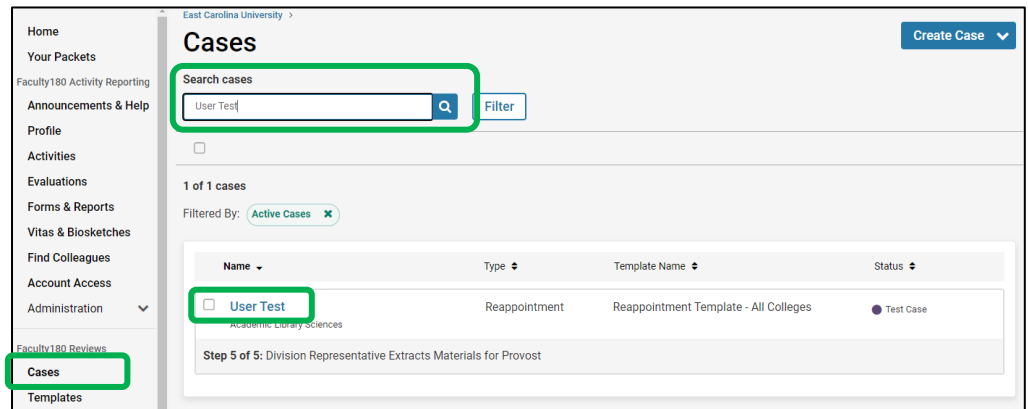


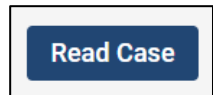
## Final Step: Division Personnel Representatives Close Case

- 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 directly from the email or log in to Faculty 180 directly. Cases assigned to a reviewer will appear on their Home Screen.

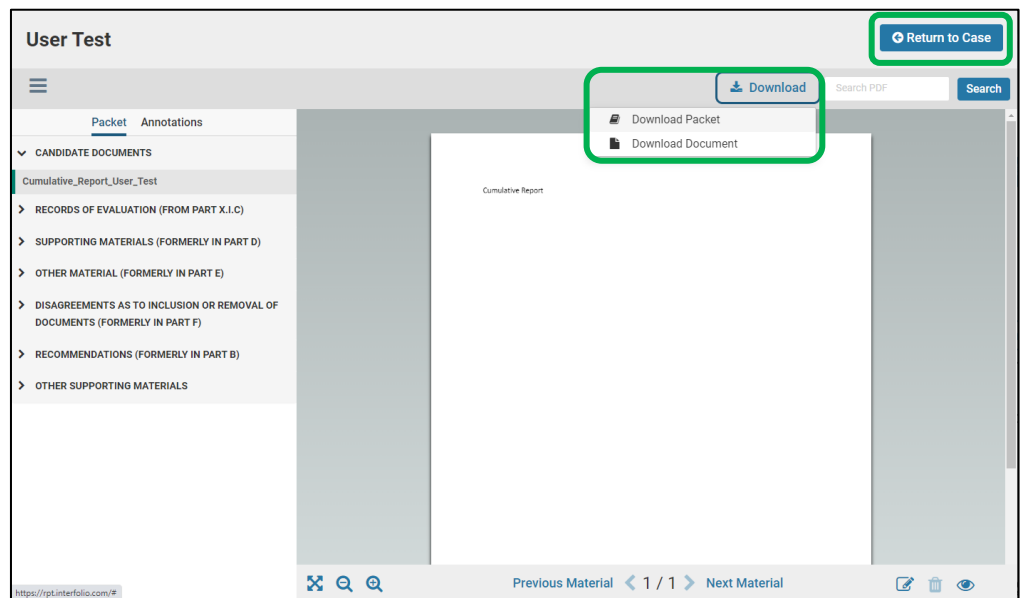


*Note: You may have access to other cases in other workflow steps because of the security role you are assigned. If you utilize the “Cases” menu, make sure you are only editing, forwarding and closing cases that are in your queue. **Cases in your queue will appear on your home screen.***

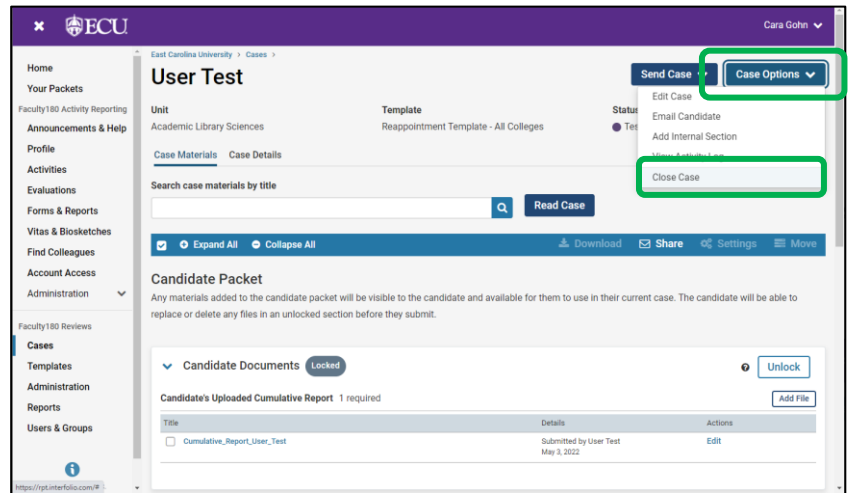
- Choose “Read Case” to see all attached documentation from the candidate and reviewers.



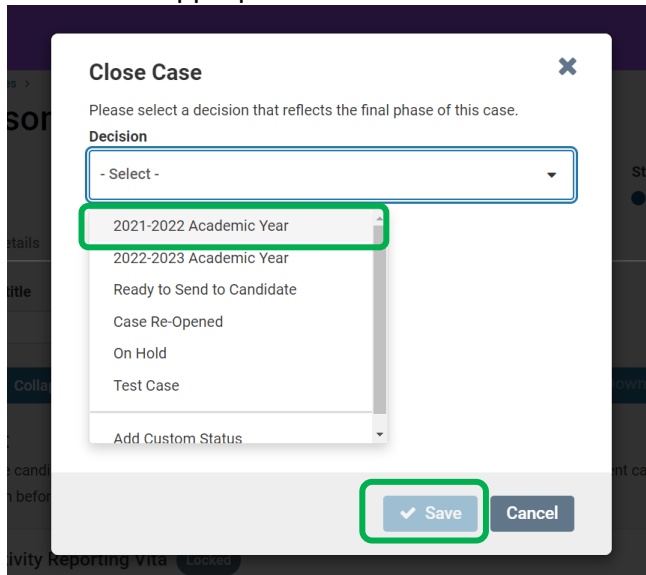
- This is the final case step, and all future reappointment steps, and document sharing will exist outside of Faculty180 Reviews. The entire packet, or individual packet components, can be downloaded by clicking on the Download button. Click “Download Packet” and you will have the option to choose some, or all, of the components to 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.”



- 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.