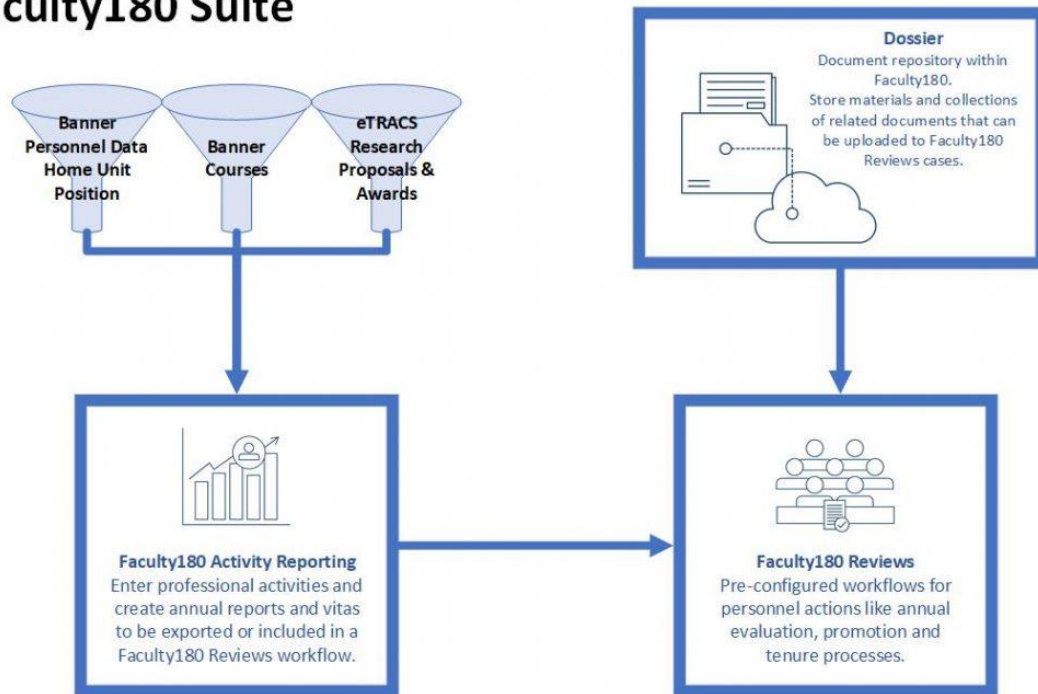# Faculty180 Reviews - Quick Reference Guide

Faculty180 Reviews is a component of the Faculty180 suite. The image below gives an overview of each Faculty180 component and its purpose.

*For more information on components like **Dossier** and **Faculty180 Activity Reporting** visit* [*Faculty.ecu.edu/Resources.*](Faculty.ecu.edu/Resources.)

1. **Navigation**
    a. **Home Screen Dashboard** will display items like actions to be taken on personnel actions and files shared with you.
    b. **Your Packets** will display all active and closed Faculty180 Reviews personnel actions
    c. **Cases** will display personnel actions in which you have access. These actions may or may not be in your queue, depending on your security role.

2. **Tips:**
   a. **Case** is the term used within the application to indicate a single personnel action for a faculty member.
   b. **Committee** is the term used to indicate the individual or groups of people responsible for completing a particular workflow step of a case. A tenure committee could be named as a "committee" in a promotion and tenure case, or a chair could be named as the "committee" in the first step of an annual evaluation workflow.
   c. **Workflow** refers to the pre-designed steps assigned to a particular case, which is dependent on which personnel action is taking place.
   d. If you are the candidate in a personnel action, like an annual evaluation or promotion and tenure process, you will find your active case in the **Your Packets** menu. It is possible to have more than one action active at a time.

   e. Unit administrators, committees, and sometimes individual faculty may be included in a particular workflow step of a case. When a case is routed to you, you will receive an email and it will appear on your home screen. The case will appear on your home screen until you have completed your task and manually moved it forward out of your queue.

f. The cases menu will also show you cases in your queue. However, BE CAUTIOUS, if you have administrative rights in the application (superuser, case manager, etc) you will also see cases from your faculty that are NOT in your queue. Check the case step before taking action on the case. Use the filter button to further narrow down your results on this page.

g. Use the **Read Case** button within a case to view all uploaded materials and download documents or the entire packet.

h. All required forms and documents are completed on the **Case Details** tab. A number next to the tab will indicate how many items are required.

i. Cases <u>must be manually moved</u> forward to the next workflow step. Click the **Send Case** button at the top of the screen, then **Forward To**. *Note: Completing a required form does NOT automatically move a case forward.*

j. If a required form under Case Details appears blank on the screen, clear your browser cache and cookies and try again.