Step 3b (BSOM Only) – College Committee Completes Recommendation Memo

For BSOM, there is an additional committee that reviews and recommends the candidate for promotion and tenure. *This step must also be completed by the 1st Tuesday in December, which may necessitate the chair/unit administrator to complete their requirements sooner.*

When the chair/unit administrator completes Step 3 of the workflow they will forward the case to Step 3b and the BSOM College level committee will receive an email.

The BSOM 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.

The BSOM Committee members can choose “Read Case” to see all attached documentation from the faculty member and recommendations made 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.”
The BSOM letter of recommendation should be shared outside of Faculty180 with the Dean prior to continuing with these directions.

After the BSOM Committee communicates with the Dean, the BSOM Committee should navigate to the “Case Details” tab to complete the required items. 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” and click “Fill Out Form” to complete the “Tenure and Promotion Recommendation” form.

Answer the question and click “Submit Form.”
After the required form is completed, the BSOM Committee chair will forward the case by clicking on the “Send Case” button and choosing “Forward to.”

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

The unit administrator’s evaluation and recommendation must be completed by the 1st Tuesday in December.