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 "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.

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

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.

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.

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