

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.

East Carolina University >

Cases

CREATE CASE

Search cases

Cara Gohn

Filter

1 of 1 cases

Filtered By: Active Cases

Name	Type	Template Name	Status
<input type="checkbox"/> Cara Gohn Management	Promotion	Advancement in Title - All Colleges	Test Case

Step 3 of 5: Unit Administrator Recommendation | Feb 17, 2026 ⚠️ 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.”

Cara Gohn

Download Search PDF Search

Packet Annotations

CUMULATIVE REPORT

Cumulative_Report_Cara_Gohn

- Cara Gohn
- Activity Distribution
- Faculty Annual Goals and Objectives
- Teaching Schedule
- Other Teaching Activities
- Scholarly Contributions and Creative Productions
- Institutional Committees
- Professional Service
- Professional Development

Cara Gohn
Spring 2023 - Spring 2024
Arts & Sciences Annual Report
None
(252)737-1254
goohn@ecu.edu

Activity Distribution

Teaching	Scholarship	Service	Clinical	Administrative Duties	Other	Total	Start Semester	End Semester
20	20	20	20	20		100	Summer 2023	Spring 2024

Faculty Annual Goals and Objectives

Annual Goals	Goal Title	Goal Description and Measures	Progress	Start Semester	End Semester
Teaching	Teaching Goal Text	Description		Summer 2023	Spring 2024

Teaching Schedule

Fall 2023

Semester	Course Prefix	Course Number	Section	Course Title	Enrollment	Course Designations	Delivery Method	Percent Responsibility
Fall 2023	TEST	2101	141	TEST COURSE	30	No Designation	Face to Face	100
Fall 2023	TEST	2101	142	TEST COURSE	10	No Designation	Face to Face	100
					40			200

Other Teaching Activities

Fall 2023 - Ongoing

Course Redesign:
Description here
(Interprofessional/Interdisciplinary Collaboration, Not Applicable)

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**.

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 Concurrence or Non-concurrence 1 required questions	Committee Managers	Manage Respondents
Advancement in Title Concurrence or Non-concurrence 1 required questions	Cara Gohn (You)	Fill Out Form

Answer the question and click “Submit Form.”

Advancement in Title Concurrence or Non-concurrence

Concurrence or Non-concurrence *

Upon review, I _____ (see below) with the recommendation regarding Advancement in Title for this candidate.

Concur

Do Not Concur

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.”

×

ECU

Cara Gohn

East Carolina University > Cases >

Cara Gohn

Unit Management

Case Materials Case Details

Template

Advancement in Title - All C

Send Case

Case Options

Forward to

Unit Administrator Recommendation

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 reviewers will lose access to the case:

Unit Personnel Committee | 1 members

The following reviewers will gain access to the case:

Unit Administrator | 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 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.

 Preview

Continue

Cancel

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.