Promotion & Tenure Guidance in Faculty180 Reviews

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1. Faculty180 Reviews Module

Faculty180 Reviews (formerly RPT) is an online platform for carrying out formal faculty reviews, built to help academic institutions ensure that these processes are transparent, equitable, efficient, and well-documented.
2. Dossier

Dossier is a feature accessible in Faculty180 for document storage. The documents and resources stored in Dossier are available within the Faculty180 Reviews module when faculty are building their PAD components for promotion and tenure processes. Faculty can begin storing documents in Dossier at any time. Navigate to the module by logging in to Faculty180, clicking on your name in the top right-hand corner and choosing “Interfolio Dossier.”

Documents in Dossier can be stored in the “Materials” menu, or groups of related documents can be stored in the “Collections” menu. “Collections” are intended to contain related documents and can be named using any naming convention chosen by the faculty member. Faculty can use the “Letters” menu to store recommendation letters or other similar documents.
Documents already uploaded in the “Materials” menu can be sorted into new or existing collections by selecting the document(s), clicking “Add To,” and choosing or creating a collection.

3. Definitions

Case – An action in the Faculty180 Reviews (formerly RPT) module, like an annual evaluation or promotion and tenure process, that can be standardized in an electronic format.

Candidate - The ECU faculty member is often referred to as the “candidate” within cases and other Faculty180 workflows and features.

Packet - The collection of materials by which a candidate is being reviewed (documents and other files). The packet is divided into sections which can be worked on and submitted independently.

Form – An electronic data collection file built into Faculty180 cases.

Committee - An individual or group of reviewers assigned to complete a step in a case workflow.

Committee Member – Committee Members have the most basic permissions within the system. They can view a candidate's packet and case materials added throughout the workflow.

Committee Managers - Committee Managers have the permissions to move a case backward or forward after a committee has finished reviewing. To make a user a Committee Manager, a system Administrator must manually select them to serve in this role.

Users can identify themselves as committee members or managers by the requirements displayed in the “Case Details” section within each case. If a case is routed to you and there are no required documents or forms to complete, then you are a committee member. If a case is routed to you and there are required documents to complete, then you are a committee manager.
4. Standard Promotion & Tenure Faculty180 Reviews Workflow Steps

Promotion & Tenure Case is opened by an Administrator

**Step 0** – Faculty member submits only the “External Reviewers: List and Selected Documents” section of the case. Faculty member can continue to add documentation to other sections without submitting.

*Note: Submitting additional sections will lock that section to the faculty member and no further editing will be available within that section.*

**Step 1** – Chair/Unit Administrator Sends Materials to External Reviewers (Optional feature in Faculty180 Reviews that solicits and retrieves external review letters)
- Faculty member can continue to complete and submit remaining PAD sections
- Upon receipt/upload of all external reviews, the chair/unit administrator forwards the case to the Unit Committee

**Step 2** – Unit P&T Committee Complete Cumulative Evaluation and Recommendation Memo
- Committee completes evaluation, sends the evaluation to the candidate for response
- After receipt of response, committee completes the recommendation memo
- After completing the memo, the committee forwards the case to the chair/unit administrator

**Step 3** – Chair/Unit Administrator Complete Cumulative Evaluation, Recommendation Memo and Personnel Action Summary Form
- Chair/Unit Administrator completes evaluation, sends the evaluation to the candidate for response
- Chair/Unit Administrator uploads Personnel Action Summary Form
- After receipt of response, chair/unit administrator completes the recommendation memo
- After completing the memo, the chair/unit administrator forwards the case to the Dean (or BSOM Committee, if applicable)

**Step 3b (BSOM Only)** – College P&T Committee Complete Recommendation Memo
- After completing the memo, the committee forwards the case to the Dean’s representative in Step 4

**Step 4** – Dean Completes Recommendation Memo
- After completing the memo, the Dean forwards the case to the Division Personnel Representatives
- **BSOM Only** – Division level personnel will extract documents to continue the process outside of Faculty180 Reviews.

**Step 5** – Division Personnel Representatives Close Case
- Representative(s) will extract materials and share them with the Provost and continue the process outside of Faculty180 Reviews.
5. Workflow Step, P&T Schedule Comparison

### Promotion and Tenure Timeline – Spring before Decision Year*

<table>
<thead>
<tr>
<th>Action</th>
<th>9 and 12 Month Faculty Deadline</th>
<th>Time Allotted for Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty member makes a request to the unit administrator to begin the process of consideration for promotion or early conferral of permanent tenure</td>
<td>1st Friday in February</td>
<td></td>
</tr>
<tr>
<td>Faculty member submits a list of potential external reviewers to the tenure committee</td>
<td>3rd Friday in February</td>
<td></td>
</tr>
<tr>
<td>Tenure Committee submits a list of external reviewers to the unit administrator and selects materials to be sent to reviewers</td>
<td>4th Friday in March</td>
<td></td>
</tr>
<tr>
<td>Unit administrator sends letter and materials to confirmed external reviewers</td>
<td>Last Friday in April</td>
<td>4 weeks</td>
</tr>
</tbody>
</table>

Case is started in February and **Step 0** is initiated.

Candidate submits first section of the packet with list of potential external reviewers by the 3rd Friday in February. Case moves to **Step 1** automatically.

**Step 1** - the chair/unit administrator shares external reviewers list with tenure committee to finalize the list and begins soliciting/uploading external reviews.

<table>
<thead>
<tr>
<th>Action</th>
<th>1st Tuesday in September</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit administrator informs committee of upcoming need for a meeting</td>
<td></td>
</tr>
<tr>
<td>External reviewers’ reports due</td>
<td></td>
</tr>
<tr>
<td>Faculty member meets with unit administrator to verify that all required documents are in PAD (optional but recommended)</td>
<td></td>
</tr>
<tr>
<td>Faculty member turns in PAD to Committee</td>
<td>2nd Tuesday in September</td>
</tr>
</tbody>
</table>
6. Workflow FAQs

- **How do I know if something is in my queue for review?** The system will generate an email to you when an evaluation or review hits the step in which you are named a committee member or manager.

- **How do I know which documents or forms to complete within my workflow step?** When you open a case, go to the “Case Details” tab to see required documents and forms. The number displaying next to the tab indicates the number of required documents or forms.
• **What if a previous reviewer needs to make a correction?** Using the “Send Case” button, administrators or case managers in the current workflow step can send a case backwards to the previous reviewer.

• **What if a required form appears blank?** Clear your browser cache and cookies, close and re-open the browser, and then navigate back to the case form.

• **As a reviewer, how do I share the documentation without moving the case forward?** You can (1) download documents from the “Read Case” screen and email it to the faculty member or (2) from the case materials screen, scroll down to the appropriate section, open the section using the arrow to the left of the section, and check the box next to the document to be shared. Then click “Share” at the top of the screen and choose the appropriate recipient. You will be prompted to complete a subject line and message, click “Send.”

• **As a reviewer, what if I have additional documents to attach that are not part of the required tasks in my step?** On the case landing page, the “Case Materials” tab, you can scroll down to the “Internal Sections” portion and click “Add File” within the appropriate category.
7. Institutional Workflow and Document Naming Resources

1. Tenure and Promotion
   a. Electronic PAD Workflow – Tenure and Promotion (pdf)
   b. File folder and naming conventions – Tenure and Promotion (pdf)
2. Promotion only
   a. Electronic PAD Workflow – Promotion only (pdf)
   b. File folder and naming conventions – Promotion only (pdf)

8. Step 0 – Faculty Submits External Reviewers List, Completes Remaining PAD Requirements

When the case is opened and sent to the candidate, the candidate will receive an email notification.

Navigate to the case from the email, from the home page of Faculty 180, or from “Your Packets” menu in Faculty180.
Candidates will need to submit the first section of the packet no later than the 3rd Friday in February. Click “Edit” and then “Add” to attach the appropriate documents.
When adding documents, the candidate can select “Add New File” to upload from their local computer or “Choose Existing” to locate files within the materials and collections saved in Dossier.

The candidate can continue to click “Add” to include additional documentation. When all documents are attached the candidate will click “Submit” for that first section, only. The case will automatically notify the unit administrator in the next step. The candidate can continue to work on other packet components.

Note: The External Reviewers section will still have to be completed, regardless of how the chair/unit administrator solicits the external reviews to give the chair/unit administrator access to start uploading external reviews.
The candidate can continue to Add, Fill Out Forms and submit sections as they are completed. In some cases, the file naming convention is displayed for your convenience.

The unit administrator will be notified as each section is submitted.

*Note: Submitting additional sections will lock that section to the candidate and no further editing will be available within that section.*

All sections must be submitted by the 2nd Tuesday in September.

**Fall of 2022 Exception - In the Fall of 2022**, because the implementation of the promotion and tenure cases started after external reviews were already solicited, the candidate will still submit the “External Reviewers: List and Selected Documents” section with a list of external reviewers. This submission will give case editing rights to the chair/unit administrator to begin uploading the external reviews. This first section in the Promotion and Tenure Case should be submitted no later than April 15, 2022.
9. Step 1 – Unit Administrator Sends/Adds External Reviews

When the candidate submits the first section of the case (Step 0 - External Reviewers: List and Selected Documents) Step 1 will automatically be initiated with an email.

Unit administrators 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.
Unit administrators can choose “Read Case” to see all attached documentation from the candidate.

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 potential list of external reviewers and the documents to share will be viewable under the “External Reviewers: List and Selected Documents” section. Chairs can download and share that list with the promotion and tenure committees in order to finalize the list before soliciting the review letters.
External Evaluations can be requested within the case. **If using Faculty180 to solicit the reviews**, scroll down within the case landing page (Case Materials tab) to the “Internal Sections” portion.

**If the unit administrator will not be using Faculty180 to solicit reviews, move ahead in this document to page 17.**

Click “Request Evaluation” in the “External Evaluations” ribbon.

A new screen will appear prompting you to add the evaluator names and emails.
Scroll down to draft the email that will go to all reviewers.

**Message to Evaluator**

Use this message to request an evaluation of the candidate. Your request can include a personal message to the evaluator and documents to aid the evaluator in their review. Once completed, evaluators submit their reviews through Interfolio’s secure delivery system.

<table>
<thead>
<tr>
<th>From Name</th>
<th>Reply-to</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Carolina University</td>
<td><a href="mailto:gohnc@ecu.edu">gohnc@ecu.edu</a></td>
</tr>
</tbody>
</table>

**Subject**
Request for External Review

**Message**

Please consider providing an external review for promotion candidate Test User.

Sincerely,

|

Below the email message the chair/unit administrator can add files that were attached by the candidate in Step 0.

**Files**

Files you add here can be downloaded by the recipient when they accept the invitation to provide an evaluation.

There are no files included in this request.

[+ Add Files]

Enter a deadline, choose “Administrators & Entire Committee” under the Access section, and click “Send Request.”
Back on the main Case Materials screen, under the “External Evaluations” section, the latest status of the external review request is visible under the “Details” column.

External Review Statuses:
Requested
Accepted/Declined
Submitted

When the external reviews are submitted an email notification will be sent to the unit administrator. External reviews can be viewed within the “Read Case” window.
If external evaluations are obtained outside of Faculty180, then navigate to the “Case Materials” tab.

Scroll down and open the “External Evaluations” section using the blue arrow. Click “Add File.”

When uploading the reviews, be sure to select “External Evaluations” as the section in which the attachments will reside.
When all external reviews are received and/or uploaded, navigate to the “Case Details” tab, and **complete the “External Reviews Attestation” form.**

*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.*

Select “Yes” to indicate that all external reviews have been received and the case is ready to move forward. Click “Submit Form.”
Next, the unit administrator will send the case forward to Step 2. Click “Send Case” at the top of the screen and “Forward to.”

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

All external reviews must be submitted, and the case must be forwarded, by the 1st Tuesday in September.
10. Step 2 – Unit Promotion & Tenure Committee Complete Evaluation and Recommendation Memo

When the chair/unit administrator completes Step 1 of the case it will be forwarded to Step 2 and the Unit Promotion & Tenure Committee will receive an email.

Committee members 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.
Committee members can choose “Read Case” to see all attached documentation from the faculty member.

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.”
Committee chairs 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” section and upload the Cumulative Evaluation by clicking the “Add” button.
Choose “Cumulative Evaluations (formerly in Part B)” as the section and click “Add.”

Once uploaded, the cumulative evaluation must be shared with the candidate within Faculty180 Reviews. Navigate back to the “Case Materials” tab, scroll down to the “Cumulative Evaluations (formerly in Part B)” section, open the section using the arrow in the left corner, click the checkbox next to the evaluation document, then click “Share” > “With Candidate.”
After clicking “Share” > “With Candidate”, a new screen will appear with the evaluation attached at the bottom.

Enter a subject line and message to the candidate. Then, click the checkbox next to “Enable” file response.

Message Reason = Candidate Response  
Deadline = Today + 7 Working Days  
Section for Response = Candidate Responses

If the candidate response is received outside of Faculty180, then the response can be uploaded using the instructions within the FAQs of this document.
The candidate will receive an email that the evaluation was shared with them. From the email they receive or the Faculty180 home page, the candidate will click on their case.

Within the case, the candidate will see a “Shared Committee Files” tab. Candidates can open and download the document. Then, candidates will click the “Send Response” button.

The candidate will need to upload a document with the response and click “Send.”

Note: The ability to respond will automatically terminate after the specified deadline passes.
After the response is sent, the committee chair will receive an email notification that a response was received. The response can be viewed in the “Read Case” window or at the bottom of the “Case Materials” page under the “Candidate Response” section.

After the response is received, or the deadline has passed, the committee chair should navigate to the “Case Details” tab, scroll down to the “Required Items” section and fill out the “Indicator of Candidate Response” form.
Answer the question and click “Submit Form.”

Then, the committee chair will fill out the “Tenure and Promotion Recommendation” form.

Choose the recommendation and click “Submit Form.”
After all required components are completed, the committee chair will forward the case by clicking on the “Send Case” button and choosing “Forward to.”

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

The unit committee’s evaluation and recommendation must be submitted by the 4th Tuesday in October.
11. Step 3 – Unit Administrator Completes Evaluation, Recommendation Memo & Personnel Action Summary Form

When the unit committee completes Step 2 of the workflow they will forward the case to Step 3 and the unit administrator will receive an email.

Unit administrators 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.
Unit administrators can choose “Read Case” to see all attached documentation from the candidate and previous reviewers and committees.

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 unit administrator 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” section and upload the Cumulative Evaluation by clicking “Add.”
Choose “Cumulative Evaluations (formerly in Part B)” as the section and click “Add.”

Once uploaded, the cumulative evaluation must be shared with the candidate within Faculty180 Reviews. Navigate back to the “Case Materials” tab, scroll down to the “Cumulative Evaluations (formerly in Part B)” section, open the section using the arrow in the left corner, click the checkbox next to the evaluation document, then click “Share” > “With Candidate.”
After clicking “Share” > “With Candidate”, a new screen will appear with the evaluation attached at the bottom.

Enter a subject line and message to the candidate. Then, click the checkbox next to “Enable” file response.

**Message Reason = Candidate Response**  
**Deadline = Today + 7 Working Days**  
**Section for Response = Candidate Responses**

If the candidate response is received outside of Faculty180, then the response can be uploaded using the **instructions within the FAQs of this document.**
The candidate will receive an email that the evaluation was shared with them. From the email they receive or the Faculty180 home page, the candidate will click on their case.

Within the case, the candidate will see a “Shared Committee Files” tab. Candidates can open and download the document. Then, candidates will click the “Send Response” button.

The candidate will need to upload a document with the response and click “Send.”

Note: The ability to respond will automatically terminate after the specified deadline passes.
After the response is sent, the unit administrator will receive an email notification that a response was received.

The response can be viewed in the “Read Case” window or at the bottom of the “Case Materials” page under the “Candidate Response” section.

After the response is received, or the deadline has passed, the unit administrator should navigate to the “Case Details” tab, scroll down to the “Required Items” section, and fill out the “Indicator of Candidate Response” form.

Answer the question and click “Submit Form.”
Then, the unit administrator will upload the completed “Personnel Action Summary Form.”

*Note – The Personnel Action Summary Form can be found linked on the Office of Personnel and Financial Administration’s forms page.*

The Personnel Action Summary Form can be found on the “Case Details” under the Required Items Section.

When uploading the document choose the “Personnel Summary Action Form” as the “Section.” Click “Add.”
Next, the unit administrator will complete the “Recommendation Concurrence or Non-Concurrence” form on that “Case Details” tab under the same Required Items section.

<table>
<thead>
<tr>
<th>Forms</th>
<th>Assignee</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicator of Candidate Response</td>
<td>Committee Managers</td>
<td>Manage Respondents</td>
</tr>
<tr>
<td>Indicator of Candidate Response</td>
<td>Cara Cohn (You)</td>
<td>Edit Submission</td>
</tr>
<tr>
<td>Recommendation Concurrence or Non-concurrence</td>
<td>Committee Managers</td>
<td>Manage Respondents</td>
</tr>
<tr>
<td>Recommendation Concurrence or Non-concurrence</td>
<td>Cara Cohn (You)</td>
<td>Fill Out Form</td>
</tr>
</tbody>
</table>

Choose the recommendation and click “Submit Form.”

![Recommendation Concurrence or Non-concurrence form]

After all required components are completed, the unit administrator will forward the case by clicking on the “Send Case” button and choosing “Forward to.”
The unit administrator will be prompted to enter an email subject and click “Continue” to email the appropriate party in the next workflow step.

The unit administrator’s evaluation and recommendation must be completed by the 1st Tuesday in December.
12. Step 3b (BSOM Only) – College Committee Completes Recommendation Memo

For BSOM, there is an additional committee that reviews and recommends the candidate for promotion and tenure. This step must also be completed by the 1st Tuesday in December, which may necessitate the chair/unit administrator to complete their requirements sooner.

When the chair/unit administrator completes Step 3 of the workflow they will forward the case to Step 3b and the BSOM College level committee will receive an email.

![Email Message]

User Test Admin's case is now available for your review.

Dear committee members,

This case is coming your way for review. You’ll be able to see the documents and complete required components when you log in.

Best,
Cara Gohn

The BSOM Committee members 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.

![Faculty180 Cases]

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The BSOM Committee members can choose “Read Case” to see all attached documentation from the faculty member.

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 BSOM letter of recommendation should be shared outside of Faculty180 with the Dean prior to continuing with these directions.*
After the BSOM Committee communicates with the Dean, the BSOM Committee should navigate to the “Case Details” tab to complete the required items. 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 “Tenure and Promotion Recommendation” form.

Answer the question and click “Submit Form.”
After the required form is completed, the BSOM Committee chair will forward the case by clicking on the “Send Case” button and choosing “Forward to.”

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

The unit administrator’s evaluation and recommendation must be completed by the 1\textsuperscript{st} Tuesday in December.
13. 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. Directions on how to extract materials and close the case are available in the next step of this guidance.

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.

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 Concurrency or Non-concurrency” 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.
14. 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.

Division Personnel Representatives 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.
Choose “Read Case” to see all attached documentation from the candidate.

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

Choose the “Tenure & Promotion Case Completed” status, then click “Save.”

Be cognizant that the Provost has until the 1st Tuesday in March to complete their recommendation.
15. Managing a Case – For Administrators

Administrators can view Case progress by clicking on the “Cases” menu under the Review, Promotion & Tenure module. Search for specific cases using the search bar. Apply additional filters using the “Filter” button.

The current assigned step of the case is visible at the bottom of each record. Click on the case name to view case materials and details.

The “Case Options” menu at the top of the page within a case provides administrators the ability to edit sections, view the activity log, and other administrative options.
View a summary of the entire case by clicking on “Read Case.”

Within the “Read Case” window, click “Download” to download individual documents in which you are currently viewing, or the entire packet. Click “Return to Case” to close this view.
Send cases backwards and forwards by one step by clicking on “Send Case” and choosing the next or previous step. Unlock sections of the annual review packet to give editing rights back to the faculty member.

*Note – You cannot move a case forward if the current step requirements are not completed.*

If previously completed cases need to be re-opened, please contact the Faculty180 system administrator.