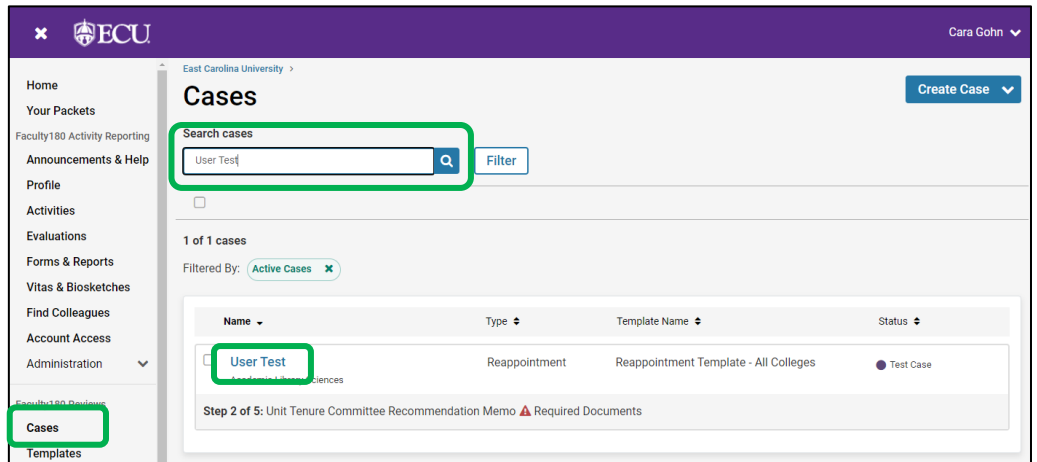


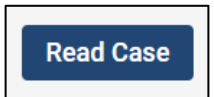
Step 2-4: Committees & Unit Administrator Complete Recommendation Memo

- Each time the case is forwarded, the reviewers in the next step will be notified by email.

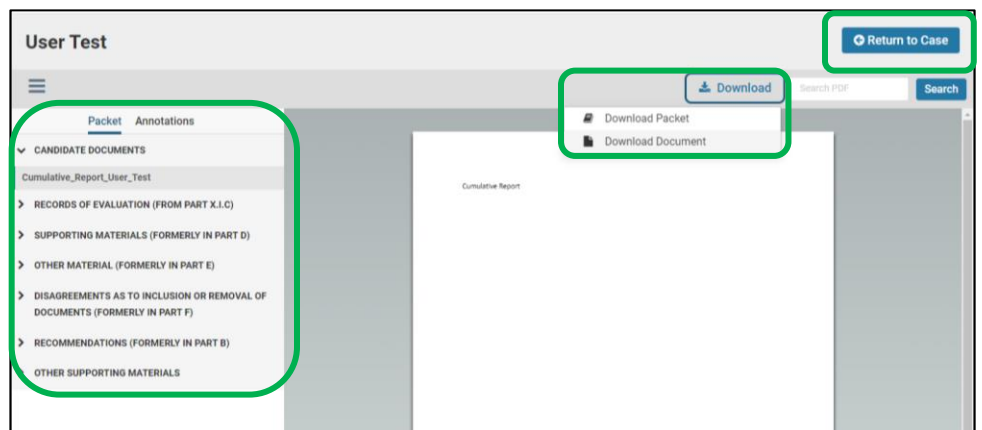
- Committee members/Unit Administrators can access the case from the email, Faculty180 home screen, or by navigating to the “Cases” menu under the Faculty180 Reviews section. Navigate to the case by clicking on the faculty member’s name.



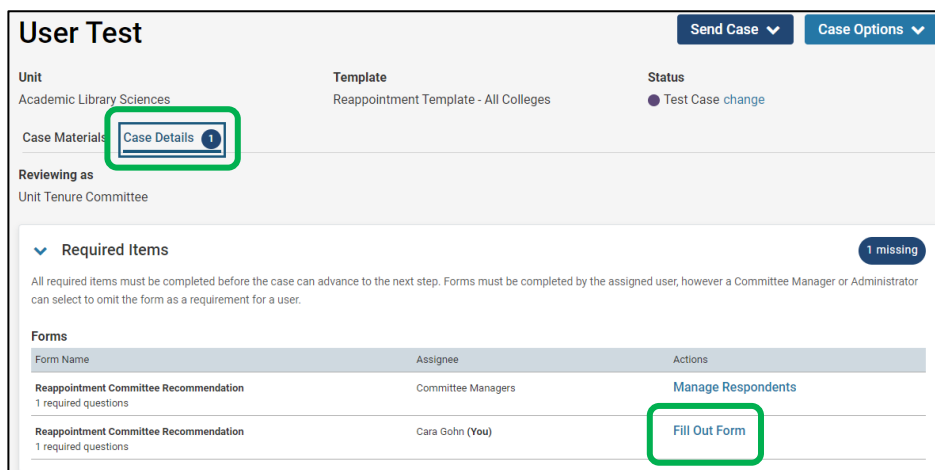
- Committee members/Unit Administrators can choose “Read Case” to see all attached documentation from the faculty member and recommendations made by previous reviewers.



Documents can be read 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.”



- Committee chairs/Unit Administrators should navigate to the “Case Details” tab to complete the required documents. A number will appear next to the “Case Details” tab that indicates how many tasks require completion.



Note –Only committee chairs have the ability to submit documents and forms and move the case forward. At the bottom of the Case Details screen you can also see a list of members and managers.

- Scroll down to the “Required Items” section and complete the “Reappointment Committee Recommendation.” Answer the question and click “Submit Form.”

- Then, forward the case by clicking on the “Send Case” button and choosing “Forward to.”

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

Faculty180 does not automatically notify candidates when a recommendation is recorded. Please notify the candidate, committee chair, and the unit administrator (if applicable) as required by the Faculty Manual. This notification must be sent outside of Faculty180.