Faculty Senate Awards in Faculty180 Reviews – Selection Committee Chair Guidance

Follow the <u>Selection Committee Guidance</u> to review application materials. The steps in this guide will specifically aid the Selection Committee <u>Chair</u> 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.

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| | Office for Faculty Excellence | |
| Asso | ciation Test Case change | |
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| Ser | nd Case Forward | × |
| | t job! You're sending the case forward to the next step, Academic Award Committee. The following reviewe ose access to the case: | rs |
| Fac | ulty Senate Awards - University Service-Learning Teaching Excellence Award Selection Committee 1 members | |
| The f | following reviewers will gain access to the case: | |
| Faci | ulty Senate Awards - Academic Award Committee 1 members | |
| | Send a message to the reviewers gaining access. | _ |
| | f recipients respond to this message, their response will come directly to your email inbox. | |
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| | ris case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when u sign in. | |
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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.