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

Title
Open for Response User Test Admin Template   Academic Affairs Administration   Promotion

download the document. Then, candidates will click the "Send Response" button.

× @ECU		User Test 🗸
Home Your Packets	East Carolina University > Your Packets > Tenure and Promotion Template	Preview Packet
Faculty180 Activity Reporting Announcements & Help Profile	Unit         Type           Academic Affairs Administration         Promotion           Overview         Packet           Shared Committee Files	Candidate Instructions           View Instructions
Activities Evaluations Forms & Reports	Below you will see files that have been sent to you by committee members.	Actions 🗸
Vitas & Biosketches Find Colleagues Account Access	Shared Files	Actions Copy to Dossier Download
Faculty180 Reviews Cases	Open for Response To learn more, read about how to View and Respond to Files Shared with You by a Committee	
© 2022 Interfolio, Inc. Program Policies	Due: Mar 7, 2022 Send Response	

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."

Response	3
ou can respond with a document for the co i <b>tle *</b>	ommittee to review.
Candidate Response	
Test Document	Success 🗙
(	Send Cancel

*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.