

Faculty Senate Awards in Faculty180 Reviews – Nominee Summary

Congratulations on your nomination for a faculty award!

An application “case” will be initiated for each nominee that you will use to submit your award portfolio.

Once you receive notification that your case is available, the application process will involve 3 basic steps.

1) Access the Case

2) Add your Materials

3) Submit your Application Packet

1) Access the Case

- When each case is initiated, the Nominee will receive an email notification.
- You can navigate to the case (1) from that email, (2) from the Faculty180 home screen, or (3) from “Your Packets” menu in Faculty180.

2) Add your materials

- Once you are in your case, click on the “Packet” tab to begin uploading documents to each of the application sections.

East Carolina University > Your Packets >

Faculty Senate Awards - Scholarship of Engagement

Unit: East Carolina University | Type: Other | Candidate Instructions: View Instructions

Overview | **Packet**

Expand All | Collapse All

Headshot & Information Sheet
Submitted | Unlocked | Preview | Submit | 1 of 1 Required Files | Add

Headshot 1 required, 1 Added

Title	Details	Actions
Headshot	Added May 31, 2022	Edit Remove

- Click “Add” each time you want to add documents to the appropriate categories.
- One of the award portfolio requirements is the “Faculty Senate Awards: Information Sheet.” Click “Fill Out Form” next to the form name to complete this form.

Faculty Senate Awards: Information Sheet 6 required questions, | Fill Out Form

This form has not been complete.

- “Save Responses” and then click “Return to Packet.”

3) Submit your packet for review by the selection committee

- When the information form is complete, and all documents are attached to their respective sections, click “Submit” **for each section**. The system will automatically notify the selection committee that materials have been submitted.

The screenshot shows a submission interface for the 'Headshot & Information Sheet' section. The section is marked as 'Not Yet Submitted' and 'Unlocked'. There are 'Preview' and 'Submit' buttons. A progress indicator shows '1 of 1 Required Files'. Below this, it says 'Headshot 1 required, 1 Added' and has an 'Add' button. At the bottom, there is a table header with columns for 'Title', 'Details', and 'Actions'.

Note: You can work on sections and submit each individually or submit them all at one time before the deadline. When the green “unlocked” icon turns gray, this is confirmation that the section was submitted to the awards committee.



Complete and submit all required sections by November 1st!

One additional Step for the Max Ray Joyner and Alumni Association Finalists

Cases for the Max Ray Joyner and Alumni Association Awards include an application section at the end of the packet for finalists, only. Award nominees should submit all other application sections EXCEPT the last, digital product section by November 1st. Selection Committees will notify finalists. At that time, only finalists should navigate back to the application and submit the final section.

Navigate back to the application by going to the “Your Packets” menu in Faculty180. Scroll down to Section 4. Submit the digital product by clicking the “Add” button. Then, click “Submit.” **Notify the selection committee by email when Section 4 has been submitted.**

The screenshot shows the submission interface for 'Section 4: Digital Product - Finalists Only'. The section is marked as 'Not Yet Submitted' and 'Unlocked'. There is a 'Submit' button. A progress indicator shows '0 of 0 Required Files'. Below this, it says 'Digital Product 0 Added' and has an 'Add' button. The text below the 'Add' button reads: 'A written or recorded presentation that demonstrates and summarizes the finalist's DE classes, technology used, community building strategies, examples of interactivity, and any other aspects of their DE classes that would be helpful to the selection committee. Finalists will be given 4 weeks to prepare their presentation.' At the bottom, it says: 'The digital product is intended to enable the selection committee to understand better the teaching environments created by the nominee. Materials should be organized or annotated in such a way that demonstrates alignment with the nominee's teaching statement or rationale for inclusion.'

NOTE: The recommended approach to uploading a **digital product, is to upload a document (Word or PDF) that has a hyperlink to the video. Nominees can link to a YouTube video or to a video saved on their OneDrive. The nominee should ensure that the video is public and can be viewed by all committee members.**

If you need assistance with this process, please contact Andrew Horne (hornea16@ecu.edu) in the Office for Faculty Excellence.