Faculty180 Reviews
Standard Promotion & Tenure Workflow

Case Initiated and Sent to Candidate

Step 0
Candidate Submits First Section of Packet with Documents to be Shared to the External Reviewers

Candidates Continues to upload and submit PAD sections & Submits Information form for PASF

Step 1
Chair/Unit Admin Requests and Uploads External Review Letters

Step 2
P&T Committee Reviews PAD and Completes Evaluation Letter

Step 3
Chair/Unit Admin Reviews PAD and Completes Evaluation Letter

Step 4
Dean Completes Recommendation Memo Form

Step 5
Division Office Representatives Print Records to continue the P&T Process outside of Faculty180 Reviews

Close Case

Moves Case Forward

Step 1
Complete form acknowledging that all external review letters are uploaded and confirms that all PAD sections are submitted

Moves Case Forward

Shares evaluation letter with candidate and gives candidate 7 working days to respond

After response is received, P&T Committee will complete recommendation memo form

Uploads Completed Personnel Action Summary Form (Not required for Promotion ONLY actions)

Moves Case Forward

After response is received, Unit Administrator will complete recommendation memo form

Moves Case Forward

Shares evaluation letter with candidate and gives candidate 7 working days to respond

Moves Case Forward

Candidates continues to upload and submit PAD sections & Submits Information form for PASF

Moves Case Forward
Faculty180 Reviews
Standard Promotion & Tenure Workflow
BSOM ONLY

Case Initiated and Sent to Candidate

Step 0
Candidate Submits First Section of Packet with Documents to be Shared to the External Reviewers

Candidates Continues to upload and submit PAD sections & Submits Information form for PASF

Step 1
Chair/Unit Admin Requests and Uploads External Review Letters

Step 2
P&T Committee Reviews PAD and Completes Evaluation Letter

Step 3
Chair/Unit Admin Reviews PAD and Completes Evaluation Letter

Step 4
BSOM P&T Committee Reviews PAD and Completes Recommendation Memo

Step 5
Dean Completes Recommendation Memo Form

Moves Case Forward

Step 6
Division Office Representatives Print Records to continue the P&T Process outside of Faculty180 Reviews

Move Case Forward

Close Case