

Faculty180: Advancement in Title for Fixed-Term Faculty

Step 2: Committee Completes Recommendation Memo

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

Reviewers can access the Professional Portfolio 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.

The screenshot shows the Faculty180 interface. The top navigation bar includes the ECU logo and the user name 'Cara Gohn'. A sidebar on the left lists various menu items, with 'Cases' under 'Faculty180 Reviews' highlighted with a green box. The main content area is titled 'Cases' and features a search bar with 'Cara' entered. Below the search bar, a table lists cases. One case is visible, for 'Cara Gohn Management', with a 'Test Case' status. A green box highlights the name 'Cara Gohn' in the table. Below the table, a progress indicator shows 'Step 2 of 5: Unit Personnel Committee Recommendation | Feb 3, 2026' with a warning icon and 'Required Documents'.

Reviewers can choose “Read Case” to see all attached documentation from the faculty member and recommendations made by previous reviewers. Reviewers can also scroll through the landing page to view the individual portfolio sections.

Read Case

In the “Read Case” screen, documents can be read using the left-hand navigation menu. Exit this screen by clicking on “Return to Case.”

The screenshot shows the 'Read Case' screen for 'Cara Gohn'. The top navigation bar includes the user name 'Cara Gohn' and a 'Return to Case' button highlighted with a green box. Below the navigation bar, there are 'Download' and 'Search PDF' buttons. The main content area is divided into two sections: 'Packet' and 'Annotations'. The 'Packet' section is expanded to show a 'CUMULATIVE REPORT' for 'Cumulative_Report_Cara_Gohn'. The report content includes 'Activity Distribution', 'Faculty Annual Goals and Objectives', 'Teaching Schedule', and 'Other Teaching Activities'. The 'Teaching Schedule' section contains a table with columns for Semester, Course Prefix, Course Number, Section, Course Title, Enrollment, Course Designations, Delivery Method, and Percent Responsibility. The table shows data for Fall 2023 and Fall 2023 - Ongoing.

Reviewers will 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.

- Scroll down to the “Required Items” section and complete the “Advancement in Title Recommendation” form. Click **Fill Out Form**.
- *Note – For the unit committee review step, only committee chairs have the ability to submit documents and forms and move the case forward.*

Cara Gohn

[Send Case](#) [Case Options](#)

Unit
Management

Template
Advancement in Title - All Colleges

Status
● Test Case [change](#)

Case Materials [Case Details](#) **1**

Reviewing as
Unit Personnel Committee

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.

Forms

Form Name	Assignee	Actions
Advancement in Title Committee Recommendation 1 required questions	Committee Managers	Manage Respondents
Advancement in Title Committee Recommendation 1 required questions	Cara Gohn (You)	Fill Out Form

Answer the question and click “Submit Form.”

Advancement in Title Committee Recommendation

Advancement in Title Recommendation *

Consistent with Part IX of the Faculty Manual, this Committee met to consider the Advancement in Title of this candidate. After reviewing the candidate's materials, a majority of the Committee _____ (see below) Advancement in Title.

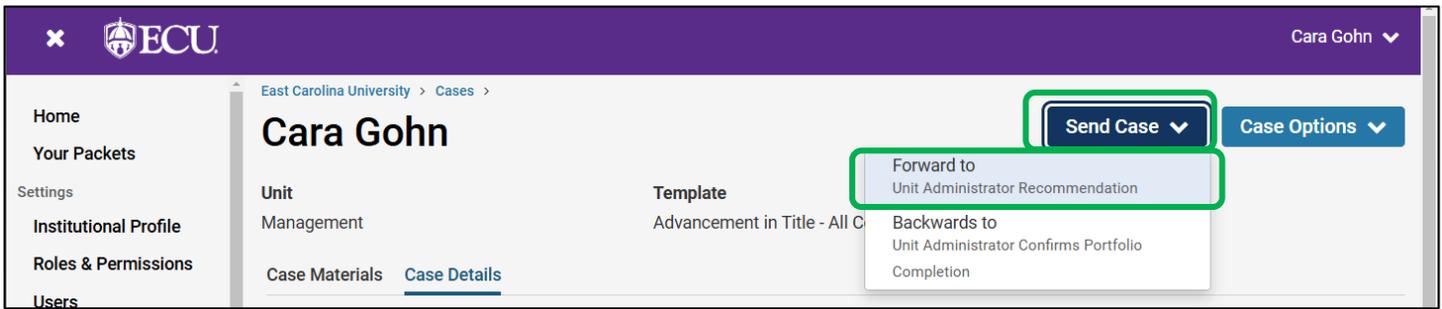
Recommends

Does Not Recommend

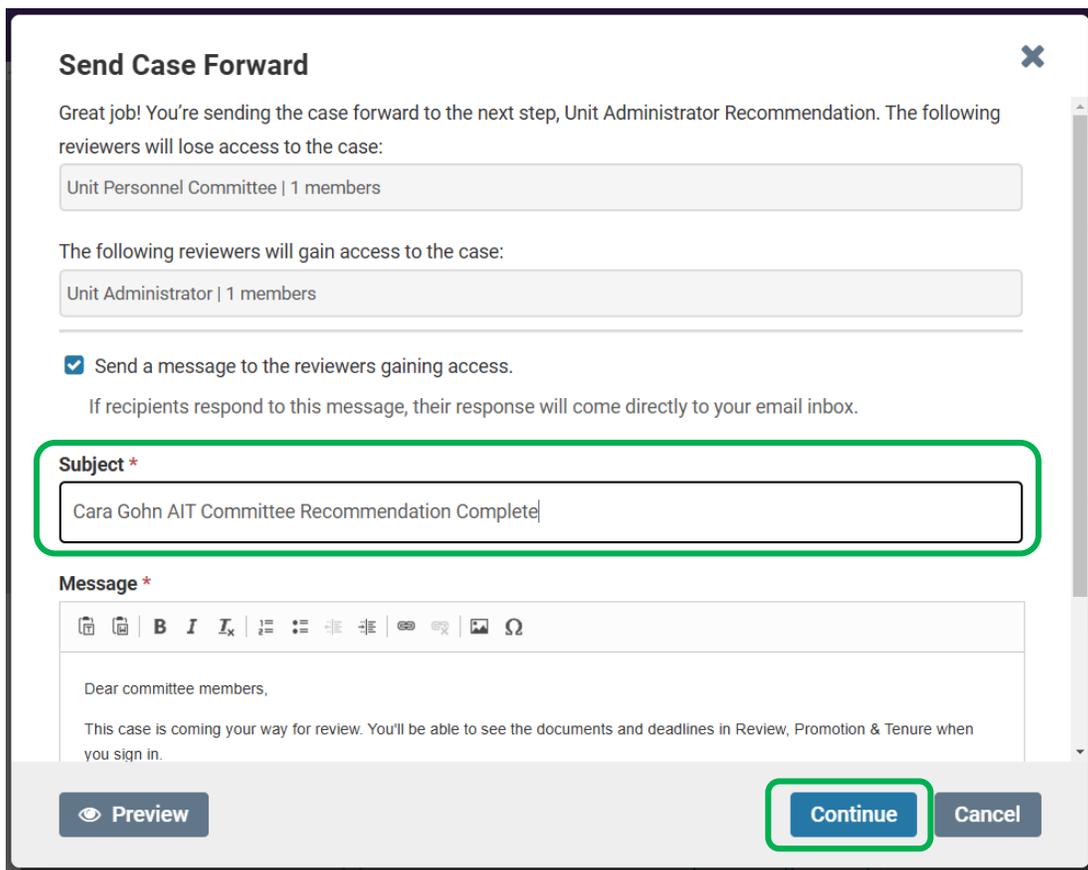
Faculty180 does not automatically notify candidates when a recommendation is recorded. Please notify the candidate, committee chair, and the unit administrator (if applicable) as required by the Faculty Manual. This notification must be sent outside of Faculty180.

[Submit Form](#) [Save Responses](#) [Return to Case](#)

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



You will be prompted to enter an email subject, then click “Continue” to email the reviewer in the next case step.



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