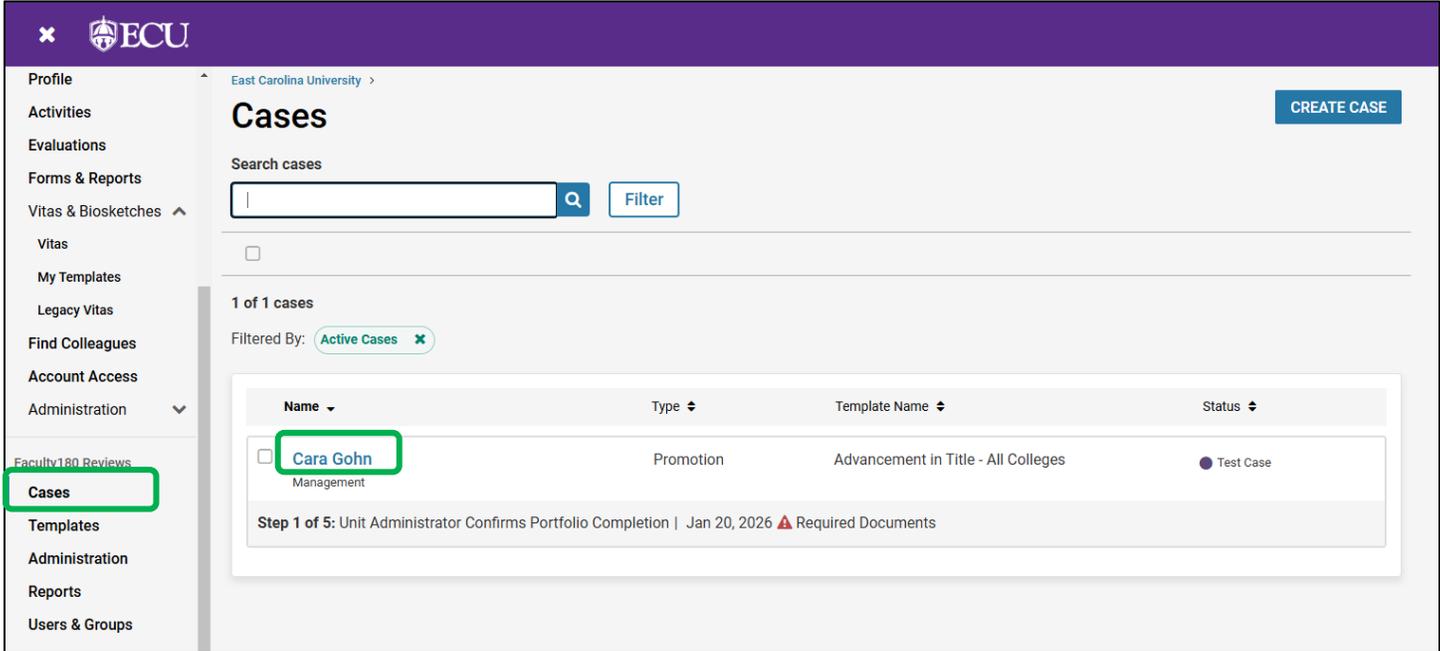


# Faculty180: Advancement in Title for Fixed-Term Faculty

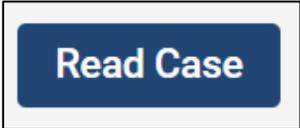
## Step 1: Unit Administrator/Chair Confirms Professional Portfolio is Completed

When the candidate submits any section of the Professional Portfolio, Step 1 will automatically be initiated with an email. Unit administrators 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 candidate name, if needed.

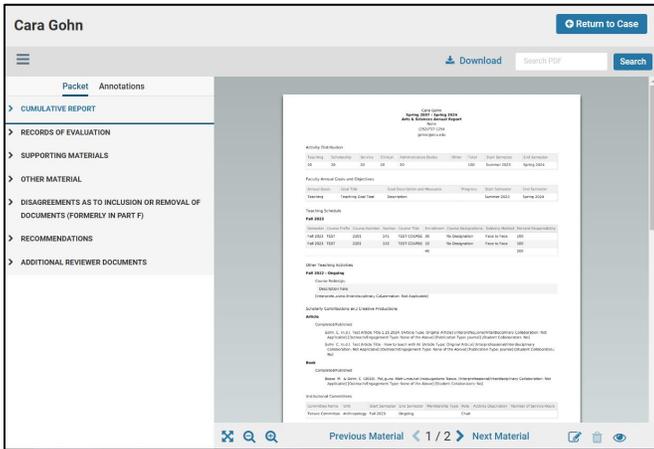
Click on the candidate’s name to review the portfolio.



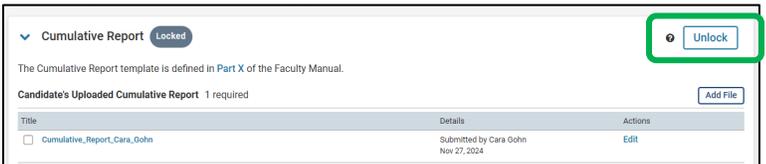
At the top of the screen, unit administrators can select “Read Case” to see all attached documentation from the candidate.



Documents can be viewed using the left-hand navigation menu. Exit this screen by clicking on “Return to Case.”



Note: Unit Administrators will not see documents within portfolio sections if that section has not been submitted by the candidate. Candidates can submit sections prior to the deadline. Sections can easily be unlocked for the candidate as long as the deadline has not passed. Contact your College Coordinator or the Faculty180 Coordinator to request a section be unlocked. Requests to unlock a section after the deadline will require additional approvals.



Case Materials **Case Details** 1

Reviewing as  
Unit Administrator

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 Portfolio Completion Confirmation 1 required questions	Committee Managers	Manage Respondents
Advancement in Title Portfolio Completion Confirmation 1 required questions	Cara Gohn (You)	Fill Out Form

When all portfolio sections are completed and submitted, and after the deadline, the Unit Administrator/Chair should navigate to the “Case Details” tab and complete the **Advancement in Title Portfolio Completion Confirmation** form by clicking on “Fill Out Form.”

Portfolio Completion Confirmation

I confirm that the candidate's Portfolio is complete and the review for Advancement in Title can proceed.

Yes

No

If no, please explain below before sending the case to the next step.

**Submit Form** Save Responses Return to Case

Complete the question to confirm PAD completion and click “Submit Form.”

Next, the unit administrator will send the case forward to Step 2. Click “Send Case” at the top of the screen and “Forward to.”

Profile East Carolina University > Cases >

Activities **Cara Gohn**

Evaluations

Forms & Reports Unit **Template**

Vitas & Biosketches Management Advancement in Title

**Send Case** Case Options

Forward to  
Unit Personnel Committee  
Recommendation

The unit administrator will be prompted to enter an email subject and click “Continue” to email the appropriate party in the next case step.

Send Case Forward

The following reviewers will gain access to the case:  
Unit Personnel Committee | 1 members

Send a message to the reviewers gaining access.  
If recipients respond to this message, their response will come directly to your email inbox.

Subject \*  
Cara Gohn Portfolio Complete - Ready to Review

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.  
Best,  
Cara Gohn

Preview **Continue** Cancel