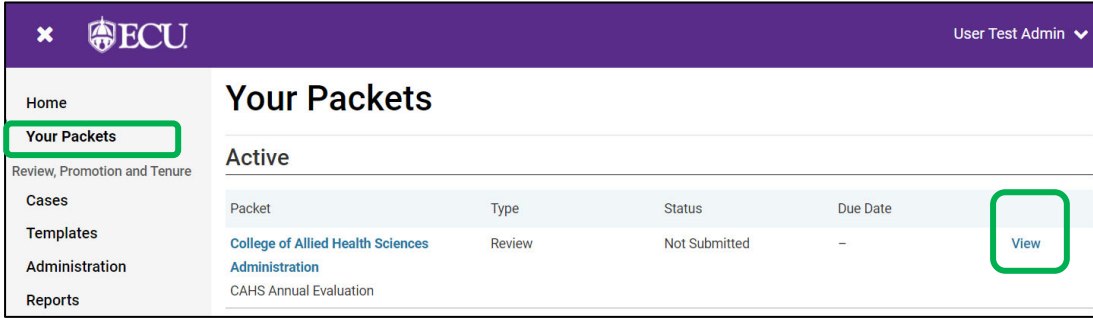


Faculty180: Annual Evaluation - Faculty Completes Case Packet/Annual Report

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

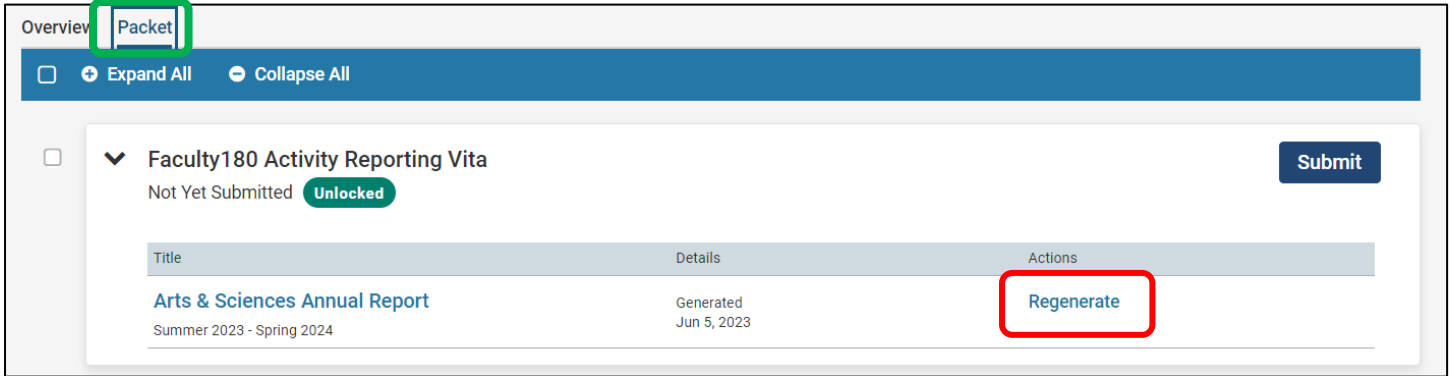
Faculty will receive an email notification when the annual evaluation “case” has been opened.

- 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.

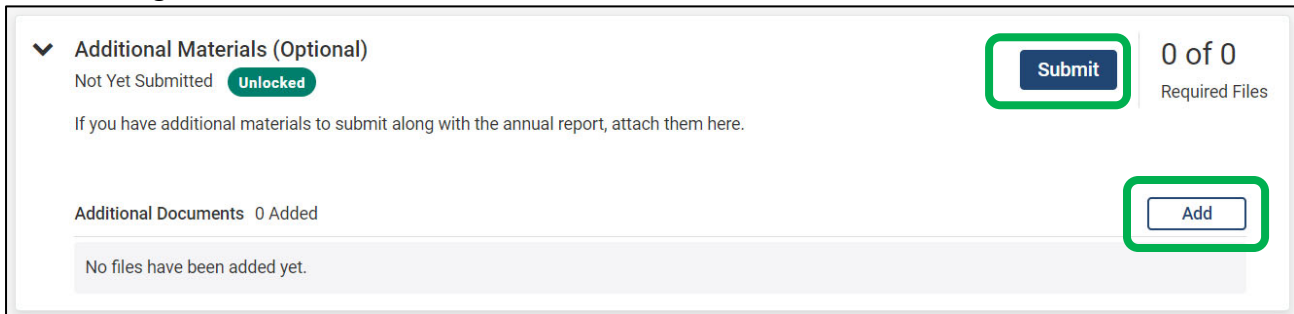


Choose the **Packet** tab at the top of the screen to see all required components.

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



- 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.



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.