita to capture any content that may have been updated <u>after the annual evaluation case was created</u>.

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□ O Expand All O Collapse All								
	*	Faculty180 Activity Reporting Vita Not Yet Submitted Unlocked		Submit				
		Title	Details	Actions				
		Arts & Sciences Annual Report Summer 2023 - Spring 2024	Generated Jun 5, 2023	Regenerate				

- Click **Add** in the Additional Materials sections of the packet to add supporting documentation your unit administrator may require. *Note There may be sections unique to your unit/college that are required.*
- **Submit** each required section individually. Submit all sections by the deadline required by your unit/college.

~	Additional Materials (Optional) Not Yet Submitted Unlocked	Submit 0 of 0 Required Files
	If you have additional materials to submit along with the annual report, attach them here.	
	Additional Documents 0 Added	Add
	No files have been added yet.	

*Note: When you submit ONE section of the packet, the case will automatically move forward to your evaluator. Sections will lock as you submit them.*