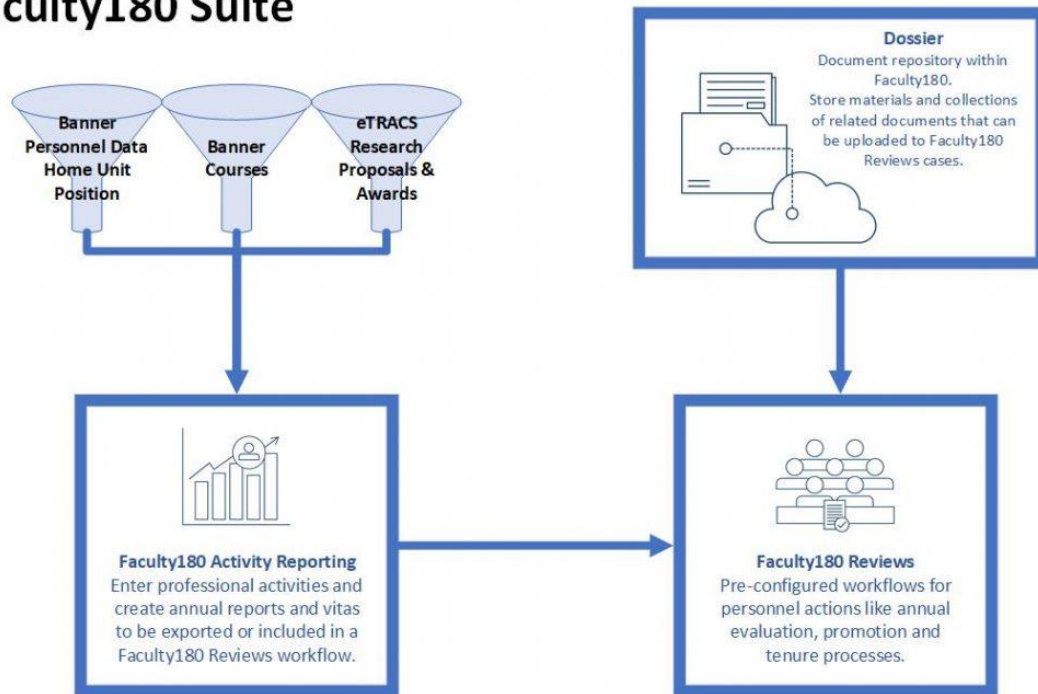


## Faculty180 Reviews - Quick Reference Guide

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

### Faculty180 Suite



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

The screenshot shows the Faculty180 Home Screen Dashboard. The left sidebar contains navigation links: 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 features a 'Notice: Interfolio Scheduled System Maintenance' and a 'Scheduled Maintenance' announcement. Below the notice is a 'My Tasks' section with a search bar and two task counts: '1 Unread Tasks' and '0 Read Tasks'. At the bottom, there is a 'Cases' section with a table header showing 'Title' and 'Due Date', and a message: 'Files have been shared with you'. The 'Cases' link in the sidebar is highlighted with a red box.

### 1. Navigation

- Home Screen Dashboard** will display items like actions to be taken on personnel actions and files shared with you.
- Your Packets** will display all active and closed Faculty180 Reviews personnel actions
- 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.

Packet	Type	Status	Due Date	
<a href="#">Advanced Nursing Practice and Education</a> Annual Evaluation - College of Nursing - Advanced Nursing Practice & Education	Review	Not Submitted	-	<a href="#">View</a>
<a href="#">Advanced Nursing Practice and Education</a> Reappointment Template - All Colleges	Reappointment	Not Submitted	-	<a href="#">View</a>

Packet	Type	Responded	Completed	
<a href="#">Advanced Nursing Practice and Education</a> Annual Evaluation - College of Nursing - Advanced Nursing Practice & Education	Review	-	Jun 24, 2022	<a href="#">View</a>

- 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.

**3**  
Unread Tasks

Title
<a href="#">User Test</a> Annual Evaluation - College of Nursing - Advanced Nursing Practice & Education   Advanced Nursing Practice and Education   Review
<a href="#">User Test</a> Reappointment Template - All Colleges   Advanced Nursing Practice and Education   Reappointment
<a href="#">User Test</a> Annual Evaluation - College of Nursing - Advanced Nursing Practice & Education   Advanced Nursing Practice and Education   Review

- 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.

The screenshot shows the 'Cases' page with a search bar and a 'Filter' button. A red arrow points to the 'Filter' button. The table below shows two cases:

Name	Type	Template Name	Status
Theory Composition and Musicology	Tenure	Tenure and Promotion Template - Academic Affairs/Generic	Active Case - Tenure & Pr...
Step 1 of 5: Unit Administrator Adds External Reviews ⚠ Required Documents			
Nutrition Science	Review	Annual Evaluation - College of Allied Health Sciences	Active Case - Annual Eval...
Step 5 of 5: Division Office ⚠ Required Documents			

- 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 must be manually moved 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.*

The screenshot shows the 'User Test' case details page. The 'Case Details' tab is selected, and the 'Send Case' button is highlighted with a red box. The 'Forward to' dropdown menu is also highlighted with a red box, showing 'Unit Tenure Committee Recommendation Memo'. The 'Case Materials' tab is also highlighted with a red box. The 'Read Case' button is highlighted with a red box.

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