## 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.

× @ECU				Cara Gohn 🗸
Prome Activities Evaluations Forms & Reports Vitas & Biosketches A Vitas My Templates	East Carolina University > Cases Search cases Cara	Q Filter		CREATE CASE
Legacy Vitas Find Colleagues Account Access	1 of 1 cases Filtered By: Active Cases			
Administration 🗸	Name 🗸	Туре 🗢	Template Name 🗢	Status 🗢
Faculty180 Reviews Cases	Cara Gohn Management	Promotion	Advancement in Title - All Colleges	Test Case
Templates Administration Reports	Step 2 of 5: Unit Personnel Comm	nittee Recommendation   Feb 3, 2026	6 🛦 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.



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

Cara Gohn	C Return to Case
=	Le Download Search PDF Search
Packet Annotations	
✓ CUMULATIVE REPORT	500 500 500 500 Art 5 Scholes Annual Report
Cumulative_Report_Cara_Gohn	Nora (125277-7234 gancejecu.edu
▶ Cara Gohn	Activity Distribution
Activity Distribution	Teaching Scholarship Service Clinical Administrative Ducles Other Teaal Start Semester End Semester 20 20 20 20 20 20 100 Summer 2023 Spring 2024
Faculty Annual Goals and Objectives	Paculty Annual Golds and Objectives Annual Golds - Gold Description and Measures Progress Study Semester End Semester Tanhae Taching Rail Bott Enconnection Semester 2013 Semes 2013
Teaching Schedule     Other Teaching Activities	Techno Schedule Mali 2023
Scholarly Contributions and Creative Productions	Semistar Caura Pullis Caura Huntler Section Caura Tala Dirathmet, Caura Designationa, Delivery Nathad Percent Reasonability 141 2023 TES7 2101 412 TEST CODER 3 to Designation Facetor Face 100 143 2023 TES7 2101 412 TEST CODER 3 to Designation Facetor Face 100
Institutional Committees	40 200
Professional Service	Voter trooting Journess Fall 2022 - Ongoing Course Relation
Professional Development	Description here (Interprofessionalinterdisciplinary Collaboration: Kot Applicable)

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 Case Materials	<b>Template</b> Advancement in Title - All Colleges	Status <ul> <li>Test Case change</li> </ul>	
Reviewing as Unit Personnel Committee			
<ul> <li>Required Items</li> <li>All required items must be completed before the case or Administrator can select to omit the form as a required.</li> <li>Forms</li> </ul>	e can advance to the next step. Forms must be comp uirement for a user.	leted by the assigned user, however	1 missing a Committee Manager
Form Name	Assignee	Actions	
Advancement in Title Committee Recommendation 1 required questions	Committee Managers	Manage Responder	nts
Advancement in Title Committee Recommendation 1 required questions	Cara Gohn <b>(You)</b>	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
Faculty 180 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."

× @ECU				Cara Gohn 🗸
Home Your Packete	East Carolina University > Cases > Cara Gohn		Send Case 🗸	Case Options 🗸
Settings	Unit	Template	Forward to Unit Administrator Recommendation	
Institutional Profile Roles & Permissions Users	Management Case Materials Case Details	Advancement in Title - All C	Backwards to Unit Administrator Confirms Portfolio Completion	

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

Send Case Forward	~
Great job! You're sending the case forward to the next step, Unit Administrator Recommendation. The following	
eviewers will lose access to the case:	
Unit Personnel Committee   1 members	
The following reviewers will gain access to the case:	
Unit Administrator   1 members	
If recipients respond to this message, their response will come directly to your email inbox.	
If recipients respond to this message, their response will come directly to your email inbox.  Subject * Cara Gohn AIT Committee Recommendation Complete	
If recipients respond to this message, their response will come directly to your email inbox.  Subject * Cara Gohn AIT Committee Recommendation Complete	
If recipients respond to this message, their response will come directly to your email inbox.  Subject * Cara Gohn AIT Committee Recommendation Complete  Message *  Message *  Description: B I I_x   ↓= ↓= ↓= ↓■ Q	
If recipients respond to this message, their response will come directly to your email inbox.  Subject * Cara Gohn AIT Committee Recommendation Complete  Message *  Message *  Dear committee members,	
If recipients respond to this message, their response will come directly to your email inbox.  Subject * Cara Gohn AIT Committee Recommendation Complete  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.	

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