## Final Step: Division Personnel Representatives Close Case

• In the last step of the workflow, either after the Dean or Unit Administrator (for BSOM) complete their case step, the case will end with the Division/BSOM Personnel representatives. An email will be sent notifying the individuals in the final case step.

Navigate to the case	Home Your Packets	East Carolina University > Cases			Create Case 🗸
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Screen.	Account Access Administration	User Test	Reappointment	Reappointment Template - All Colleges	Test Case
l	Facultv180 Reviews Cases Templates	Step 5 of 5: Division Representative Extracts Materi	als for Provost		

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.
  - This is the final case step, and all future reappointment 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. Click "Download Packet" and you will have the option to choose some, or all, of the components to

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> RECORDS OF EVALUATION (FROM PART X.I.C)						
> SUPPORTING MATERIALS (FORMERLY IN PART D)						
> OTHER MATERIAL (FORMERLY IN PART E)						
<ul> <li>DISAGREEMENTS AS TO INCLUSION OR REMOVAL OF DOCUMENTS (FORMERLY IN PART F)</li> </ul>						
> RECOMMENDATIONS (FORMERLY IN PART B)						
> OTHER SUPPORTING MATERIALS						
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Read Case

download to a PDF. Click "Return to Case" to exit this screen.

 The Division personnel representatives will close the case by clicking on the "Case Options" button and choosing "Close Case."

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• Choose the appropriate "20XX-20XX Academic Year" status, then click "Save."



• Be mindful of the deadline for the next reviewer when extracting and sharing the documentation.