Step 1 – Unit Administrator Collects External Reviews

When the candidate submits the first section of the case (External Reviewers: Selected Documents) Step 1 will automatically be initiated with an email.

Unit administrators can access the case from the emails, Faculty180 home screen, or by navigating to the "Cases" menu under the Faculty180 Reviews section. Use the search bar to search by name, if needed. Navigate to the case by clicking on the faculty member's name.

	East Carolina University >	
Home Your Packets	Cases	
Faculty180 Activity Reporting Announcements & Help Profile Activities	Search cases Test	Filter
Evaluations Forms & Reports Vitas & Biosketches	1 of 1 cases Filtered By: Active Cases	
Find Colleagues	Name 🗸	Туре 🗢
Account Access	User Test Admin	Promotion
Faculty180 Reviews Cases	Step 1 of 5: Unit Administrator Adds Extern	al Reviews 🛕 Required Documen
Templates		
Administration Reports	·	

Unit administrators can choose "Read Case" to see all attached documentation from the candidate.

East Carolina University > Cases > User Test Admin		
Unit Academic Affairs Administration	Template Tenure and Promotion Template	Status Select S
Case Materials Case Details		
Search case materials by title	QRead	l Case

Documents can be read using the lefthand navigation menu and can be exported by clicking on the "Download" button. Exit this screen by clicking on "Return to Case."

The documents to share with external reviewers will be viewable under the "External Reviewers: Selected Documents" section. Chairs can download and share those files with the promotion and tenure committees in order to finalize the list before soliciting the review letters.

User Test Admin		G Return to Case
≡	La Download	Search PDF Search
Packet Annotations	Download Packet	^
✓ EXTERNAL REVIEWERS: LIST AND SELECTED DOCUMENTS	Download Document	
Test Document	Test Document	
> CANDIDATE'S SUMMARY (FROM PART X.I.A)		
> CUMULATIVE REPORT		
> RECORDS OF EVALUATION (FROM PART X.I.C)		
> SUPPORTING MATERIALS (FORMERLY IN PART D)		
> OTHER MATERIAL (FORMERLY IN PART E)		
 DISAGREEMENTS AS TO INCLUSION OR REMOVAL OF DOCUMENTS (FORMERLY IN PART F) 		
> PERSONNEL SUMMARY ACTION FORM		
> EXTERNAL EVALUATIONS		
CUMULATIVE EVALUATIONS (FORMERLY IN PART B) Mtips://ptimefolio.com/#	< 1 / 1 >	🕑 📋 👁

Note: Unit Administrators will not see PAD documents unless the section is submitted by the candidate. Candidates can submit and share sections prior to the deadline. Sections can easily be unlocked for the candidate as long as the deadline has not passed. Contact your College Coordinator or the Faculty180 Coordinator to request a section be unlocked. Requests to unlock a section after the September deadline will require additional approvals.

External Evaluations can be collected within the case. It is recommended that you communicate with the external reviewer outside of Faculty180 to confirm the list of external reviewers. Then, use the steps below to collect the external review letters electronically.

If using Faculty180 to collect the reviews, scroll down within the case landing page (Case Materials tab) to the "Internal Sections" portion.

If the unit administrator will not be using Faculty180 to collect reviews, move ahead in this document.

Click "Request Evaluation" in the "External Evaluations" ribbon.

A Home Your Packets	East Carolina University > Cases > User Test Admin		Send Case 🗸 Case Options 🗸
Faculty180 Activity Reporting	Unit	Template	Status
Announcements & Help	Academic Affairs Administration	Tenure and Promotion Template	Select Status
Profile	Case Materials Case Details 1		
Activities			
Evaluations	Search case materials by title	Poor Coop	
Forms & Reports		Q Reau Case	
These sections are available shared with the candi	able to committee members reviewing the case an date by an administrator or committee manager. to submit required items as part of this case. Vie	d cannot be viewed by the candidate. Please note t	that some materials added to internal sections can
> Personnel Su	mmary Action Form		Edit Add File
> External Evalu	uations		Request Evaluation Add File

A new screen will appear prompting you to add the evaluator names and emails.

Request External Evaluation			
External Evaluator Information			
First Name *	Last Name *	Email Address *	
Cara	Gonn	gonnc@ecu.edu	
Add Another Evaluator			

Draft the email that will go to all reviewers.

Message to Evaluator	
Use this message to request an evaluation of the candidate. Your request can include a	a personal message to the evaluator and documents to aid the evaluator in their review.
Once completed, evaluators submit their reviews through Interfolio's secure delivery sy	stem
From Name	Reply-to
East Carolina University	gohnc@ecu.edu
Subject	
Request for External Review	
Nessage	
The bound of the second secon	
Please consider providing an external review for promotion candidate Test User.	
Sincerely,	
body p	
Preview Email	

Below the email message the chair/unit administrator can add files that were attached by the candidate.

Files
Files you add here can be downloaded by the recipient when they accept the invitation to provide an evaluation.
There are no files included in this request.
+ Add Files

Enter a deadline, choose "Administrators & Entire Committee," and click "Send Request."

Response Settings
Deadline The recipient will not be able to submit an evaluation after the deadline date. Sep 1, 2022 Image: Part of the submit and the submit a
Can the evaluator submit additional files? * Indicate whether or not you want to allow the evaluator to submit additional supporting materials, such as a CV, along with the requested file? O Yes, allow the evaluator to submit additional files.
O No Access ★ Choose who has access to this document.
Administrators & Entire Committee
Send Request Cancel

If external evaluations are obtained outside of Faculty180, then navigate to the "Case Materials" tab.

Scroll down and open the "External Evaluations" section using the blue arrow. Click "Add File."

East Carolina University > Cases > User Test Admin			Send Case 🗸 Case Options 🗸
Unit Academic Affairs Administration Case Materials Case Details	Template Tenure and Promotion Template		Status Test Case change
External Evaluations			Request Evaluation Add File
Title		Details	Actions

When uploading the reviews, be sure to select "External Evaluations" as the section in which the attachments will reside.

Add External Reviewers' Letters	×	
Please select the section of the packet where this file will appear. Se dropdown menu below.	of the appropriate section from the	
Name * Section * Name - UNCW - External Review External I	iluations v	When all external reviews are received and/or uploaded navigate to the "Case Details" tab, and complete the "External Reviews Attestation" for
	Cancel	Case Materials Case Details

✓ Required Items		1 missing	
All required items must be completed before the case can advance to the next step. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.			
Forms			
Form Name	Assignee Actions		
External Reviews Attestation 1 required questions	Committee Managers	Manage Respondents	
External Reviews Attestation 1 required questions	Cara Gohn (You)	Fill Out Form	

Select "Yes" to indicate that all external reviews have been received and the case is ready to move forward.

Click "Submit Form."

External Reviews Attestation
Attestation of Receipt of all External Reviews * By selecting "Yes" below, you are attesting that all external reviews have been uploaded or received within the Faculty180 case, and that the case is ready to move to the next workflow step. Yes No
Submit Form Save Responses Return to Case

Next, the unit administrator will send the case forward to Step 2 when all external review letters are uploaded/collected, and the PAD is completed by the candidate. Click "Send Case" at the top of the screen and "Forward to."

× @ECU			Cara Gohn 🗸
^	East Carolina University > Cases >		
Home	User Test Admin		Send Case 🗸 🛛 Case Options 🗸
Your Packets			Forward to
Faculty180 Activity Reporting	Unit	Template	Unit Tenure and Promotion Committee
Announcements & Help	Academic Affairs Administration	Tenure and Promotion Template	Cumulative Evaluation and Recommendation Memo
Profile	Case Materials Case Details		
Activities			
Evaluations	Reviewing as Unit Administrator		

The unit administrator will be prompted to enter an email subject and click "Continue" to email the appropriate party in the next workflow step.

Great job! You're	sending the case forward to the next step, Unit Tenure and Promotion Committee Cumulative	
Evaluation and F	Recommendation Memo. The following reviewers will lose access to the case:	
Unit Administrat	or 1 members	
The following re	viewers will gain access to the case:	
Unit Promotion (Committee 1 members	
_		
Send a mes	sage to the reviewers gaining access.	
If recipients I	respond to this message, their response will come directly to your email inbox.	
If recipients	respond to this message, their response will come directly to your email inbox.	
If recipients i Subject *	respond to this message, their response will come directly to your email inbox.	ך
If recipients i Subject * Step 1 Comple	respond to this message, their response will come directly to your email inbox.	
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If recipients i Subject * Step 1 Comple Message * Message * Page committee	respond to this message, their response will come directly to your email inbox. ted $I_x \mid J = := = = I_x \square \Omega$ members.	

All external reviews must be submitted, and the case must be forwarded, by the time the PAD is due to the committee.