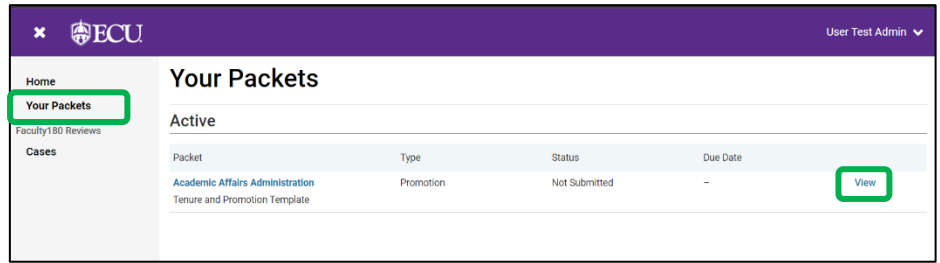


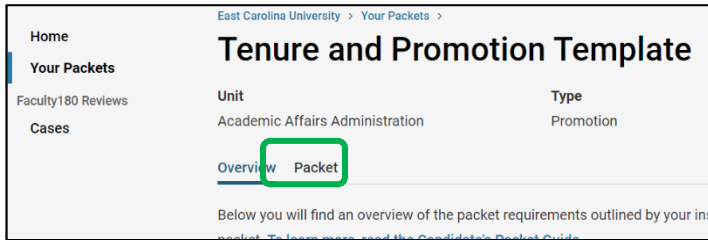
Step 0 – Faculty Submits External Reviewers List, Completes Remaining PAD Requirements

When the case is opened and sent to the candidate, the candidate will receive an email notification.

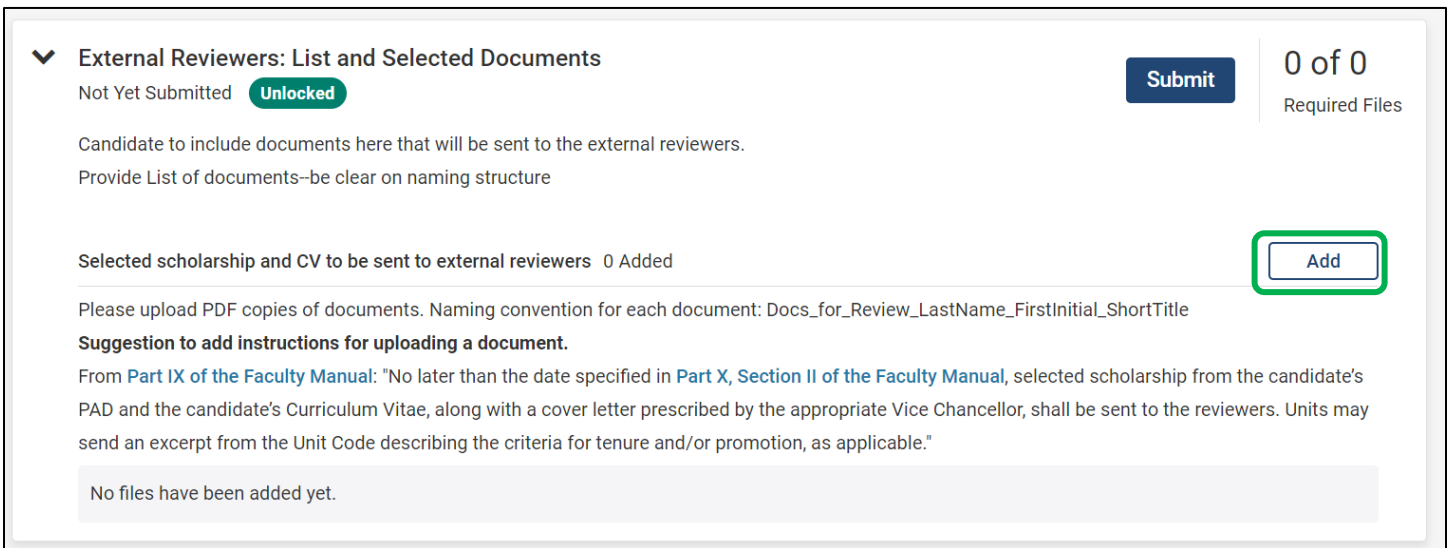
Navigate to the case from the email, from the home page of Faculty 180, or from “Your Packets” menu in Faculty180.



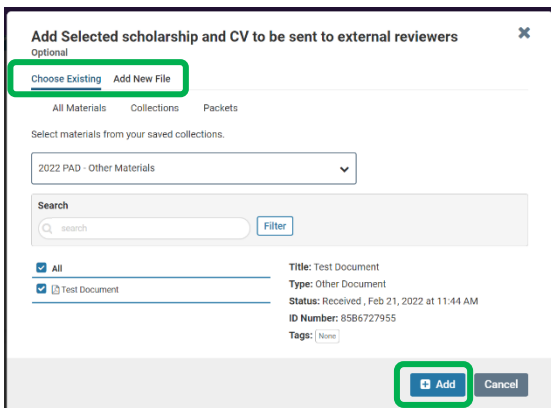
Navigate to the “Packets” tab at the top of the page to begin adding documents to the required sections.



The intention of the first section is to include documents you wish to share with external reviewers. Submitting this first section will give unit administrators/chairs access to the files prior to requesting and collecting those reviews. Finalizing the list of external reviewers and noting any conflicts of interest should be done outside of Faculty180.



When adding documents, the candidate can select “Add New File” to upload from their local computer or “Choose Existing” to locate files within the materials and collections saved in Dossier.



The candidate can continue to click “Add” to include additional documentation. When all documents are attached the candidate will click “Submit” for that first section, only. The case will automatically notify the unit administrator in the next step. The candidate can continue to work on other packet components.



Note: The External Reviewers section will still have to be completed, regardless of how the chair/unit administrator requests the external reviews to give the chair/unit administrator access to start uploading external reviews.

The sections are defined at the template level and cannot be reordered. However, attachments within a section can be reordered. The default order of attachments is the order in which you upload them and the order that they appear on the screen. Reorder attachments by clicking and holding your mouse over the attachment in which you want to move. Drag it to the new location.

Copies of all annual evaluations for the time appropriate to the decision 1+ required, 3 Added Add

Filename: "Year_Annual_Eval_Firstname_Lastname"

Title	Details	Actions
2020 Annual_Eval_User_Test	Added Apr 1, 2022	Edit Remove
2021 Annual_Eval_User_Test	Added Apr 1, 2022	Edit Remove
2022 Annual_Eval_User_Test	Added Apr 1, 2022	Edit Remove

The candidate can continue to Add, Fill Out Forms and submit sections as they are completed. In some cases, the file naming convention is displayed for your convenience.

Note: Submitting sections will lock that section to the candidate and no further editing will be available within that section. However, candidates can submit sections prior to the deadline to give their unit administrator/chair access to the files. The section can easily be unlocked by a College Coordinator or the Faculty180 Coordinator if additional editing is required prior to the deadline. Unlocking sections after the September deadline will require additional approval. See [Dossier Guidance](#) for additional ways to share PAD documents prior to submitting the final version in the case.

All sections must be submitted by the 2nd Tuesday in September.