Promotion & Tenure Guidance in Faculty180 Reviews

1. **Standard P&T Faculty180 Review Workflow Steps** (Page 2)
2. **Workflow Step, P&T Schedule Comparison** (Page 3)
3. **Workflow FAQs** (Page 5)
4. **Step 0 – Faculty Submits External Reviewers List, Completes Remaining PAD requirements** (Page 7)
5. **Step 1 – Unit Administrator Sends/Adds External Reviews** (Page 11)
   a. **Using Faculty180 Reviews to Collect External Reviews** (Page 13)
   b. **Collecting External Reviews Outside of Faculty180 Reviews** (Page 16)
   c. **Unit administrator completes “External Reviews” Attestation Form** (Page 17)
6. **Step 2 – Unit Promotion & Tenure Committee Complete Evaluation and Recommendation Memo** (Page 19)
   a. **Committee Evaluation is shared with candidate via Faculty180 Reviews** (Page 22)
   b. **Candidate receives notification and can respond** (Page 24)
   c. **Committee Completes Remaining Forms** (Page 25)
7. **Step 3 – Unit Administrator Completes Evaluation, Recomm Memo & Personnel Action Summary Form** (Page 28)
   a. **Unit Administrator Evaluation is shared with candidate via Faculty180 Reviews** (Page 31)
   b. **Candidate receives notification and can respond** (Page 33)
   c. **Unit Administrator Completes Remaining Forms** (Page 34)
8. **Step 3b (BSOM Only) – College Committee Completes Recommendation Memo** (Page 38)
9. **Step 4 – Dean Completes Recommendation Memo** (Page 42)
10. **Step 5 – Division Personnel Representatives Close Case** (Page 46)
11. **Draft Email Template for Requesting External Review** (Page 49)
1. 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.
2. 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.

Unit administrator informs committee of upcoming need for a meeting
External reviewers’ reports due
Faculty member meets with unit administrator to verify that all required documents are in PAD (optional but recommended)
Faculty member turns in PAD to Committee

1st Tuesday in September
1st Tuesday in September
1st Tuesday in September
2nd Tuesday in September

Case remains in Step 1 while unit administrator informs committee of upcoming need for meeting, external reviews are received, and the faculty member submits remaining PAD sections. Unit administrator forwards case to Step 2 by the 2nd Tuesday in September.
<table>
<thead>
<tr>
<th>Step</th>
<th>Date</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee recommendation/PAD to unit administrator</td>
<td>4th Tuesday in October</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Unit administrator recommendation/PAD to Dean (note: Brody School of Medicine P&amp;T Committee reviews &amp; makes recommendation to BSOM Dean)</td>
<td>1st Tuesday in December</td>
<td>5 weeks</td>
</tr>
<tr>
<td>Dean recommendation/PAD to VCAA or VCHS</td>
<td>1st Tuesday in February</td>
<td>6 weeks</td>
</tr>
<tr>
<td>VC decision/PAD to Chancellor</td>
<td>1st Tuesday in March</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Chancellor decision</td>
<td>3rd Tuesday in March</td>
<td>2 weeks</td>
</tr>
<tr>
<td>BOT decision (Tenure Only)</td>
<td>Spring BOT meeting</td>
<td>Date varies each year</td>
</tr>
</tbody>
</table>

Unit P&T Committee completes recommendation to the unit administrator and forwards the case to **Step 3** by the 4th Tuesday in October.

Unit administrator completes recommendation to the Dean and forwards the case to **Step 4** by the 1st Tuesday in December.

Dean completes recommendation to the Provost/VC and forwards the case to **Step 5** by the 1st Tuesday in February.

At that time, Division level personnel representatives will extract materials from the case to share with the Provost and all further reviews and recommendations will occur outside of Faculty180 Reviews. Division level personnel representative will close the case.
3. 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.
4. 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 Faculty 180.
Navigate to the “Packets” tab at the top of the page to begin adding documents to the required sections.

The intention of the first section is to include document you wish to share with external reviewers. Submitting this first section will give unit administrators/chairs access to the files prior to requesting and collecting those reviews. Finalizing the list of external reviewers and noting any conflicts of interest should be done outside of Faculty180.
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 requests the external reviews to give the chair/unit administrator access to start uploading external reviews.*
The sections are defined at the template level and cannot be reordered. However, attachments within a section can be reordered. The default order of attachments is the order in which you upload them and the order that they appear on the screen. Reorder attachments by clicking and holding your mouse over the attachment in which you want to move. Drag it to the new location.

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 sections will lock that section to the candidate and no further editing will be available within that section. However, candidates can submit sections prior to the deadline to give their unit administrator/chair access to the files. The section can easily be unlocked by a College Coordinator or the Faculty180 Coordinator if additional editing is required prior to the deadline. Unlocking sections after the September deadline will require additional approval. See Dossier Guidance for additional ways to share PAD documents prior to submitting the final version in the case.

All sections must be submitted by the 2nd Tuesday in September.
5. Step 1 – Unit Administrator Sends/Adds External Reviews

When the candidate submits the first section of the case (Step 0 - External Reviewers: 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 documents to share with external reviewers will be viewable under the “External Reviewers: Selected Documents” section. Chairs can download and share those files with the promotion and tenure committees in order to finalize the list before soliciting the review letters.
Note: Unit Administrators will not see documents within the case unless the specific PAD section is submitted by the candidate. Candidates can submit and share sections prior to the deadline. Sections can easily be unlocked for the candidate as long as the deadline has not passed. Contact your College Coordinator or the Faculty180 Coordinator to request a section be unlocked. Requests to unlock a section after the September deadline will require additional approvals. See the candidate guidance above for other ways a candidate can share draft documents.

External Evaluations can be collected within the case. It is recommended that you communicate with the external reviewer outside of Faculty180 to confirm the list of external reviewers. Then, use the steps below to collect the external review letters electronically.

If using Faculty180 to collect 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 collect reviews, move ahead in this document.

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. See section 11 of this document for draft email language that specifies that the review letters are not confidential and can be shared with the candidate upon request.

![Email Draft](image)

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

![Files Section](image)

Enter a deadline, choose “Administrators & Entire Committee,” 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 review letters are collected an email notification will be sent to the unit administrator. External review letters 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 when all external review letters are uploaded/collection and the PAD is completed by the candidate. 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 time the PAD is due to the committee.
6. 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 and recommendations and letters uploaded 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.”
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.**

![Case Details Screen](image)

Scroll down to the “Required Items” section and upload the Cumulative Evaluation by clicking the “Add” button.

![Required Items Section](image)
Choose “Cumulative Evaluations (formerly in Part B)” as the section and click “Add.”

Then, the committee chair will fill out the “Tenure and Promotion Recommendation” form.
Choose the recommendation and click “Submit Form.”

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. The recommendation of the committee is not automatically shared with the candidate when the form is completed. The committee chair may want to include the recommendation in the email message when sharing the Cumulative Evaluation with the faculty member. 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.”

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.

7. 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.”

Next, the unit administrator will complete the “Recommendation Concurrence or Non-Concurrence” form on that “Case Details” tab under the same Required Items section.
Choose the recommendation and click “Submit Form.”

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. The recommendation of the committee is not automatically shared with the candidate when the form is completed. **The unit administrator may want to include the recommendation in the email message** when sharing the Cumulative Evaluation with the faculty member. 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 is NOT required for Promotion only, actions.*

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.”
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 1\textsuperscript{st} Tuesday in December.
8. 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.

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.
The BSOM Committee members 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 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.
9. 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 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.

![User Test Admin Screen](image)

Answer the question and click “Submit Form.”

![Recommendation Concurrence or Non-concurrence Form](image)
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.
10. 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.

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

Be cognizant that the Provost has until the 1st Tuesday in March to complete their recommendation.
11. Draft Email Template for Requesting External Review

Dear Dr. Potential Reviewer:

I write to ask you to take part in the Promotion process at East Carolina University, College of [Enter College Name], as an external reviewer of the professional accomplishments of [Candidate Name], an [Current Rank/Associate Professor].

[Candidate Name] is seeking promotion to [Rank] in the Department of [Department Name]. Your response will be highly valued by all those involved in the process at the [College] and East Carolina University. If you agree to assist us, please accept this request by using the link provided in this email and respond with a review letter by [Deadline Date].

Note: At East Carolina University the candidate can request, and be granted, access to the review letter.

Please write your letter on official letterhead, addressing each of the following:

Your relationship (if any) to the candidate
Your current title(s) and department
Your review and comment on [Candidate]’s activities.

Upload the letter within the portal linked in this email. If you have any questions, please contact [Contact Name] at [Contact Email].