Step 1: Unit Administrator/Chair Confirms PAD is Completed

- When the candidate submits any section of the PAD, Step 1 will automatically be initiated with an email. Unit administrators can access the case from the email, Faculty180 home screen, or by navigating to the “Cases” menu under the Faculty180 Reviews section. Use the search bar to search by candidate name, if needed.

- Unit administrators can choose “Read Case” to see all attached documentation from the candidate.

- Documents can be viewed using the left-hand navigation menu and can be exported by clicking on the “Download” button. Exit this screen by clicking on “Return to Case.”

Note: Unit Administrators will not see documents within the case unless the PAD section is submitted by the candidate. Candidates can submit sections prior to the deadline. Sections can easily be unlocked for the candidate as long as the deadline has not passed. Contact your College Coordinator or the Faculty180 Coordinator to request a section be unlocked. Requests to unlock a section after the deadline will require additional approvals.
• When all PAD sections are completed and submitted, the Unit Administrator/Chair should navigate to the “Case Details” tab and complete the Reappointment Unit Admin Confirms PAD Completion form by clicking on “Fill Out Form.”

• Complete the question to confirm PAD completion and click “Submit Form.”

• Next, the unit administrator will send the case forward to Step 2. Click “Send Case” at the top of the screen and “Forward to.”

• The unit administrator will be prompted to enter an email subject and click “Continue” to email the appropriate party in the next case step.