## Step 4 – Dean Completes Recommendation Memo

When the chair/unit administrator completes Step 3 of the workflow they will forward the case to Step 4 and the Dean will receive an email.

The Dean can access the case from the emails, Faculty180 home screen, or by navigating to the "Cases" menu under the Faculty180 Reviews section.

× @ECU				
A Home Your Packets	Cases			Create Case 🗸
Faculty180 Activity Reporting Announcements & Help Profile Activities	Search cases	Q Filter		
Evaluations Forms & Reports Vitas & Biosketches	1 of 1 cases Filtered By: Active Cases X			
Find Colleagues	Name 🗸	Туре Ф	Template Name	Status \$
Administration 🗸	Academic Affairs Administration	Promotion	Tenure and Promotion Template	
Faculty180 Reviews	Step 2 of 5: Unit Tenure and Promotion Con	nmittee Cumulative Evaluation and F	Recommendation Memo 🛦 Required Document	IS
Templates Administration				
Reports Users & Groups				

Choose "Read Case" to see all attached documentation from the faculty member and recommendations made by previous reviewers.

Home	User Test Admin		Send Case 🗸 Case Options 🗸
Your Packets			
Faculty180 Activity Reporting	Unit	Template	Status
Announcements & Help	Academic Affairs Administration	Tenure and Promotion Template	Select Status
Profile	Case Materials Case Details 1		
Activities			
Evaluations	Search case materials by title		
Forms & Reports		Q Read Case	
Vitas & Biosketches			aumland 🔽 Chara 💏 Cattinga 🚍 Maya
Find Colleagues	Collapse All	aža U	ownioad 🖸 Share 🏎 Settings 🚔 Move
Account Access	Candidate Packet		

After reviewing the PAD, 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.

User Te	est Admin
<b>Unit</b> Academic Affairs	Administration
Case Materials	Case Details

Scroll down to the "Required Items" and click "Fill Out Form" to complete the "Recommendation Concurrence or Non-concurrence" requirement.

	1 missing
o the next step. Forms must be completed by the assig	ned user, however a Committee Manager or Administrator can select to
Assignee	Actions
Committee Managers	Manage Respondents
Cara Gohn ( <b>You)</b>	Fill Out Form
	o the next step. Forms must be completed by the assignee Committee Managers Cara Gohn (You)

Recommenda	ation Concurrence or Non-concurrence
Concurrence or Non-con Upon review, I	ncurrence * (see below) with the recommendation regarding tenure and promotion for this candidate.
• Concur	
O Do Not Concur	
Submit Form	Cave Responses Return to Case

After the required form is completed, the Dean will forward the case by clicking on the "Send Case" button and choosing "Forward to."

× @ECU					Cara Gohn 🗸
Home Your Packets	East Carolina University > Cases > User Test Admin		Send Case V	Case Options 🗸	
Faculty180 Activity Reporting Announcements & Help	Unit Academic Affairs Administration	Template Tenure and Promotion Template	Provost/Vice Chancellor Recommendation Memo		
Profile Activities	Case Materials Case Details		Backwards to Unit Administrator Cumulative Evaluation, Recommendation Memo, and Personnel		
Evaluations Forms & Reports	Search case materials by title	Q	ad Case		

The Dean will be prompted to enter an email subject and click "Continue" to email the appropriate party in the next workflow step.

Send Case Forward	4
Great job! You're sending the case forward to the next step, Provost/Vice Chancellor Recommendation Memo.	
The following reviewers will lose access to the case:	
Dean   2 members	
The following reviewers will gain access to the case:	
Provost   1 members	
If recipients respond to this message, their response will come directly to your email inbox.	٦
If recipients respond to this message, their response will come directly to your email inbox. Subject * Step 4, Dean Recommendation Completed	
If recipients respond to this message, their response will come directly to your email inbox. Subject * Step 4, Dean Recommendation Completed Message *	
If recipients respond to this message, their response will come directly to your email inbox. Subject * Step 4, Dean Recommendation Completed Message * $\square \square   B I I_x   := := := := := := : \Omega$	
If recipients respond to this message, their response will come directly to your email inbox.  Subject *  Step 4, Dean Recommendation Completed  Message *	
If recipients respond to this message, their response will come directly to your email inbox.         Subject *         Step 4, Dean Recommendation Completed         Message *         Im Im I II, i= := de de de email	

The Dean's recommendation must be completed by the 1<sup>st</sup> Tuesday in February.

Faculty180 does not automatically notify candidates when a recommendation is recorded. Please notify the candidate, committee chair, and the unit administrator (if applicable) as required by the Faculty Manual. This notification must be sent outside of Faculty180.