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.

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

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.

Scroll down to the “Required Items” and click “Fill Out Form” to complete the “Recommendation Concurrence or Non-concurrence” requirement.
Answer the question and click “Submit Form.”

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

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

The Dean’s recommendation must be completed by the 1st Tuesday in February.