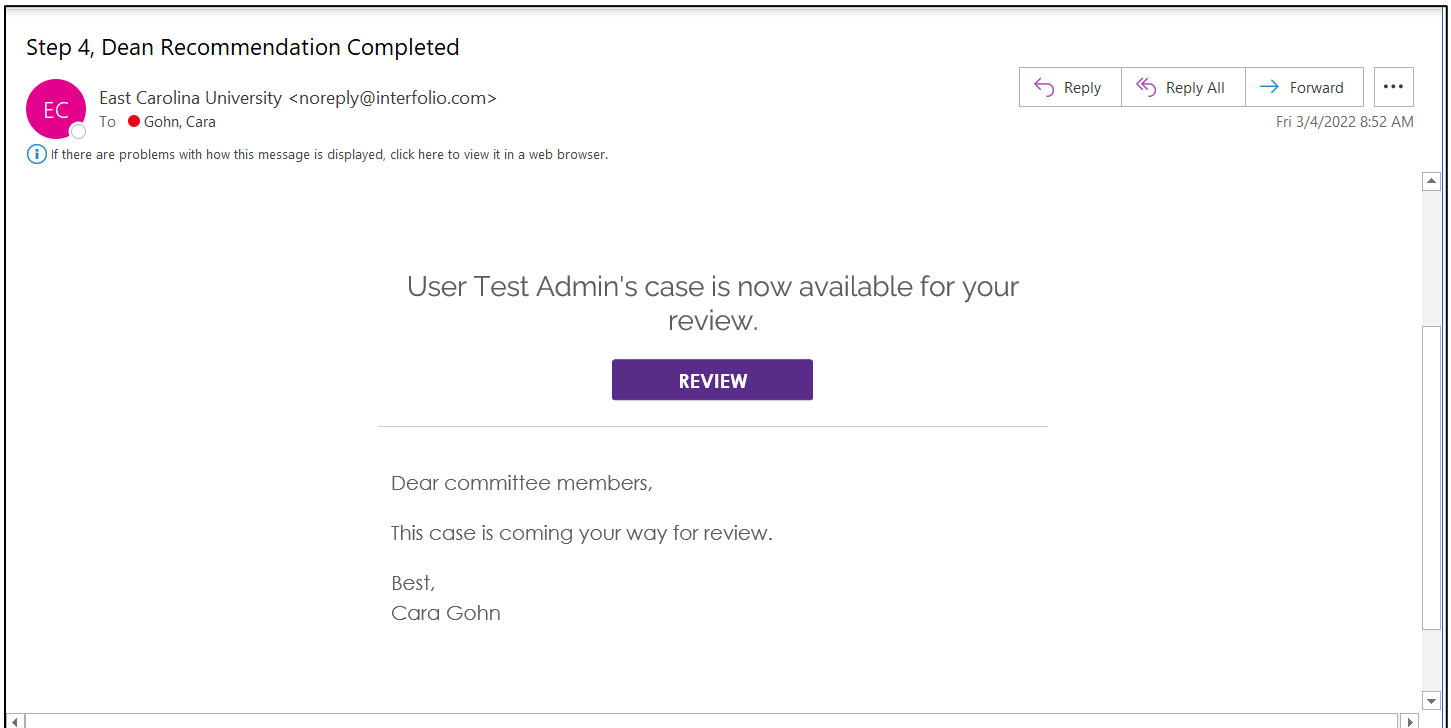


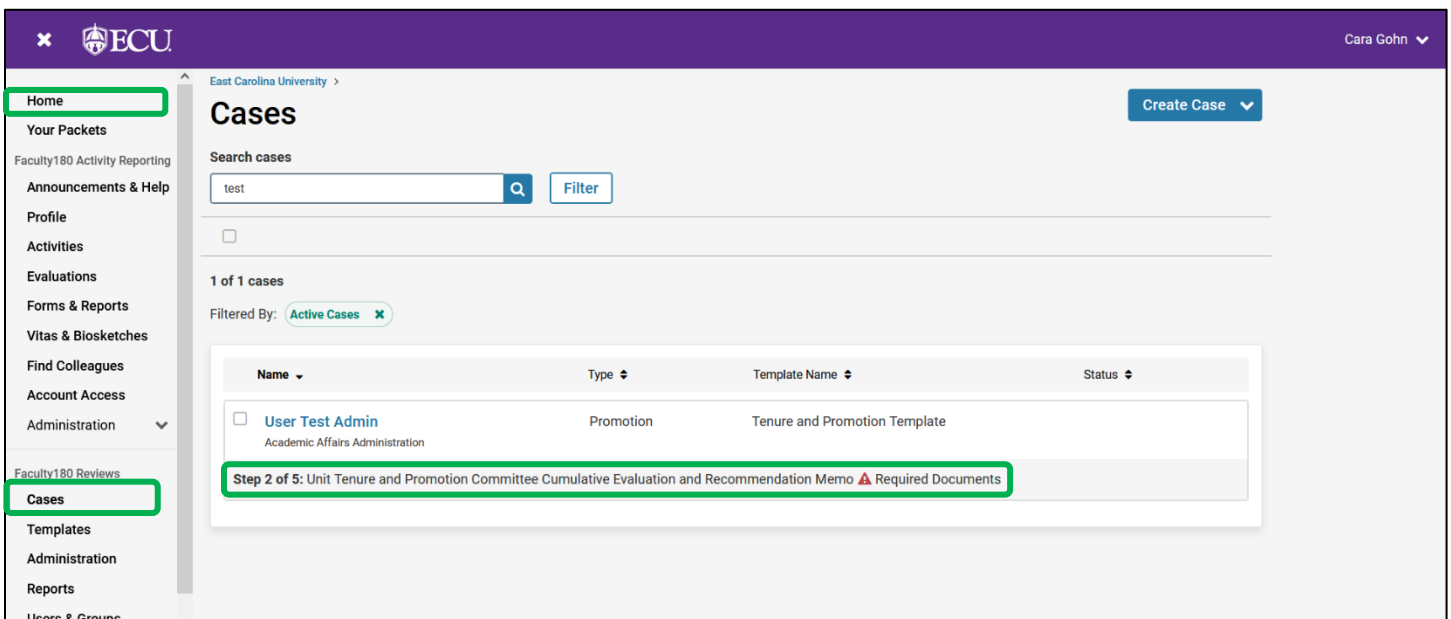
## Step 5 – Division Personnel Representatives Close Case

When the Dean completes Step 4 of the workflow, they will forward the case to Step 5 and the Division Personnel Representatives will receive an email.



Navigate to the case directly from the email or log in to Faculty 180 directly. Cases assigned to a reviewer will appear on their Home Screen.

*Note: You may have access to other cases in other workflow steps because of the security role you are assigned. If you utilize the "Cases" menu, make sure you are only editing, forwarding and closing cases that are in your queue. Cases in your queue will appear on your home screen.*



Choose “Read Case” to see all attached documentation from the candidate and reviewers.

The screenshot shows the 'User Test Admin' interface. At the top, there are navigation links for 'Home', 'Your Packets', 'Faculty180 Activity Reporting', 'Announcements & Help', 'Profile', 'Activities', 'Evaluations', 'Forms & Reports', 'Vitas & Biosketches', 'Find Colleagues', 'Account Access', and 'Administration'. The main content area is titled 'User Test Admin' and includes a 'Send Case' button and a 'Case Options' dropdown. Below this, there are fields for 'Unit' (Academic Affairs Administration), 'Template' (Tenure and Promotion Template), and 'Status' (Select Status). A search bar for 'Case Materials' is present, with a 'Read Case' button highlighted in a green box. Below the search bar, there are buttons for 'Expand All', 'Collapse All', 'Download', 'Share', 'Settings', and 'Move'. The 'Candidate Packet' section is visible, with a note that materials added will be visible to the candidate. A 'Locked' section for 'External Reviewers: List and Selected Documents' is shown, with an 'Unlock' button.

Step 5 is the **final workflow step** in Faculty180 Reviews and all future steps and document sharing will exist outside of Faculty180 Reviews. The entire packet, or individual packet components, can be downloaded by clicking on the Download button in the “Read Case” screen. Click “Download Packet” and you will have the option to choose some, or all, of the components to download to a PDF.

The screenshot shows the 'User Test Admin' interface in a 'Read Case' view. At the top right, there is a 'Return to Case' button. Below it, there is a 'Download' button highlighted in a green box, with a dropdown menu showing 'Download Packet' and 'Download Document' options. The main content area is titled 'User Test Admin' and includes a search bar for 'Search PDF' and a 'Search' button. Below this, there are sections for 'Packet' and 'Annotations'. The 'Annotations' section is expanded, showing a list of documents. The document 'Tenure and Promotion Recommendation | Unit Tenure and Promotion Committee Cumulative Evaluation and Recommendation Memo' is highlighted in a green box. Below this, there are links for 'Recommendation Concurrence or Non-concurrence | Unit Administrator Cumulative Evaluation, Recommendation Memo, and Personnel Action Summary Form' and 'Recommendation Concurrence or Non-concurrence |'. At the bottom, there are navigation buttons for 'Previous Material', '2 / 2', and 'Next Material'.

The division level personnel representative will close the case by clicking on the “Case Options” button and choosing “Close Case.”

The screenshot shows the ECU User Test Admin interface. The top navigation bar includes the ECU logo and the user name 'Cara Gohn'. The main content area is titled 'User Test Admin' and displays details for a case: 'Unit: Academic Affairs Administration' and 'Template: Tenure and Promotion Template'. The 'Status' is 'Test Case'. A 'Send Case' dropdown menu is open, showing options: 'Edit Case', 'Email Candidate', 'Add Internal Section', 'View Activity Log', and 'Close Case'. The 'Close Case' option is highlighted with a green box. The 'Case Options' button is also highlighted with a green box. The interface includes a sidebar with navigation options like 'Home', 'Your Packets', 'Announcements & Help', 'Profile', 'Activities', 'Evaluations', 'Forms & Reports', 'Vitas & Biosketches', 'Find Colleagues', 'Account Access', 'Administration', 'Cases', 'Templates', 'Administration', 'Reports', and 'Users & Groups'. The main content area also shows 'Case Materials', 'Case Details', 'Reviewing as: Cara Gohn', and sections for 'Instructions' and 'Required Items'.

Choose the appropriate “20XX-20XX Academic Year” status, then click “Save.”

The screenshot shows a 'Close Case' dialog box. The title is 'Close Case' and the instruction is 'Please select a decision that reflects the final phase of this case.' The 'Decision' dropdown menu is open, showing options: '- Select -', '2021-2022 Academic Year', '2022-2023 Academic Year', 'Ready to Send to Candidate', 'Case Re-Opened', 'On Hold', 'Test Case', and 'Add Custom Status'. The '2021-2022 Academic Year' option is highlighted with a green box. The 'Save' button is also highlighted with a green box. The 'Cancel' button is visible next to it.