## Step 1 – Unit Administrator Collects External Reviews

When the candidate submits the first section of the case (Exteʀnal 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.
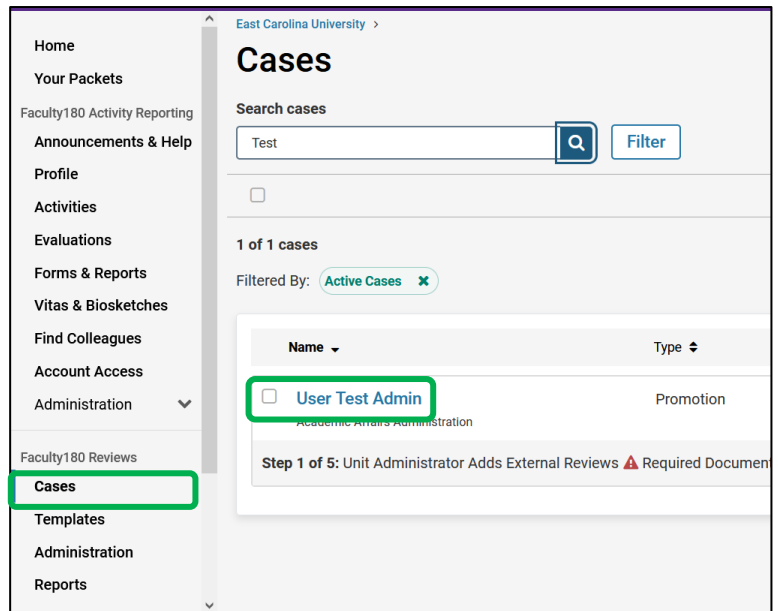

Unit administrators can choose "Read Case" to see all attached documentation from the candidate.
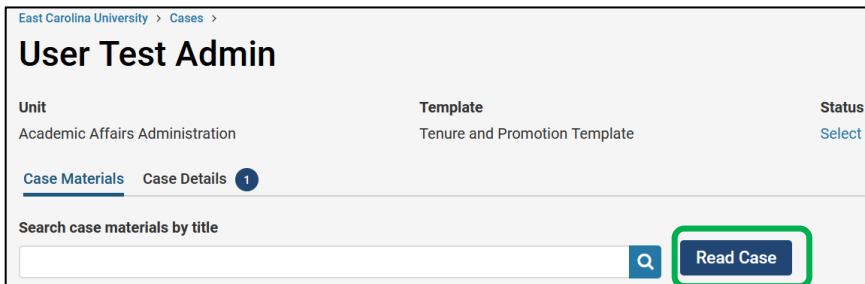
Documents can be read using the left-hand navigation menu and can be exported by clicking on the "Download" button. Exit this screen by clicking on "Return to Case."

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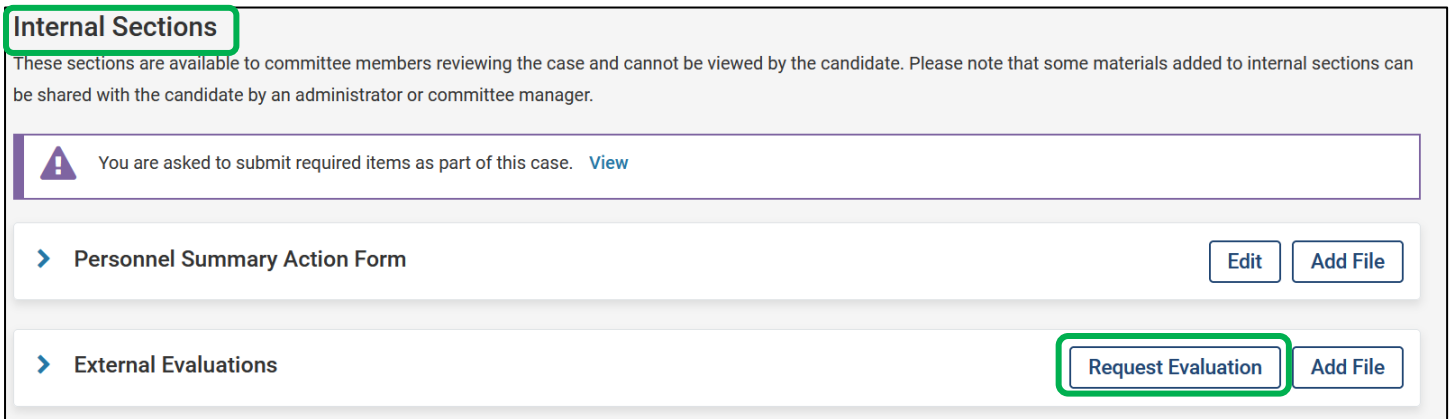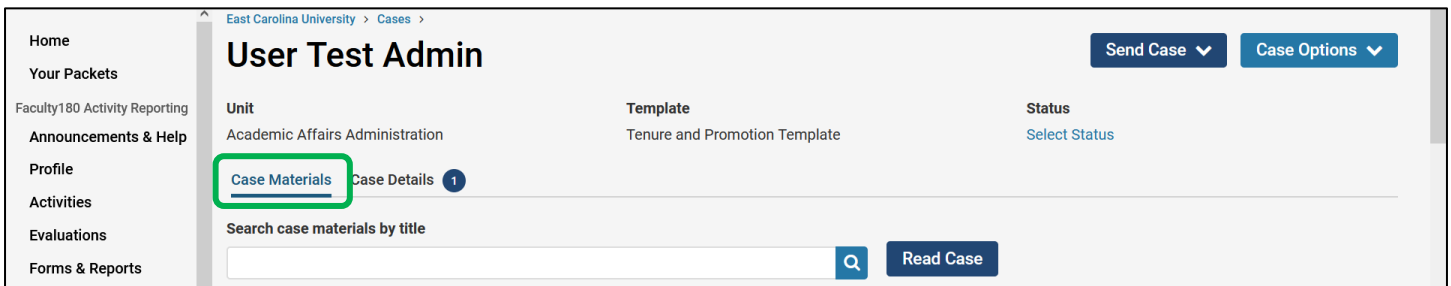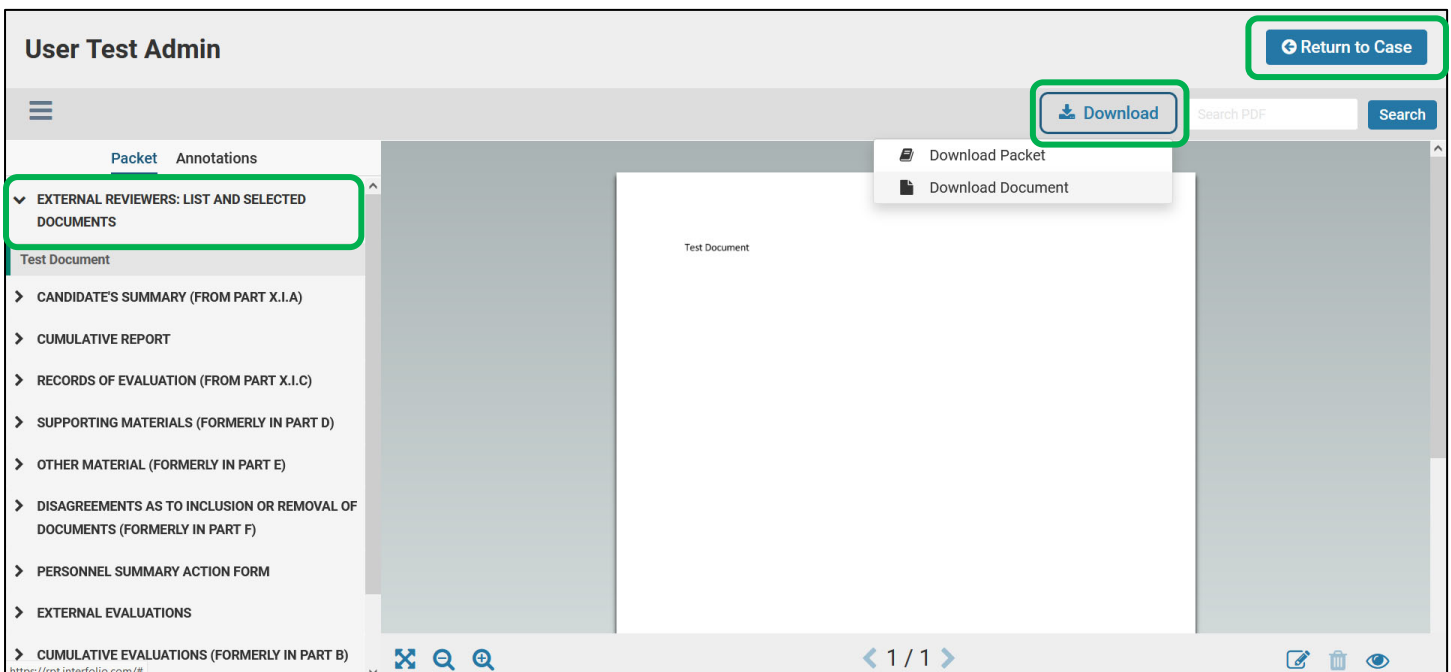
Note: Unit Administrators will not see PAD documents unless the section is submitted by the candidate. Candidates can submit and share sections prior to the deadline. Sections can easily be unlocked for the candidate as long as the deadline has not passed. Contact your College Coordinator or the Faculty180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

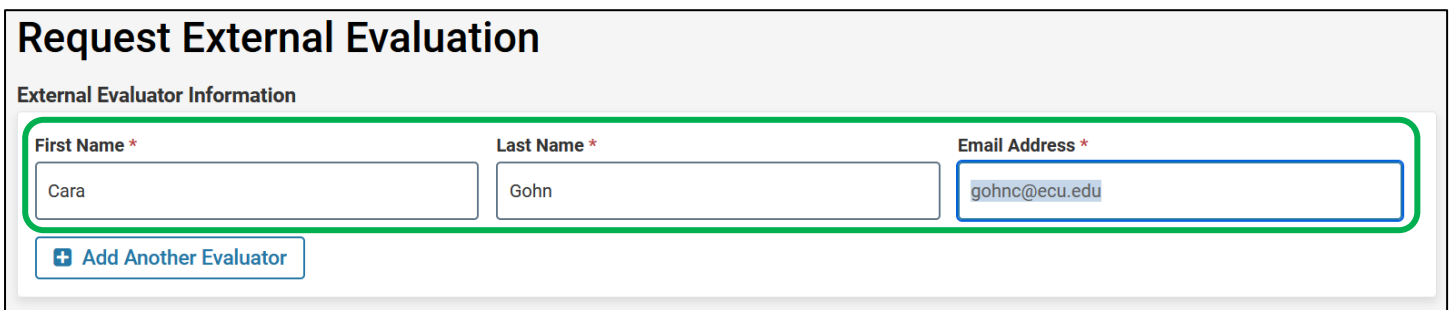**If using Faculty180 to collect the reviews**, scroll down within the case landing page (Case Materials tab) to the "Internal Sections" portion.

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.

Message to Evaluator
Use this message to request an evaluation of the candidate. Your request can include 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 system.

From Name

East Carolina University

Reply-to

gohnc@ecu.edu

Subject

Request for External Review

Message

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

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?

○ Yes, allow the evaluator to submit additional files.

◉ 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

Template
Tenure and Promotion Template

Status
● Test Case change

Case Materials   Case Details

⌄ External Evaluations

Request Evaluation   Add File

Materials

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   ✕

Upload a new file   Select file from case

Please select the section of the packet where this file will appear. Select the appropriate section from the dropdown menu below.

Name *
Name - UNCW - External Review

Section *
External Evaluations ⌄

➕ Add   Cancel

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

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."
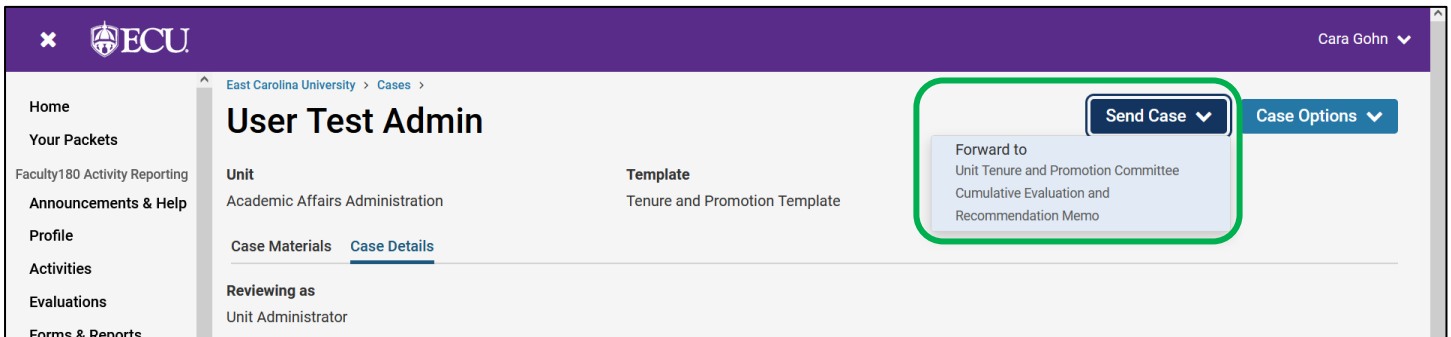
The unit administrator will be prompted to enter an email subject and click "Continue" to email the appropriate party in the next workflow step.
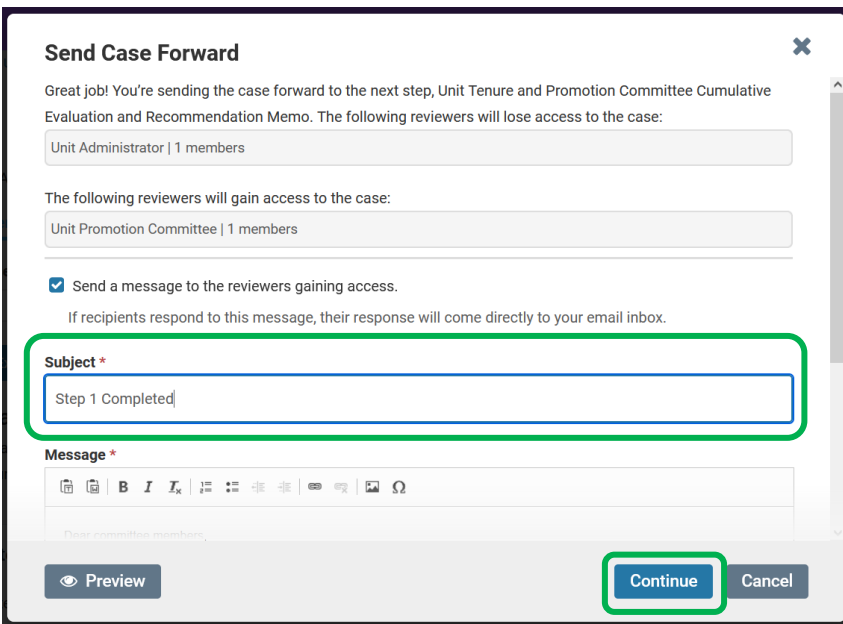
All external reviews must be submitted, and the case must be forwarded, by the time the PAD is due to the committee.