Faculty Senate Awards in Faculty180 Reviews – Selection Committee Chair Guidance

Follow the Selection Committee Guidance to review application materials. The steps in this guide will aid the Selection Committee Chair in completing the necessary steps in Faculty180 Reviews.

**Fill out the Applicable Forms in Faculty180 Reviews on Behalf of the Selection Committee**

The decision tree below is a visualization of the written guidance provided on the next several pages.

![Decision Tree Diagram]
Note: Committee Chairs have additional security in Faculty180 Reviews. Committee chairs can see all award cases, whether submitted by the candidate, or not, in the “Cases” menu. Committee chairs will know which cases are in their queue to review when they appear on their home screen as a “task.”

For each award type there are two forms to complete. Depending on the award type, you can complete these forms one at a time, or both at the same time. Note: The forms must be completed in order to move the case forward to the next step.

When the Award Selection Committee has decided finalists and/or recipients, navigate to the “Required Items” section of the Case Details tab, click “Fill out Form” next to the Award Finalist Designation and/or Award Recipient Designation form.
Answer the question appropriately depending on the form you are completing. Click “Submit Form.”

If the Nominee is a finalist, notify the finalists via email and instruct them to submit the final section of their application. In their guidance, they are instructed to notify the committee when the Digital Product has been submitted.

After the forms are completed and recipients are chosen, the committee chair will forward the recipients’ cases and close the cases for nominees not chosen. See instructions on the next page.

Forward the Case for Award Recipients (All Award Types)

At the top of the case screen, the Selection Committee Chair will click “Send Case” > “Forward to”.

The next window is a draft of the email that the Academic Award Committee will receive when the application is forwarded. Enter a subject and modify the message of the email, if needed. Click “Continue.”
Close the Case for Nominees Not Chosen as Finalists or Recipients (All Award Types)

Choose the status “Faculty Senate Awards Case Completed” and click “Save.”

Note: Selection Committee Chairs should submit a decision process summary to the Chair of the Faculty Senate Awards Committee on behalf of the group. This should be done outside of Faculty180.