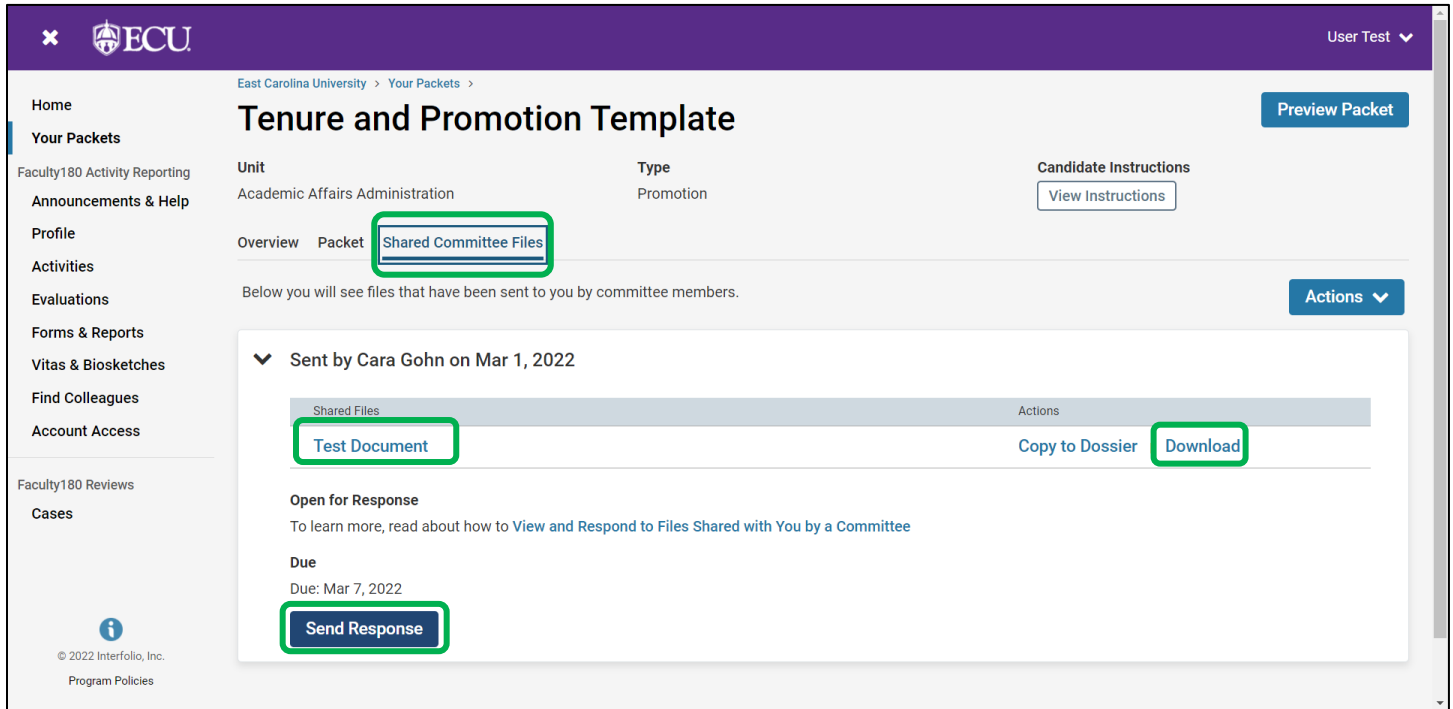
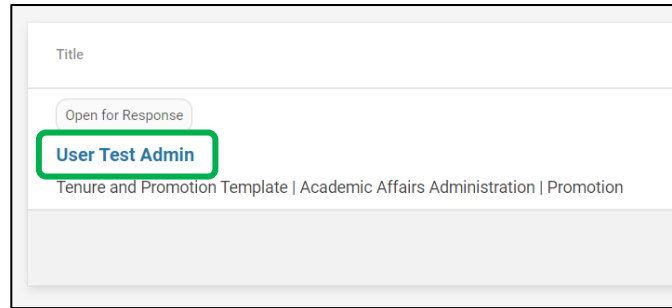


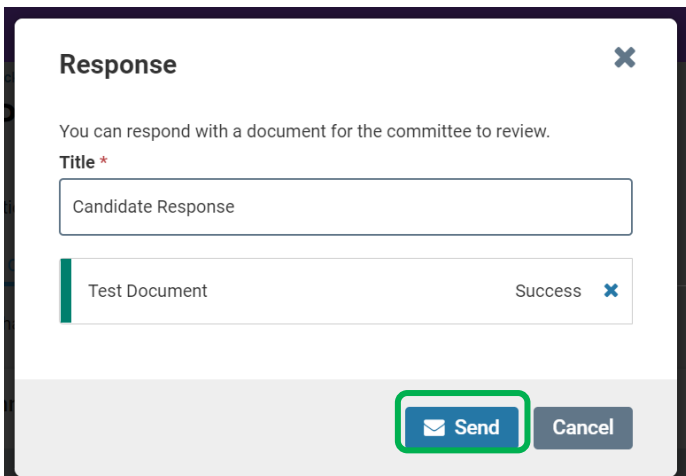
The candidate will receive an email when a committee or unit administrator evaluation is shared with them. From the email they receive, or the Faculty180 home page, the candidate will click on their case.

Within the case, the candidate will see a “Shared Committee Files” tab. Candidates can open and download the document. Then, candidates will click the “Send Response” button.



The candidate will need to upload a document with the response and click “Send.”

*If there is no response, the candidate can upload a document with a statement that says “No Response.”*



*Note: The ability to respond will automatically terminate after the specified deadline passes.*

After the response is sent, the committee chair will receive an email notification that a response was received.