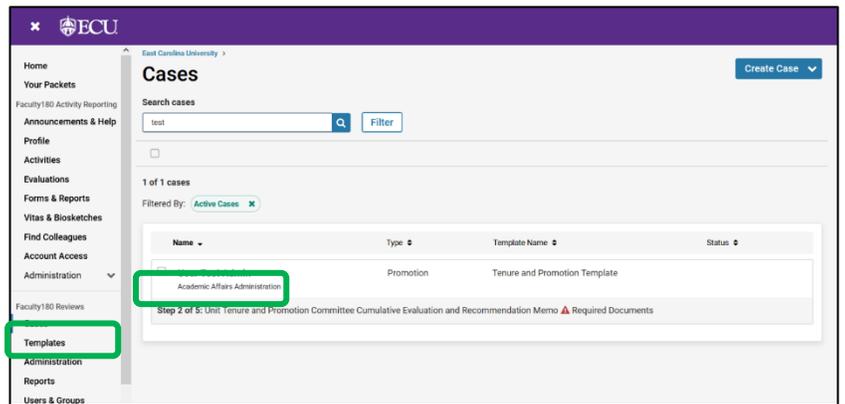


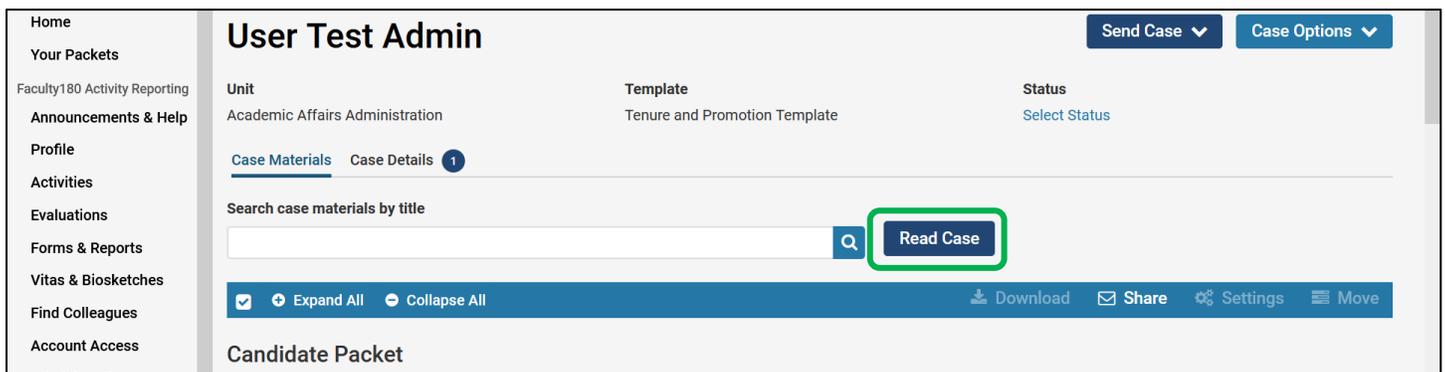
Step 4 – Dean Completes Recommendation Memo

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.



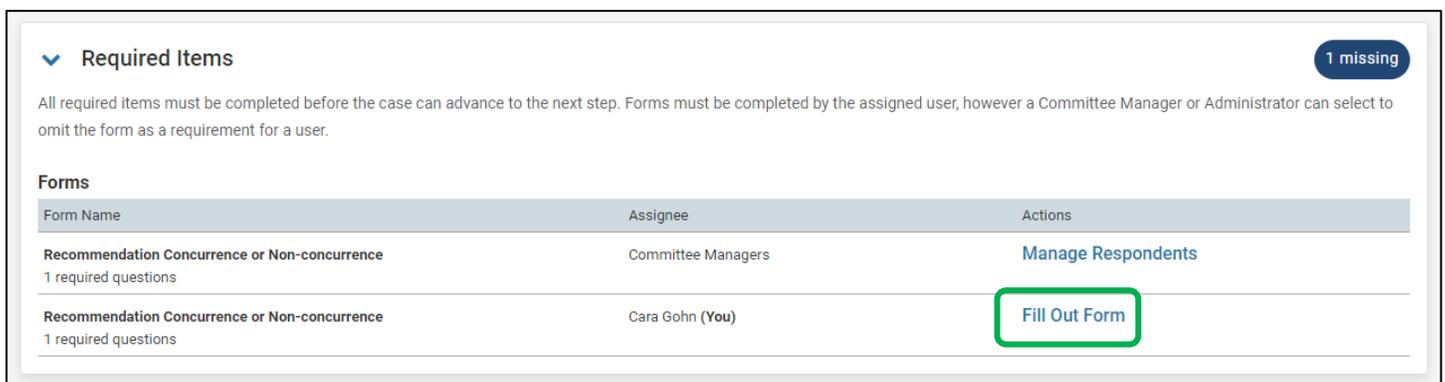
Choose “Read Case” to see all attached documentation from the faculty member and recommendations made by previous reviewers.



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.”

Recommendation Concurrence or Non-concurrence

Concurrence or Non-concurrence *
Upon review, I _____ (see below) with the recommendation regarding tenure and promotion for this candidate.

Concur

Do Not Concur

Submit Form **Save 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.”

East Carolina University > Cases >

User Test Admin

Unit: Academic Affairs Administration | Template: Tenure and Promotion Template

Case Materials: Case Details

Search case materials by title

Send Case Case Options

Forward to: Provost/Vice Chancellor Recommendation Memo

Backwards to: Unit Administrator Cumulative Evaluation, Recommendation Memo, and Personnel Action Summary Form

Read 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

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

Send a message to the reviewers gaining access.

If recipients respond to this message, their response will come directly to your email inbox.

Subject *

Step 4, Dean Recommendation Completed

Message *

Dear committee members,
This case is coming your way for review |

Preview **Continue** **Cancel**

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