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.**

After reviewing the nominee portfolio, and any additional digital products submitted by finalists, complete the electronic forms on the Case Details tab.

*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.”

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.”

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.