Step 2 – Unit Promotion & Tenure Committee Complete Evaluation and Recommendation Memo

In this guidance you will learn how to:
1. Access the case
2. Review the PAD
3. Upload the Cumulative Evaluation
4. Complete the Recommendation
5. Share the Cumulative Evaluation and Receive the Candidate Response
6. Send the case forward to the Unit Administrator

When the chair/unit administrator completes Step 1 of the case it will be forwarded to Step 2 and the Unit Promotion & Tenure Committee will receive an email.

1. Committee members 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.

2. Committee members can choose “Read Case” to see all attached documentation from the faculty member and recommendations and letters uploaded by previous reviewers.
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.”

3. Committee chairs should navigate to the “Case Details” tab to complete the required documents. A number will appear next to the “Case Details” tab that indicates how many tasks require completion.

Note – If a case is routed to you and you do not see a number next to “Case Details” then you are a committee member. Only committee managers have the ability to submit documents and forms and move the case forward. At the bottom of the Case Details screen you can also see a list of members and managers.

Scroll down to the “Required Items” section and upload the Cumulative Evaluation by clicking the “Add” button.

Choose “Cumulative Evaluations (formerly in Part B)” as the section and click “Add.”
4. Next, complete the recommendation form. Click “Fill Out Form.” Select the recommendation and then click “Submit Form.”

5. The cumulative evaluation must be shared with the candidate within Faculty180 Reviews. Navigate back to the “Case Materials” tab, scroll down to the “Cumulative Evaluations (formerly in Part B)” section, open the section using the arrow in the left corner, click the checkbox next to the evaluation document, then click “Share” > “With Candidate.”
After clicking “Share” > “With Candidate”, a new screen will appear with the evaluation attached at the bottom.

Enter a subject line and message to the candidate. The recommendation of the committee is not automatically shared with the candidate when the form is completed. **The committee chair may want to include the recommendation in the email message** when sharing the Cumulative Evaluation with the faculty member. Then, click the checkbox next to “Enable” file response.

**Message Reason = Candidate Response**  
**Deadline = Today + 7 Working Days**  
**Section for Response = Candidate Responses**

![Image](image.png)

After the candidate responds to the evaluation, the committee will receive an email notification that a response was received.

The response can be viewed in the “Read Case” window or at the bottom of the “Case Materials” page under the “Candidate Response” section.

*If the candidate response is received outside of Faculty180, then the response can be uploaded to the “Candidate Responses” section on the “Case Materials” tab.*

*If there is no response from the candidate, it is recommended that the candidate still upload a response including the statement – “No Response.”*

When the candidate comments have been received or uploaded, the committee chair will fill out the “Indicator of Candidate Response” forms on the “Case Details” tab of the case.

![Image](image.png)
After answering the form question, click “Submit Form.”

6. After all required components are completed, the committee chair will forward the case by clicking on the “Send Case” button and choosing “Forward to.”

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

The unit committee’s evaluation and recommendation must be submitted by the 4th Tuesday in October.