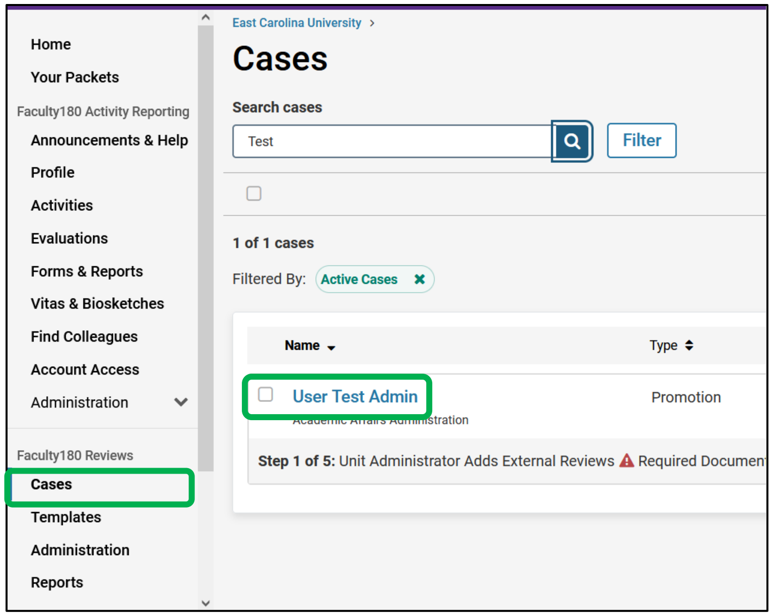
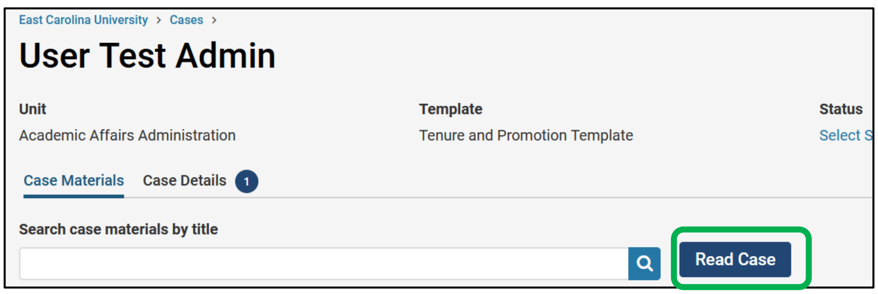
## Step 1 – Unit Administrator Collects External Reviews

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.

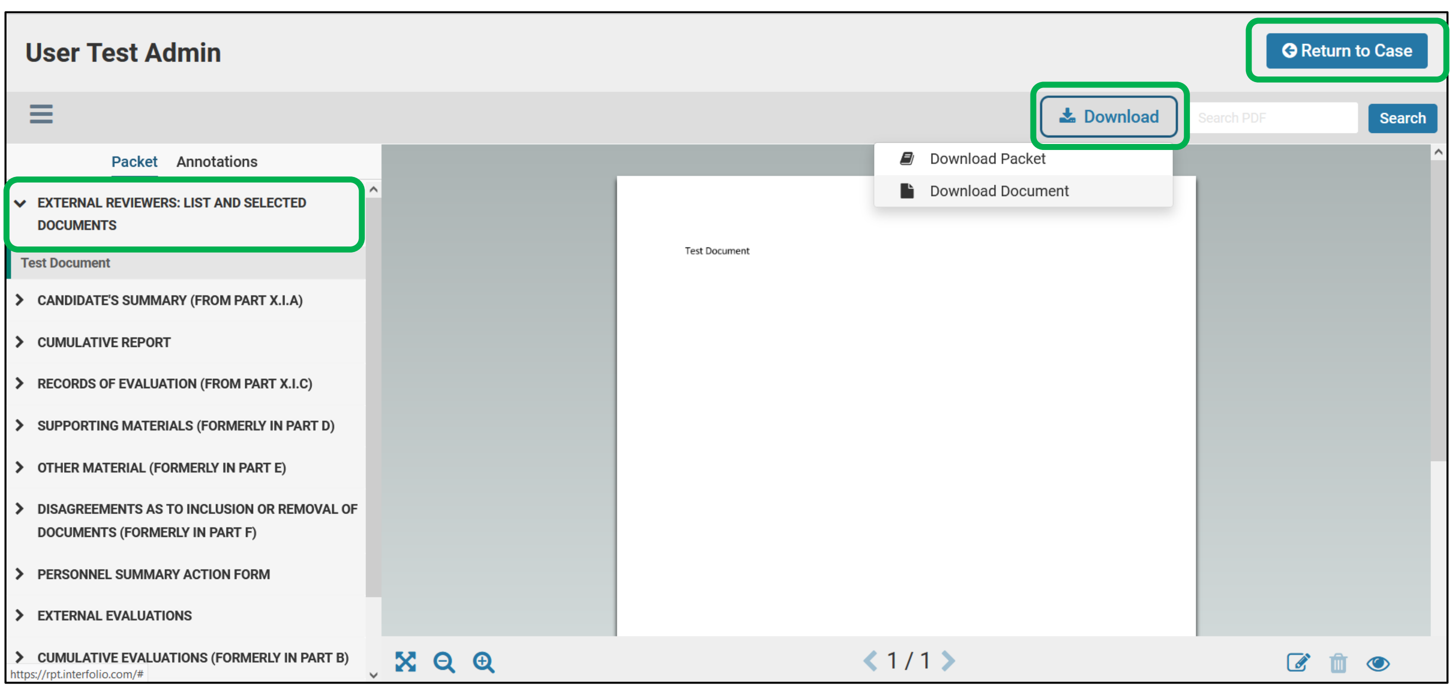



Unit administrators can choose “Read Case” to see all attached documentation from the candidate.




Documents can be read using the left-hand 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.*



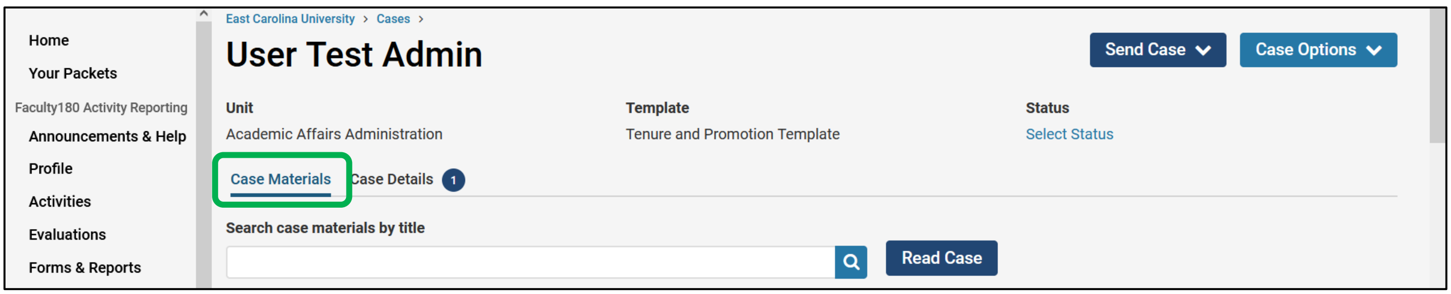
*Note: Unit Administrators will not see PAD documents unless the section is submitted by the candidate. Candidates can submit and share sections prior to the deadline. Sections can easily be unlocked for the candidate as long as the deadline has not passed. Contact your College Coordinator or the Faculty180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

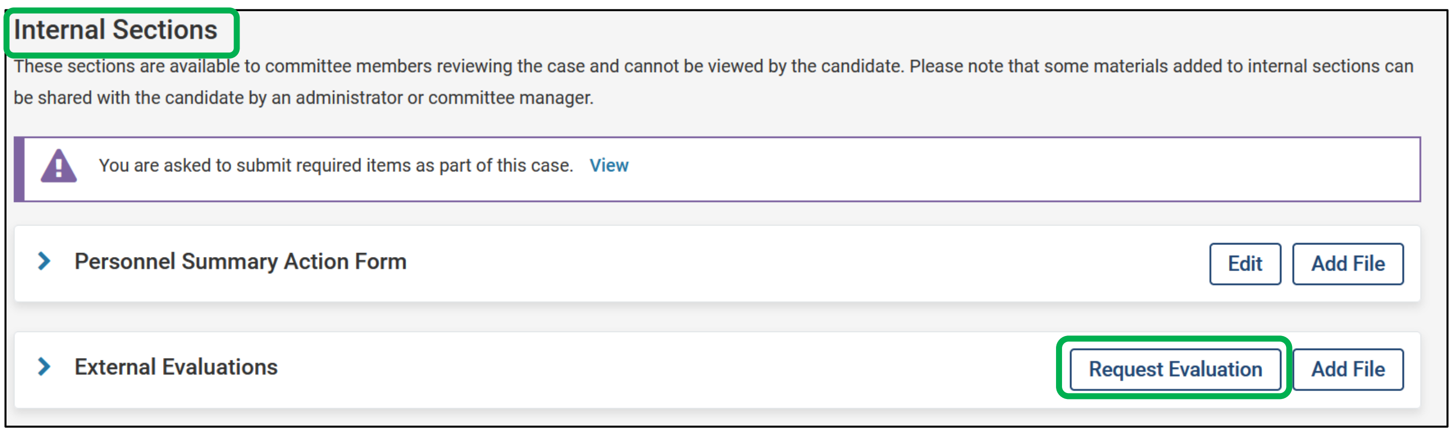
External Evaluations can be collected within the case. *It is recommended that you communicate with the external reviewer outside of Faculty180 to confirm the list of external reviewers. Then, use the steps below to collect the external review letters electronically. Regardless of how you collect the review letters, copies of all written communications with reviewers shall be uploaded to the External Evaluations section.*

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

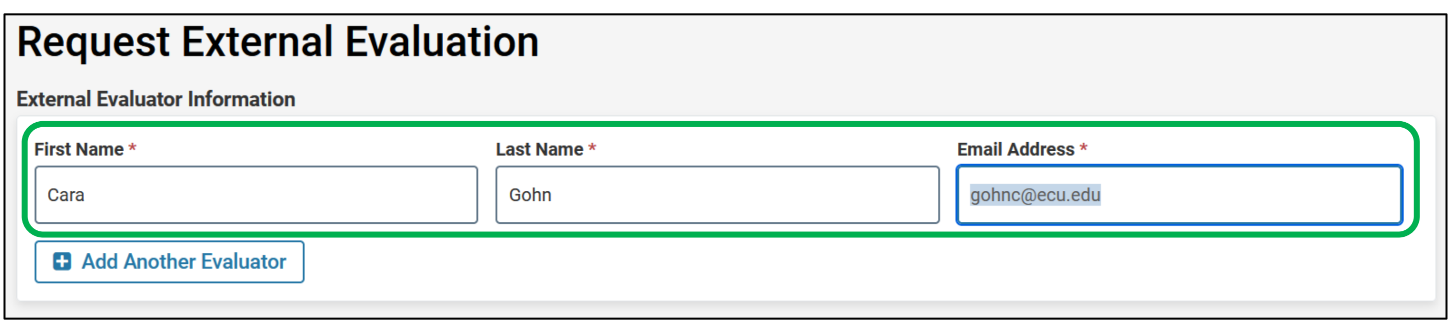
*If the unit administrator will not be using Faculty180 to collect reviews, [move ahead in this document.]()*

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

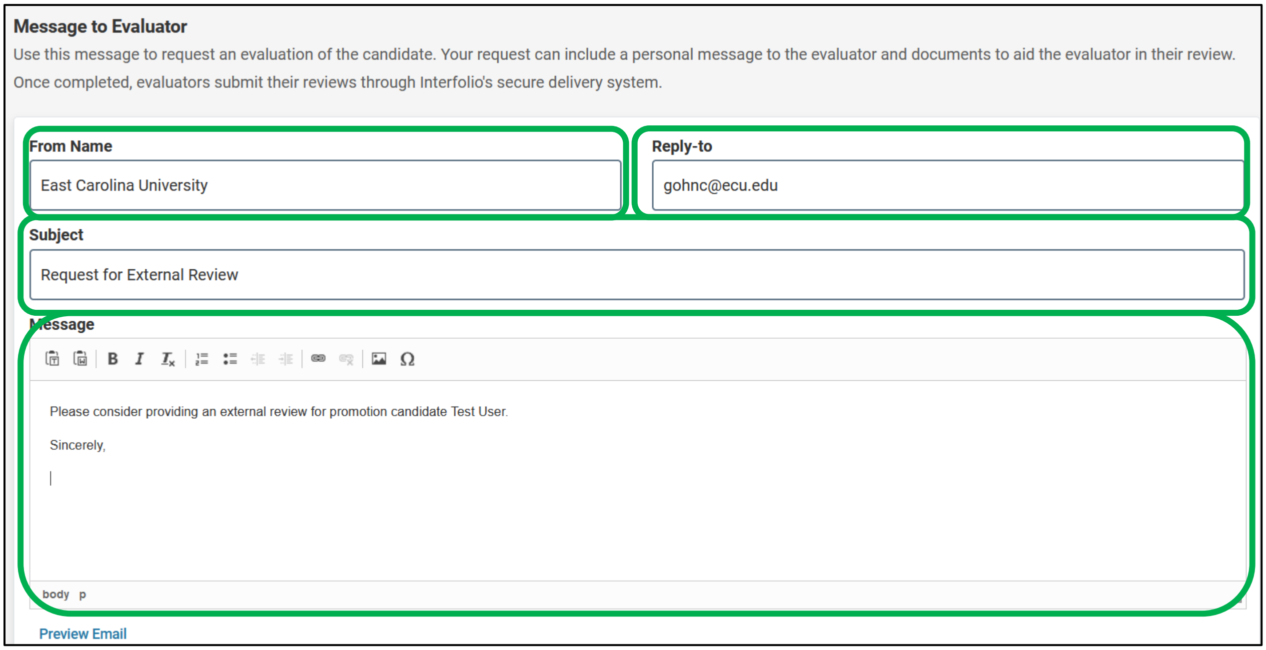



A new screen will appear prompting you to add the evaluator names and emails.

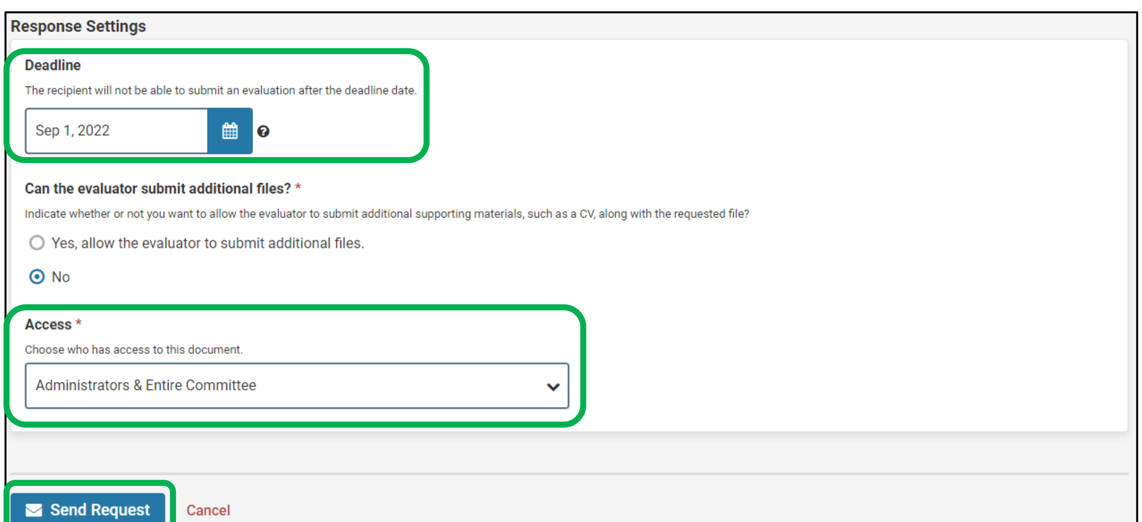


Draft the email that will go to all reviewers.




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

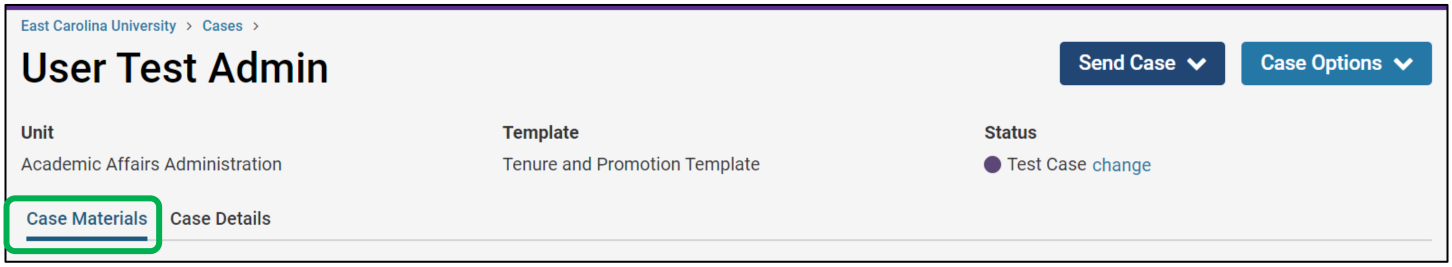

Enter a deadline, choose “Administrators & Entire Committee,” and click “Send Request.”




*Regardless of how you collect the review letters, copies of all written communications with reviewers shall be uploaded to the External Evaluations section.*

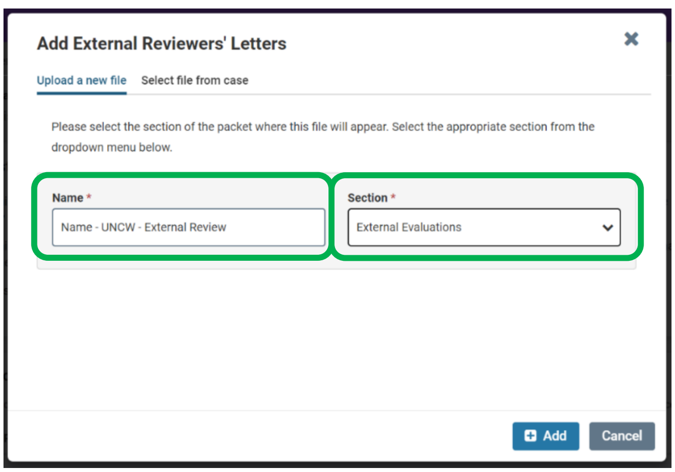
**If external evaluations are obtained outside of Faculty180**, then navigate to the “Case Materials” tab.

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





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




*Regardless of how you collect the review letters, copies of all written communications with reviewers shall be uploaded to the External Evaluations section.*

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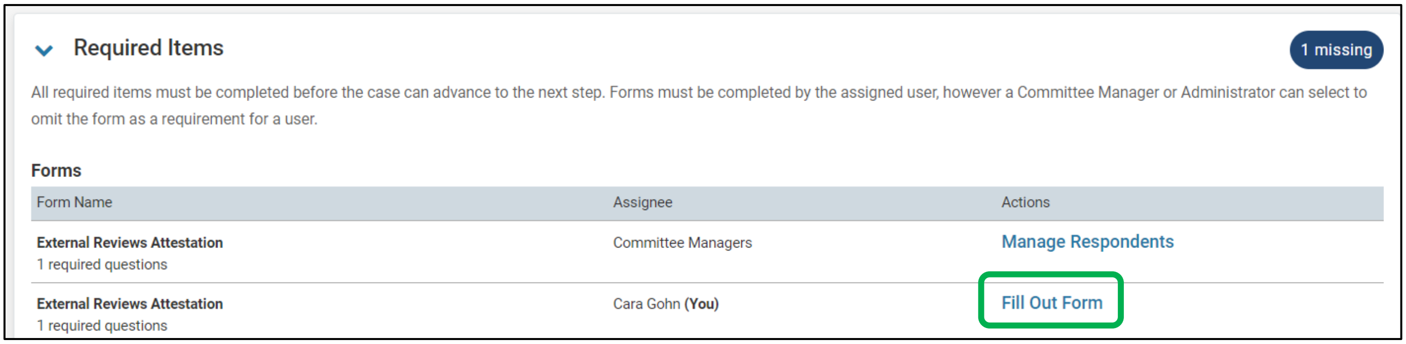
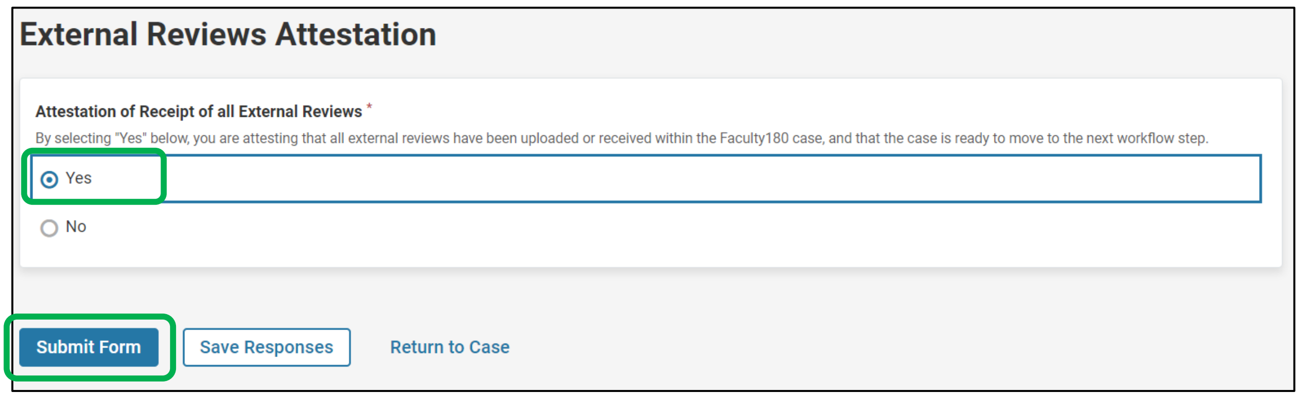
When all external reviews are received and/or uploaded, navigate to the “Case Details” tab, and **complete the “External Reviews Attestation” for**

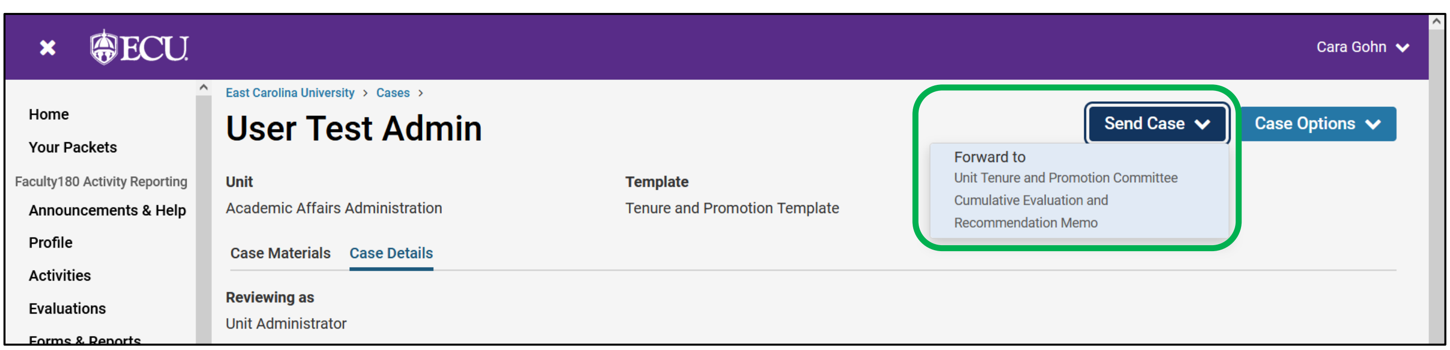




Select “Yes” to indicate that all external reviews have been received and the case is ready to move forward.

Click “Submit Form.”




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.”




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