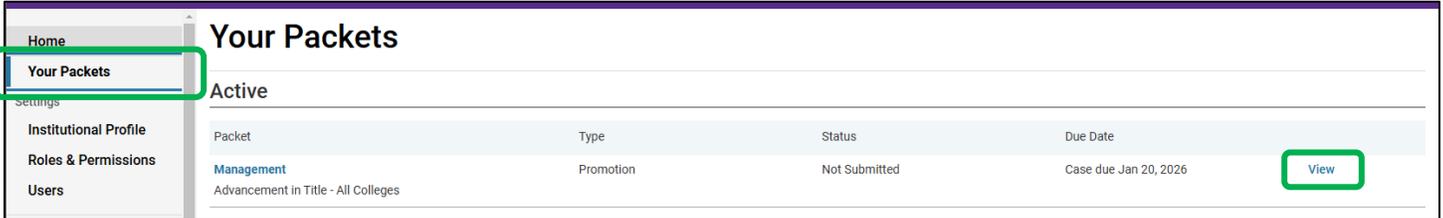


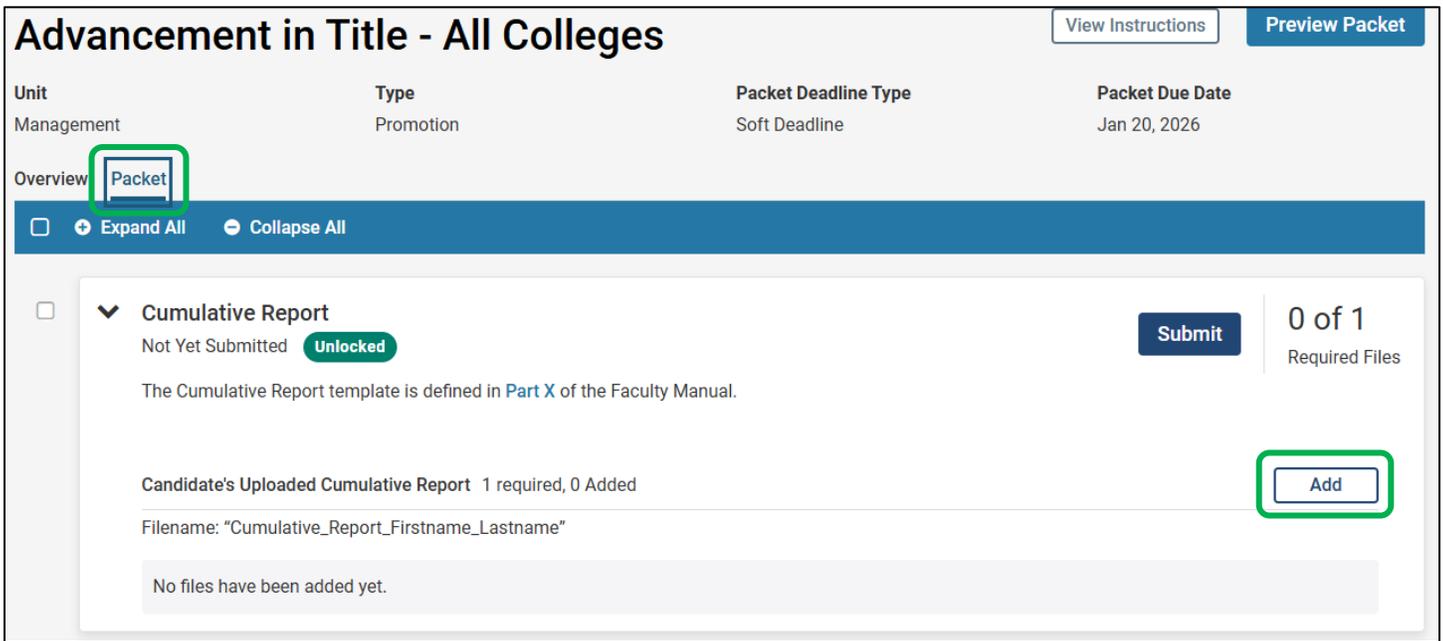
# Faculty180: Advancement in Title for Fixed-Term Faculty

## Step 0: Candidate Submits Professional Portfolio

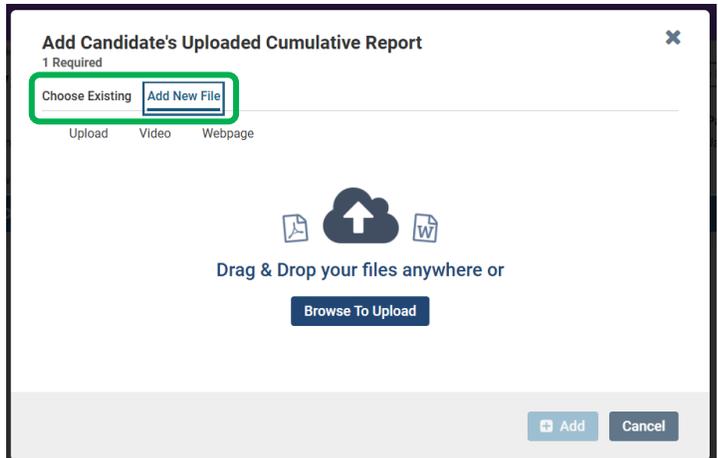
Faculty will receive email notification and can click “View Case,” navigate to home page of Faculty180, or go to “Your Packets” menu in Faculty180.



Navigate to the “Packet” tab and begin uploading documents to each of the Professional Portfolio sections by clicking the “Add” button



When adding documents, the candidate can select “Add New File” to upload from their local computer or “Choose Existing” to locate files within the materials and collections saved in Dossier.



Attachments within a section can be reordered if uploaded out of order. Reorder attachments by clicking and holding your mouse over the attachment in which you want to move. Drag it to the new location.

Copies of all annual evaluations for the time appropriate to the decision 1+ required, 3 Added Add

Filename: "Year\_Annual\_Eval\_Firstname\_Lastname"

Title	Details	Actions
<a href="#">2022 Annual_Eval_User_Test</a>	Added May 3, 2022	<a href="#">Edit</a>   <a href="#">Remove</a>
<a href="#">2021 Annual_Eval_User_Test</a>	Added May 3, 2022	<a href="#">Edit</a>   <a href="#">Remove</a>
<a href="#">2020 Annual_Eval_User_Test</a>	Added May 3, 2022	<a href="#">Edit</a>   <a href="#">Remove</a>

Records of assigned teaching duties and responsibilities 1+ required, 0 Added Add

For the time period appropriate to the decision. Includes reassigned and/or release time. See Part VI, Section I (1).

No files have been added yet.

When all documents are attached to a particular section the candidate will click "Submit" for that section. The system will automatically notify the unit administrator in the next step. The candidate can continue to work on other sections and submit them individually or all at one time before the deadline.

▼ Candidate Documents Not Yet Submitted Unlocked Preview Submit 1 of 1 Required Files

Candidate's Uploaded Cumulative Report 1 required, 1 Added Add

Filename: "Cumulative\_Report\_Firstname\_Lastname"

Title	Details	Actions
<a href="#">Cumulative_Report_User_Test</a>	Added May 3, 2022	<a href="#">Edit</a>   <a href="#">Remove</a>

*Note: Submitting sections will lock that section to the candidate and no further editing will be available within that section. However, candidates can submit sections prior to the deadline to give their unit administrator/chair access to the files. The section can easily be unlocked by a College Coordinator or the Faculty180 Coordinator if additional editing is required prior to the deadline. Unlocking sections after the deadline will require additional approval.*