

Step 0 – Faculty Submits Documents for Post Tenure Review

When the workflow is opened and sent to the candidate, the candidate will receive an email notification.

Navigate to the case from the email, from the home page of Faculty 180, or from “Your Packets” menu in Faculty180. Click “View” to enter the Post-Tenure Review packet.

The screenshot shows the 'Your Packets' interface. On the left, a navigation menu has 'Your Packets' highlighted with a green box. The main area is titled 'Your Packets' and shows an 'Active' section with a table. The table has columns for Packet, Type, Status, and Due Date. One row is visible: 'Anthropology' (Packet), 'Review' (Type), 'Not Submitted' (Status), and 'Case due Oct 20, 2025' (Due Date). A 'View' button is highlighted with a green box at the end of the row.

Navigate to the “Packets” tab at the top of the page to begin adding documents to the required sections.

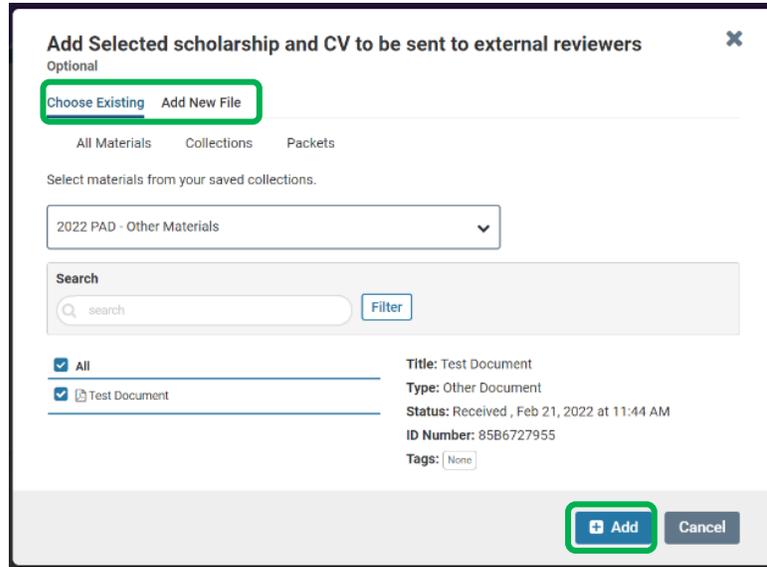
The screenshot shows the 'Post Tenure Review - All Colleges' page. At the top right, there are buttons for 'View Instructions' and 'Preview Packet'. Below this is a table with columns: Unit, Type, Packet Deadline Type, and Packet Due Date. The row shows: Anthropology, Review, Soft Deadline, and Oct 20, 2025. Below the table, there are tabs for 'Overview' and 'Packet', with 'Packet' highlighted in green. At the bottom, there are buttons for 'Expand All' and 'Collapse All'.

The documents required to submit are built into separate sections of your packet. Click the “Add” button in each section to upload documents.

The screenshot shows a section for 'Annual Reports, Workplans and Evaluations'. It includes a 'Submit' button, '0 of 0 Required Files', and an 'Add' button highlighted in green. The text below the section reads: 'Attach annual reports, Workplans and Evaluations for the period under review. Note: Workload percentages and Workplan goals are generated within the Annual Reports, or can be generated as a stand alone report. Annual Reports and Workplans can be regenerated and exported to Word or PDF in the Vitas & Biosketches menu > Legacy Vitas. Additional Documents 0 Added. No files have been added yet.'

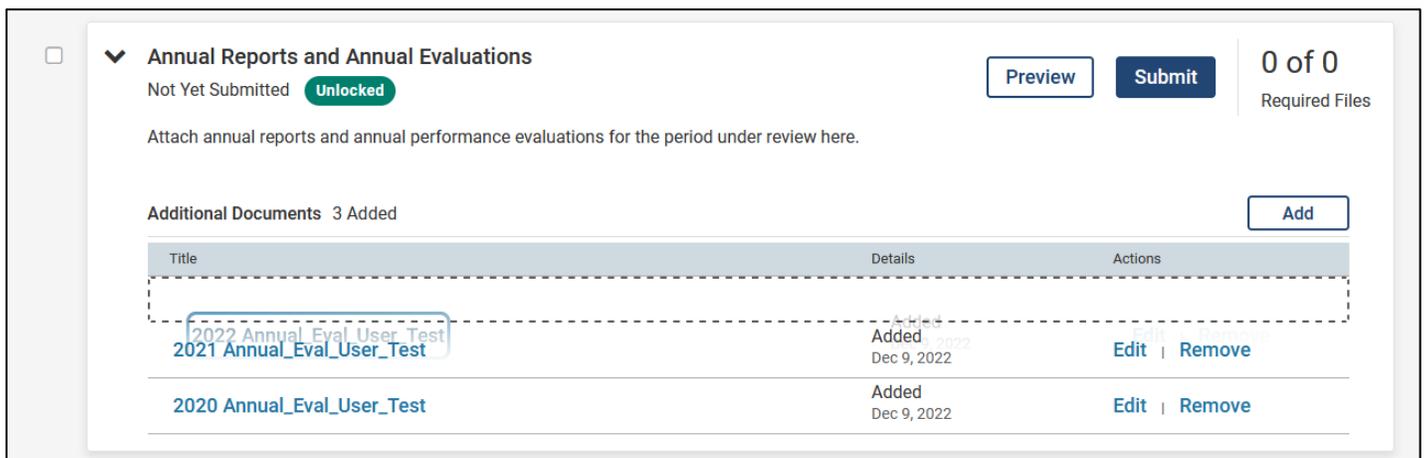
Instructions continue on the next page...

When adding documents to a section, the candidate can select “Add New File” to upload from their computer or “Choose Existing” to locate files within packets from previous reviews.



Reorder attachments by clicking and holding your mouse over the attachment in which you want to move. Drag it to the new location.

Rename documents by clicking the “Edit” link on the right-hand side.



Note: Your progress will be saved as you upload documents, but your unit administrator will not have access to the section until you click “Submit.” Submitting sections will lock that section to the candidate and no further editing will be available within that section. Unit administrators may unlock sections prior to the deadline.

When all documents are attached the candidate will click “**Submit**” in each section. Sections can be submitted one at a time, or altogether when the packet is complete.

