Faculty180: Reappointment for Tenure Track Faculty

Step 0: Candidate Completes PAD Requirements

• Faculty will receive email notification and can click "View Case," navigate to home page of Faculty180, or go to "Your Packets" menu in Faculty180.

× @ECU					User Test 🗸
Home	Your Packets				
Your Packets Faculty180 Activity Reporting	Active				
Announcements & Help	Packet	Туре	Status	Due Date	
Profile Activities	Academic Library Sciences Reappointment Template - All Colleges	Reappointment	Not Submitted	-	View

 Navigate to the "Packet" tab and begin uploading documents to each of the PAD sections by clicking the "Add" button.

nit	Туре	Candidate Instructions
cademic Library Sciences	Reappointment	View Instructions
verview Packet		
Expand All Col	apse All	
Candidate Do	cuments	O of 1
Candidate Do		Submit 0 of 1
C Culturate Do		Submit 0 of 1 Required
Not Yet Submitte		Submit
Candidate's Uploa	d Unlocked	Submit

 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.

Add Candidate's Uploaded Cumulative Report	×
Choose Existing Add New File	
All Materials Collections Packets	
Select materials from your saved collections.	
2022 PAD - Cumulative Report 🗸	
Search Filter	
□ All □ □ Test Document	
	Add Cancel

• Attachments within a section can be reordered if uploaded out of order. Reorder attachments by clicking and holding your mouse over the attachment in which you want to move. Drag it to the new location.

ilename: "Year_Annual_Eval_Firstname_Lastname"				
Title	Details	Actions		
2022 Annual_Eval_User_Test	Added May 3, 2022	Edit Remove		
2021 Annual_Eval_User_Test	Added May 3, 2022	Edit Remove		
2020 Annual_Eval_User_Test	Added May 3, 2022	Edit Remove		
Records of assigned teaching duties and responsibilities 1+ required, 0 Added Add				
For the time period appropriate to the decision. Includes reassigned and/or release time. See Part VI, Section I (1).				

• When all documents are attached to a particular section the candidate will click "Submit" for that section. The system will automatically notify the unit administrator in the next step. The candidate can continue to work on other sections and submit them individually or all at one time before the deadline.

	Candidate Documents Not Yet Submitted Unlocked	Preview	Submit 1 of 1 Required Files
Candidate's Uploaded Cumulative Report 1 required, 1 Added		Add	
	Filename: "Cumulative_Report_Firstname_Lastname"		
	Title	Details	Actions
	Cumulative_Report_User_Test	Added May 3, 2022	Edit Remove

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 deadline will require additional approval.