Step 2 – Unit Administrator Records Recommendation

After the committee records their recommendation and sends the case forward, the Unit Administrator will receive an email notification from Faculty180.

The Unit Administrator 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 name, if needed. Navigate to the case by clicking on the faculty member’s name.

When inside the case, the Unit Administrator can scroll through the various documents, or click the “Read Case” button to see all attached documentation from the candidate and the recommendation made by prior reviewers.

Continue to the next page...
Documents can be read using the left-hand navigation menu of the “Read Case” screen and can be exported by clicking on the “Download” button. Exit this screen by clicking on “Return to Case.”

Navigate to the “Case Details” tab to record the recommendation. Click “Fill Out Form” in the Required Items box.

Select “Recommends” or “Does Not Recommend” on the form and click **Submit Form**.
Next, send the case forward to Step 3. 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 one responsible in the next workflow step.

**Important Note!**

The Academic Affairs Personnel Office requires that the unit complete the “Recommendation for EHRA Fixed-Term Employment” form in conjunction with this workflow, but submitted through their drop box. The form can be found on the AA Personnel Office SharePoint. The Faculty180 workflow serves as an electronic method for units to utilize for their internal review, but the form must be signed, completed and submitted outside of Faculty180. The workflow will end in the queue of a representative from the AA Personnel Office, but will only serve as a notification that the internal review is completed.