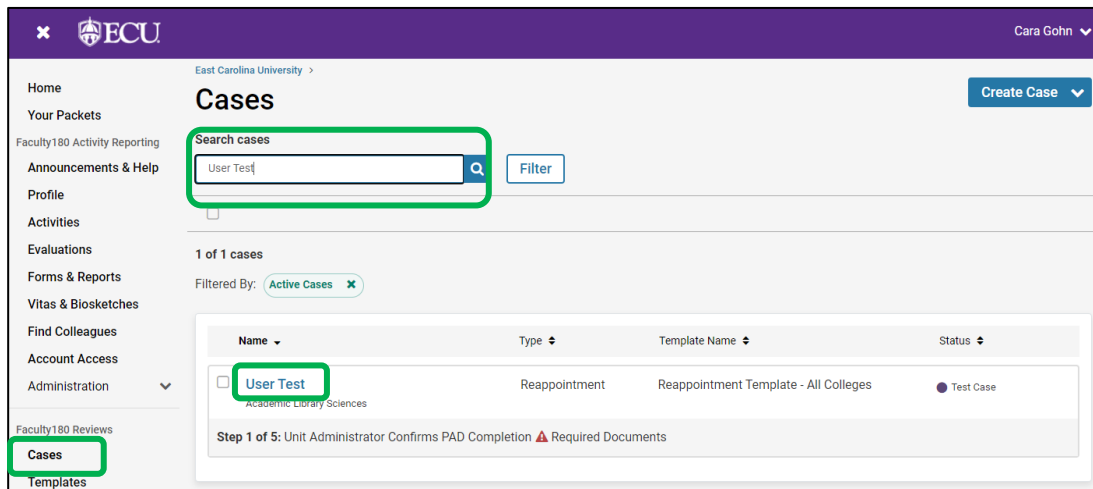
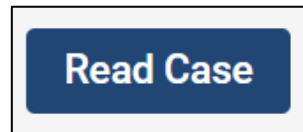


## Step 1: Unit Administrator/Chair Confirms PAD is Completed

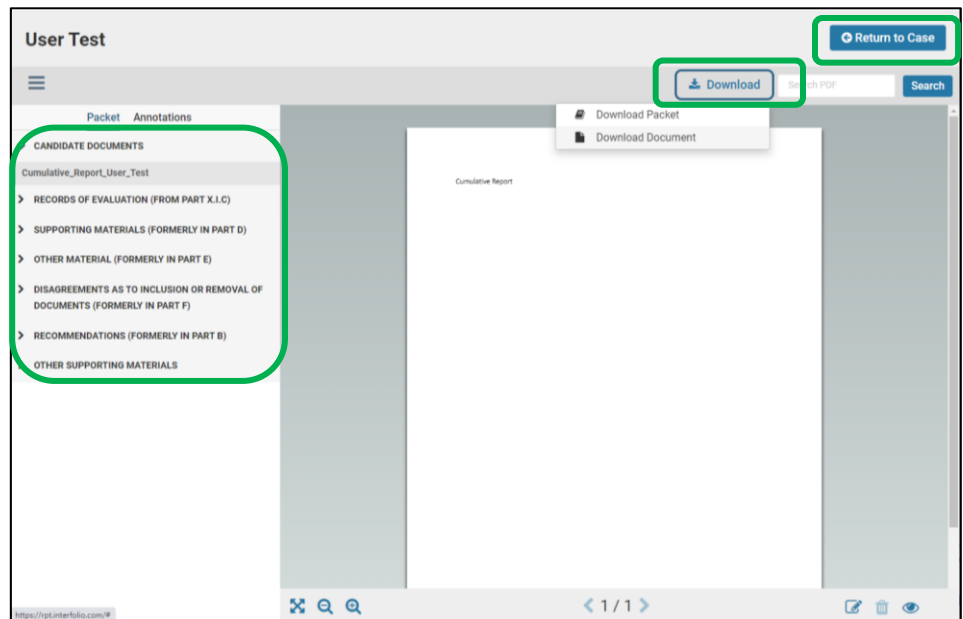
- When the candidate submits any section of the PAD, Step 1 will automatically be initiated with an email. Unit administrators can access the case from the email, Faculty180 home screen, or by navigating to the “Cases” menu under the Faculty180 Reviews section. Use the search bar to search by candidate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



**User Test**

Unit: Academic Library Sciences | Template: Reappointment Template - All Colleges | Status: Test Case change

Case Materials: **Case Details** 1

Reviewing as: Unit Administrator

**Required Items** 1 missing

All required items must be completed before the case can advance to the next step. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

Form Name	Assignee	Actions
Reappointment Unit Admin Confirms PAD Completion 1 required questions	Committee Managers	Manage Respondents
Reappointment Unit Admin Confirms PAD Completion 1 required questions	Cara Gohn (You)	<b>Fill Out Form</b>

- 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.”

**PAD Completion Confirmation**

I confirm that the candidate's PAD is completed and the review for reappointment can proceed.

Yes

No

If no, please explain below before sending the case to the next step.

0 / 8000 characters

**Submit Form** Save Responses Return to Case

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

East Carolina University > Cases >

**User Test**

Unit: Academic Library Sciences | Template: Reappointment Template - All Colleges

Send Case Case Options

Forward to Unit Tenure Committee Recommendation Memo

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

**Send Case Forward**

Great job! You're sending the case forward to the next step, Unit Tenure Committee Recommendation Memo. The following reviewers will lose access to the case:

Unit Administrator | 1 members

The following reviewers will gain access to the case:

Unit Tenure Committee | 1 members

Send a message to the reviewers gaining access.  
If recipients respond to this message, their response will come directly to your email inbox.

**Subject \***

Step 1 Completed - Candidate PAD Completed

**Message \***

Dear committee members,  
This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.

Preview **Continue** Cancel