

Faculty180 Reviews – Managing Cases for Administrators

Administrators can view Case progress by clicking on the “Cases” menu under the Faculty180 Reviews module. Search for specific cases using the search bar. Apply additional filters using the “Filter” button.

The current assigned step of the case is visible at the bottom of each record. Click on the case name to view case materials and details.

The screenshot displays the Faculty180 Reviews interface. On the left, a navigation sidebar includes 'Cases' under 'Faculty180 Reviews', which is highlighted. The main content area is titled 'Cases' and features a search bar and a 'Filter' button. Below this, it shows '25 of 211 cases' filtered by 'Active Cases'. A table lists cases with columns for Name, Type, Template Name, and Status. Two cases are visible: 'Test Candidate' (Theory Composition and Musicology) and 'Test Candidate' (Nutrition Science). Each case entry includes a progress indicator and a warning for 'Required Documents'.

The “Case Options” menu at the top of the page within a case provides administrators the ability to edit sections, view the activity log, and other administrative options.

The screenshot shows the 'User Test Admin' page for a specific case. At the top right, a 'Case Options' menu is open, listing actions such as 'Edit Case', 'Email Candidate', 'Add Internal Section', 'View Activity Log', and 'Close Case'. The page displays case details including 'Unit' (College of Allied Health Sciences) and 'Template' (CAHS Annual Evaluation). There is a search bar for 'Case Materials' and a 'Read Case' button. Below, the 'Candidate Packet' section is shown, with a 'Self-Evaluation (If Required)' section that is currently 'Locked' and has an 'Unlock' button.

View a summary of the entire case by clicking on “Read Case.”

The screenshot shows the 'User Test Admin' interface. At the top left is the ECU logo. The main header area includes 'Home', 'Your Packets', and 'Cases'. The 'Cases' section is active, showing details for a case: Unit (College of Allied Health Sciences Administration), Template (CAHS Annual Evaluation), and Status (Select Status). Below this, there are tabs for 'Case Materials' and 'Case Details' (with a '1' notification). A search bar is present with a 'Read Case' button highlighted in a green box. A toolbar below the search bar contains 'Expand All', 'Collapse All', 'Download', 'Share', 'Settings', and 'Move'. The 'Candidate Packet' section explains that materials added are visible to the candidate. At the bottom, there is a 'Self-Evaluation (If Required)' section which is 'Locked' and has an 'Unlock' button. An 'Add File' button is also visible.

Within the “Read Case” window, click “Download” to download individual documents in which you are currently viewing, or the entire packet. Click “Return to Case” to close this view.

The screenshot shows the 'Read Case' window. At the top right, a 'Return to Case' button is highlighted in a green box. Below it, a 'Download' button is also highlighted in a green box. The main content area displays the title 'Annual Evaluation: Faculty Evaluation - College of Nursing'. Below the title, it shows 'Candidate Name: User Test Admin' and 'Responses from: Step 1: Unit Administrator's Evaluation of Faculty Member'. It indicates '1 Responses Submitted' and provides a table with the following data:

Name	Role	Details
Cara Gohn gohnc@ecu.edu	Manager	Submitted Feb 23, 2022 at 2:05 PM

Send cases backwards and forwards by one step by clicking on “Send Case” and choosing the next or previous step. Unlock sections of the annual review packet to give editing rights back to the faculty member.

Note – You cannot move a case forward if the current step requirements are not completed.

The screenshot displays the Faculty180 interface for East Carolina University. The top navigation bar includes the ECU logo and the user name 'Cara Gohn'. The left sidebar contains a menu with categories like 'Home', 'Your Packets', 'Faculty180', 'Announcements & Help', 'Profile', 'Activities', 'Evaluations', 'Forms & Reports', 'Vitas & Biosketches', 'Find Colleagues', 'Account Access', 'Administration', 'Review, Promotion and Tenure', 'Cases', 'Templates', 'Administration', and 'Reports'. The main content area shows the breadcrumb 'East Carolina University > Cases >'. Below this, there are buttons for 'Send Case' and 'Case Options'. A dropdown menu for 'Send Case' is open, showing options: 'Forward to Division Office' and 'Backwards to Unit Administrator: Evaluation Concluded'. The 'Send Case' button and its dropdown are highlighted with a green box. Below the navigation, the page shows 'Unit: Health Services and Information Management' and 'Template: CAHS Annual Evaluation'. There are tabs for 'Case Materials' and 'Case Details'. A search bar is present with a 'Read Case' button. A toolbar includes 'Expand All', 'Collapse All', 'Download', 'Share', 'Settings', and 'Move'. The 'Candidate Packet' section explains that materials added are visible to the candidate. Below this, a 'Faculty180 Vita' section is shown as 'Locked'. A 'View History' link and an 'Unlock' button are visible, with the 'Unlock' button highlighted by a green box. A table lists case materials:

Title	Details	Actions
<input type="checkbox"/> CAHS Annual Report Summer 2021 - Spring 2023	Generated Feb 4, 2022	Edit

If previously completed cases need to be re-opened, please contact the Faculty180 system administrator.