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.
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.”

If the award does NOT have a finalists process, continue to the next page.

If the award DOES have a finalists process, 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 finalists Digital Products are reviewed, continue to the next page.
For each award there is one form to complete to designate the nominee as a recipient, or not.

*Note: This form must be completed in order to move the case forward to OFE.*

Click “Fill out Form” next to the **Award Recipient Designation** form.

Answer the question appropriately depending on the designation. Click “Submit Form.”
Award Recipients – Forward the Case

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.”

Not Award Recipients – Close the Case

Click “Case Options” > Close Case

Choose the status of the current Academic Year > “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.