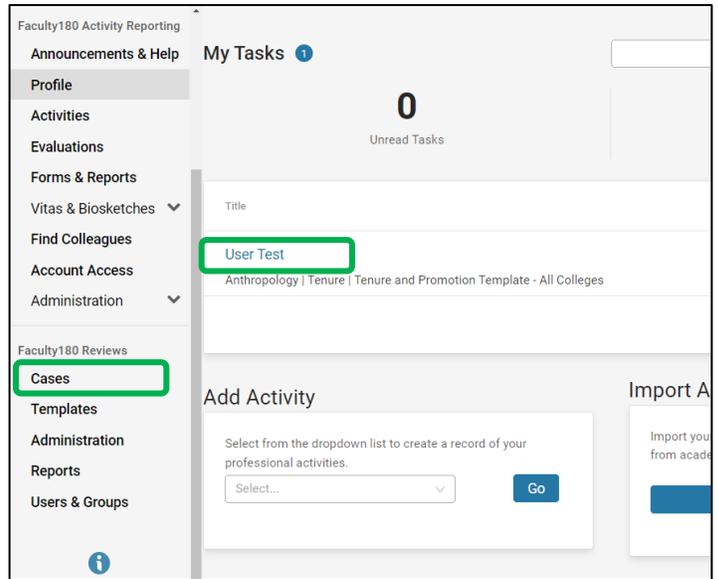


### Step 3b (BSOM Only) – College Committee Completes Recommendation Memo

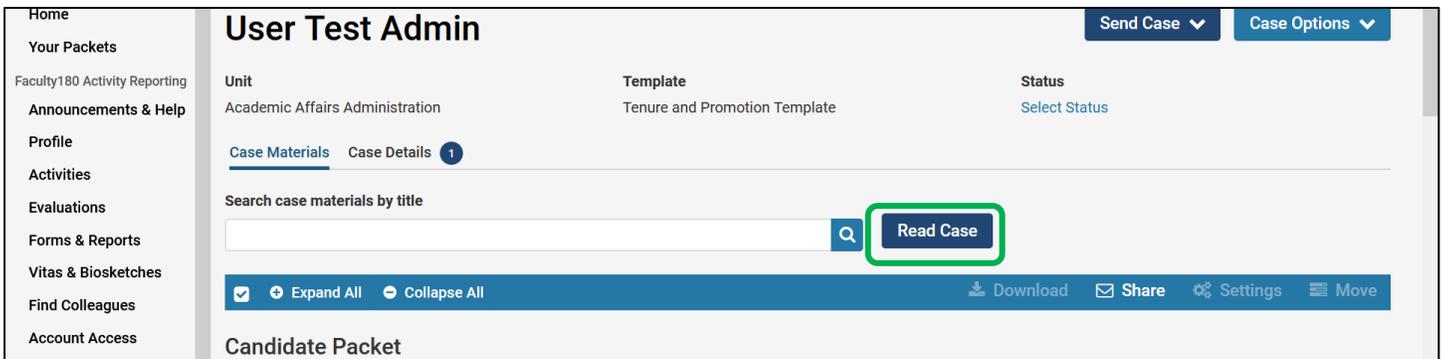
When the chair/unit administrator completes Step 3 of the workflow they will forward the case and the members of the BSOM College level committee will receive an email.

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.

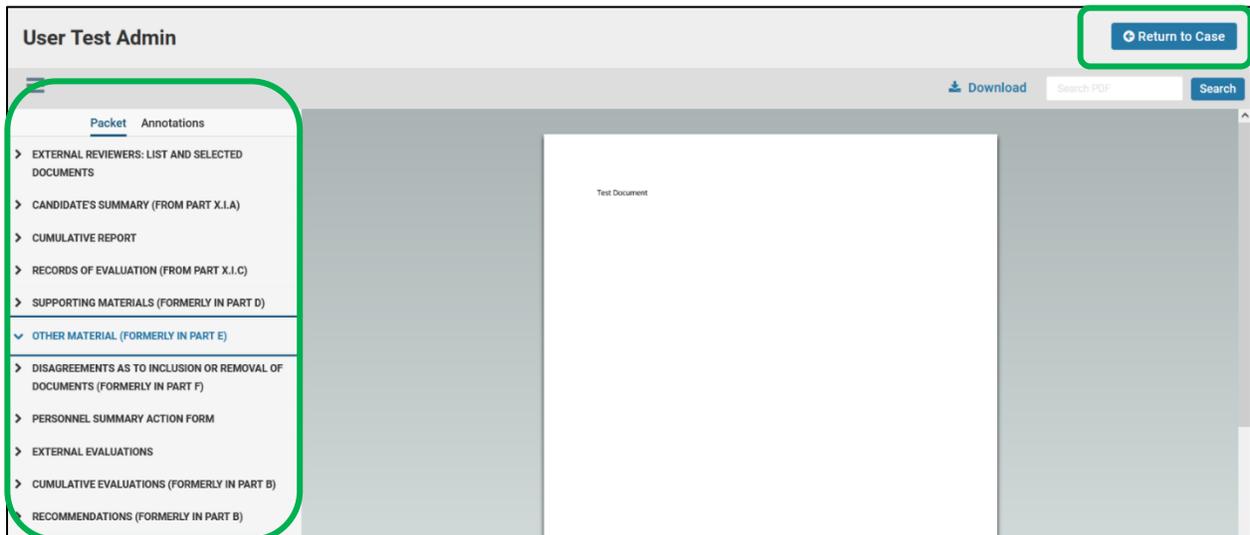
**Click on the name of the candidates to access the PAD.**



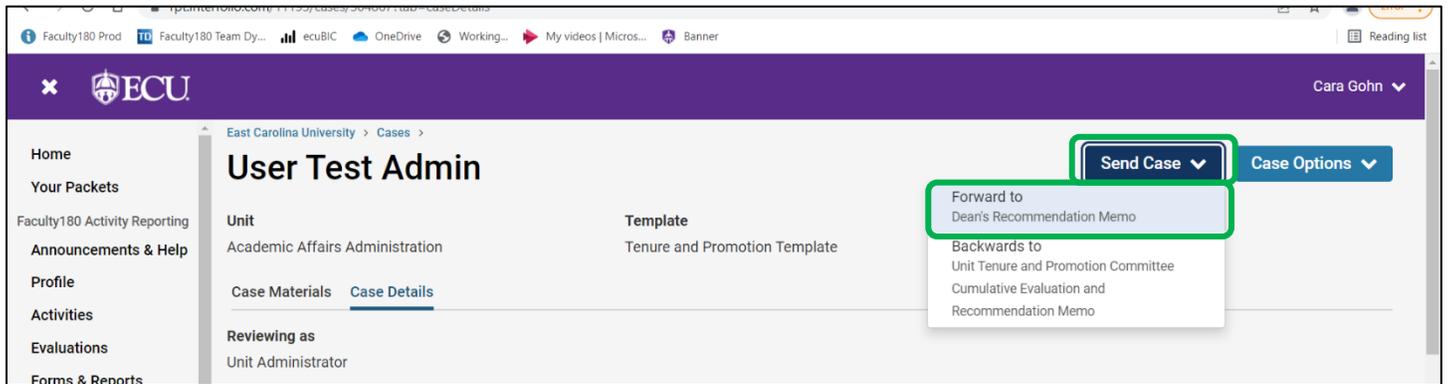
The BSOM Committee members can choose “Read Case” to see all attached documentation from the faculty member and cumulative evaluations and recommendations made by previous reviewers.



Exit this screen by clicking on “Return to Case.”



When the committee has completed their review, 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 Dean in the next workflow step. Click “Continue.”