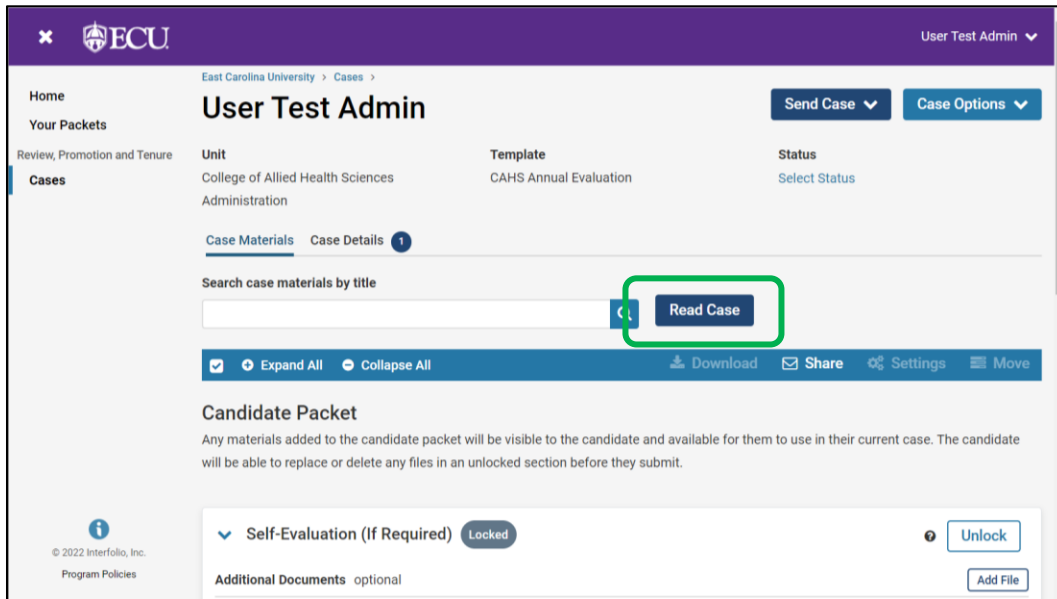


Dean and Division Representatives Export Materials and Forward/Close Case

Dean and Division Representatives will receive an email notification when the annual review case has been assigned to their step.

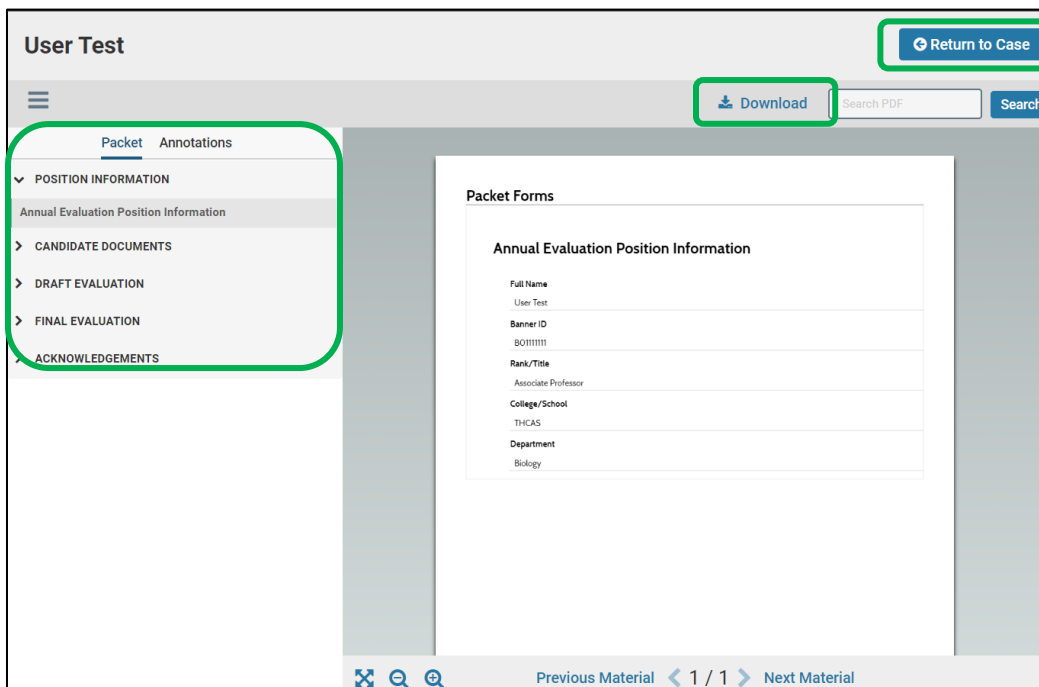
Navigate to the case directly from the email or log in to Faculty 180 directly. Cases assigned to a reviewer will appear on your **Home Screen**.

View a summary of the entire case by clicking on “Read Case.”



Within the “Read Case” window, click “Download” to download individual documents in which you are currently viewing, or the entire packet.

Click “Return to Case” to close this view.



Acknowledge receipt of the documents within the “Case Details” tab. A number will appear next to “Case Details” to communicate how many things required by you.

Note – If a case is routed to you and you do not see a number next to “Case Details” then you do not have editing rights. Only those with the “committee manager” role have the ability to submit documents and forms and move the case forward. At the bottom of the Case Details screen you can also see a list of members and managers.

East Carolina University > Cases >

User Test Admin

Send Case Case Options

Unit: College of Allied Health Sciences Administration
Template: CAHS Annual Evaluation
Status: Select Status

Case Materials Case Details 1

Search case materials by title

Expand All Collapse All Download Share Settings Move

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

Self-Evaluation (If Required) Locked Unlock

Additional Documents optional Add File

Complete the required form by clicking on “Fill out Form.”

Required Items 1 missing

All required items must be completed before the case can advance to the next step. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

Form Name	Assignee	Actions
Annual Evaluation: Dean's Office Acknowledgement 1 required questions	Committee Managers	Manage Respondents
Annual Evaluation: Dean's Office Acknowledgement 1 required questions	Cara Gohn (You)	Fill Out Form

When filling out a form, answer all mandatory questions and click “Submit Form” at the bottom of the screen.

When the required items are completed the number next to the “Case Details” tab will disappear.

Move the case forward by clicking on the “Send Case” button. The next step in the workflow will appear automatically. Click on the next step.

The screenshot shows the ECU User Test Admin interface. The top navigation bar includes the ECU logo and the user name 'Cara Gohn'. The main content area is titled 'User Test Admin' and shows the 'Case Details' tab. A 'Send Case' button is highlighted with a green box, and its dropdown menu is open, showing options: 'Forward to Division Office', 'Backwards to Unit Administrator: Attestations', and 'Unit Administrator: Attestations'. The interface also displays 'Unit: College of Nursing Administration', 'Template: Annual Evaluation - Co', and 'Reviewing as: Dean'. There are sections for 'Instructions' and 'Required Items'.

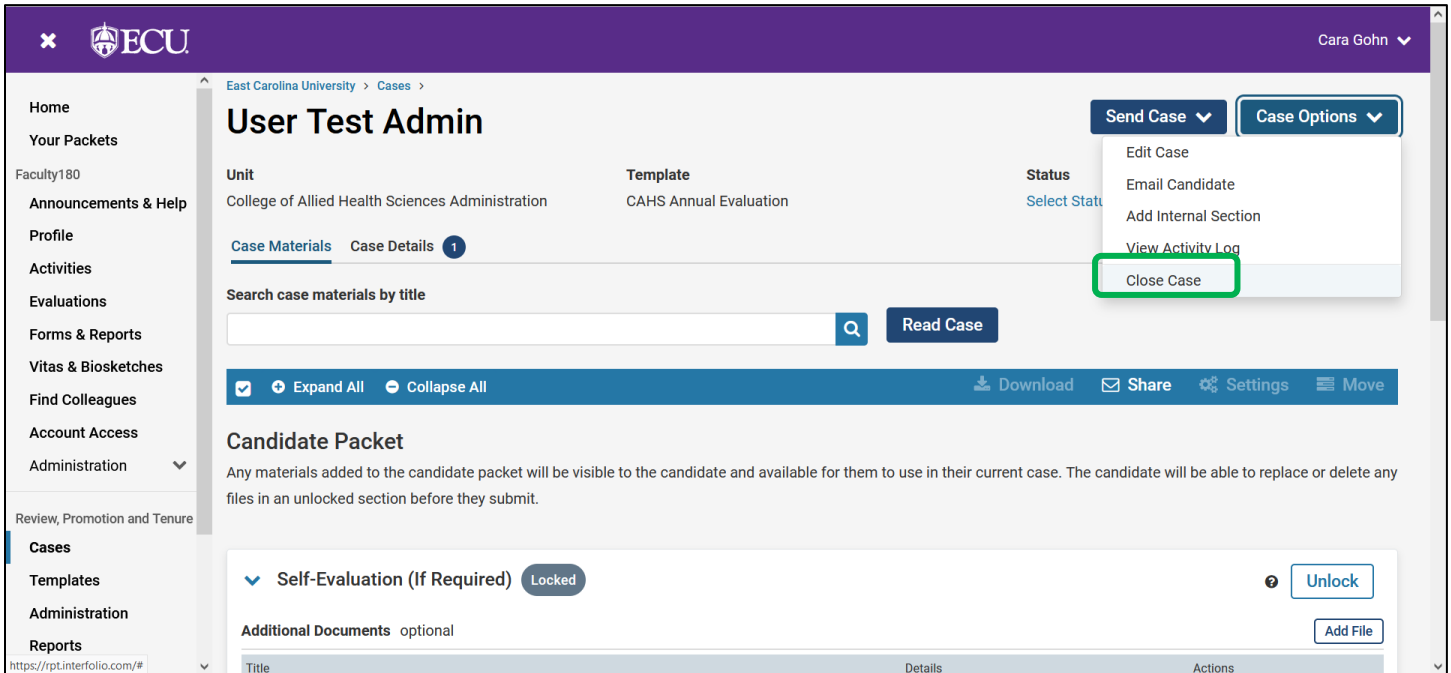
An email draft will appear. Enter a subject. The body of the email will default to system generated text. The text can be edited with a personal message. Click “Continue” to send the email and forward the case.

The 'Send Case Forward' dialog box is shown. It contains the following information:

- Subject ***: Step Completed
- Message ***: Dear committee members, This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in. Best, Cara Gohn
- Buttons**: Preview, Continue (highlighted with a green box), Cancel

If you are in the final review step of the case, the “Send Forward” button will only allow you the option of sending the case backward to the previous reviewer.

Instead, click on “Case Options” and choose “Close Case.”



Select the academic year that aligns with the current academic year - “20XX-20XX Academic Year,” then click “Save.”

