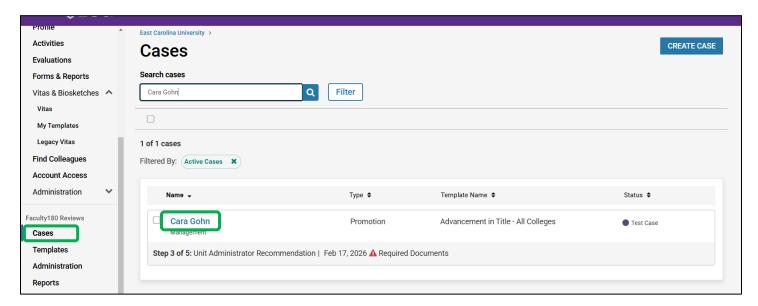
Faculty180: Advancement in Title for Fixed-Term Faculty

Step 3-5: Unit Administrator, Dean, and Provost Complete Recommendation Memo

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

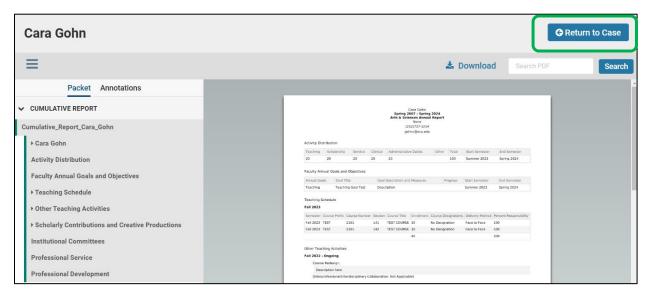
Reviewers can access the Professional Portfolio from the email, Faculty180 home screen, or by navigating to the "Cases" menu under the Faculty180 Reviews section. Navigate to the case by clicking on the faculty member's name.



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.

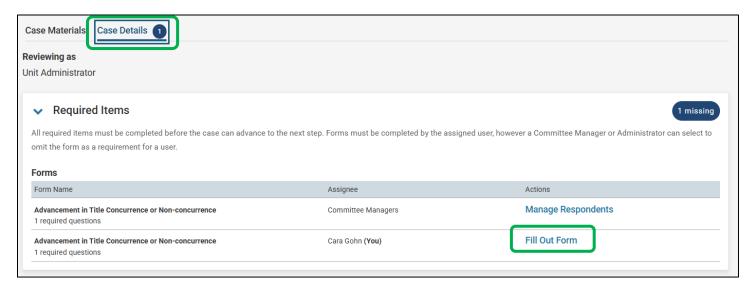


In the "Read Case" screen, documents can be read using the left-hand navigation menu. Exit this screen by clicking on "Return to Case."

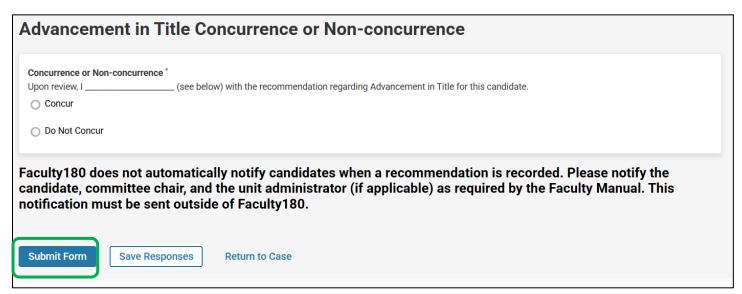


Reviewers will navigate to the "Case Details" tab to complete the required documents. A number will appear next to the "Case Details" tab that indicates how many tasks require completion.

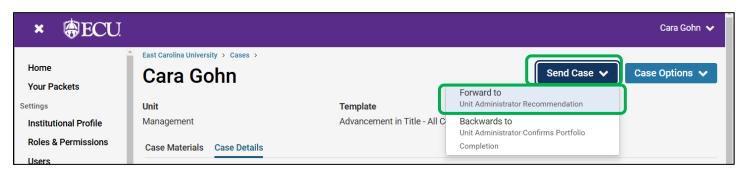
• Scroll down to the "Required Items" section and complete the "Advancement in Title Concurrence or Non-concurrence" form. Click **Fill Out Form**.



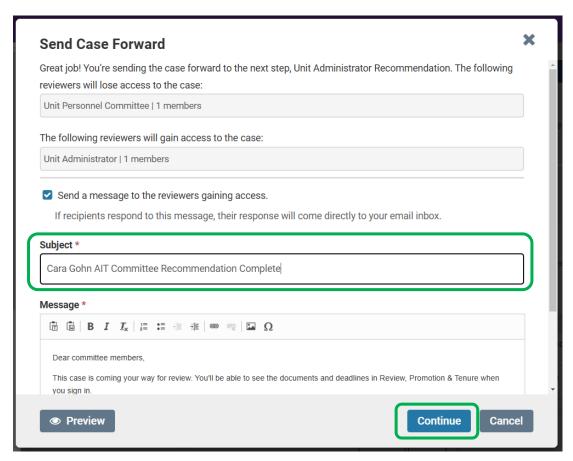
Answer the question and click "Submit Form."



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.



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.