**Step 4 – Dean Completes Recommendation Memo**

For BSOM, this workflow step will route to the health sciences personnel representatives, instead of the Dean, who will export all materials, close the case, and continue the promotion and tenure review process outside of Faculty180.

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. Use the search bar to search by name, if needed. Navigate to the case by clicking on the faculty member’s name.

The Dean 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 Dean should 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.

*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 “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.