

# Faculty Senate Awards in Faculty180 Reviews – Selection Committee Chair Guidance

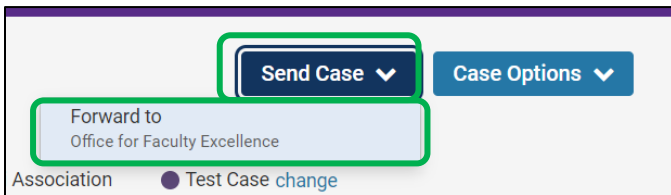
Follow the [Selection Committee Guidance](#) to review application materials. The steps in this guide will specifically aid the Selection Committee Chair in completing the necessary steps in Faculty180 Reviews.

- **If the award DOES have a finalist 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.

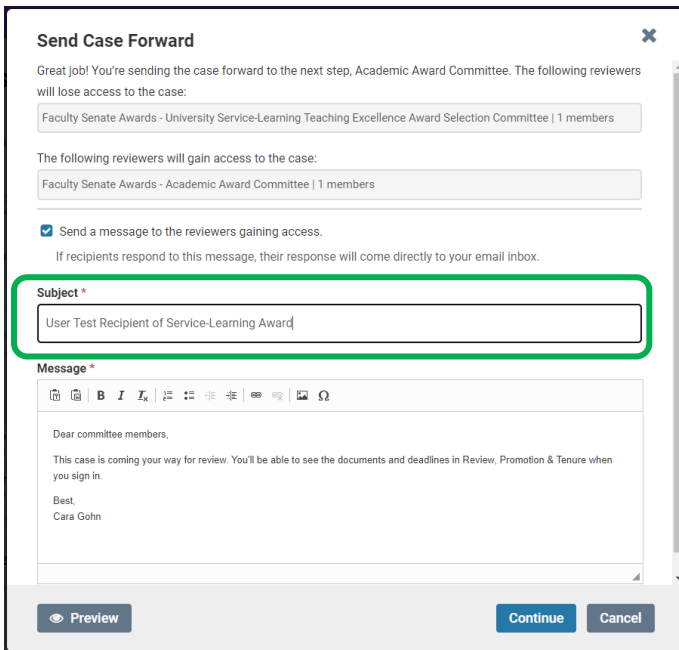
*After the finalists Digital Products are reviewed, continue below.*

- **If the award does NOT have a finalist process, continue below.**

Forward the portfolio to OFE.



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 OFE will receive when the application is forwarded. Enter a subject and modify the message of the email, if needed. Click “Continue.”

**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.**