

Step 1 – Unit Administrator Reviews Packet Materials

When the candidate submits any section of their post-tenure review packet, Step 1 will automatically be initiated with an email to the unit administrator.

Unit administrators can access the case from the emails, Faculty180 home screen, or by navigating to the “Cases” menu under the Faculty180 Reviews section. Use the search bar to search by name, if needed. Navigate to the packet by clicking on the faculty member’s name.

Name	Type	Template Name	Status
<input type="checkbox"/> Cara Gohn East Carolina University	Review	Post Tenure Review - All Colleges	● Test Case
Step 1 of 5: Unit Administrator Reviews Packet and Sends to Committee Oct 21, 2024 ⚠️ Required Documents			

To review materials as they are submitted, unit administrators can choose “Read Case” to see all attached documentation from the candidate, or scroll down the Case Materials tab to view individual sections.

User Test

[Send Case](#) [Case Options](#)

Unit: Anthropology Template: Post Tenure Performance Review - All Colleges Status: ● Test Case [change](#)

[Case Materials](#) [Case Details](#) **1**

Search case materials by title

Note: Unit Administrators will not see documents uploaded by the candidate unless the section is submitted.

Unit administrators can review draft documents as the candidate submits sections. Any sections that are submitted can be unlocked by the unit administrator to allow the faculty member to continue editing until the deadline.

✓ **Annual Reports, Annual Evaluations and Faculty Success Plans (if applicable)** Locked

Attach annual reports, with annual workplan goals and weights included, and annual performance evaluations for the period under review.

A faculty member whose performance did not satisfy expectations shall be subject to a faculty success plan. Attach any Faculty Success Plans that were implemented during this period of review, if applicable.

After the Candidate submits all final documents, by the deadline defined in the Faculty Manual, the unit administrator will confirm the packet is complete and send the case forward to the Peer Review Committee.

Navigate to the “Case Details” tab to verify the packet has been reviewed. Under “Required Items”, click Fill Out Form next to the completion confirmation form.

The screenshot shows the 'Case Details' tab selected. Under the 'Required Items' section, there is a table of forms. The second row, 'Post-Tenure Review Packet Completion Confirmation' (1 required question) assigned to 'Cara Gohn (You)', has a 'Fill Out Form' button highlighted with a green box.

Form Name	Assignee	Actions
Post-Tenure Review Packet Completion Confirmation 1 required questions	Cara Gohn	Manage Respondents
Post-Tenure Review Packet Completion Confirmation 1 required questions	Cara Gohn (You)	Fill Out Form

Submit the form responses.

The screenshot shows a confirmation form with the text: "I confirm that the candidate's packet for Post Tenure Review is complete and ready for review by the Peer Review Committee. *". There are radio buttons for "Yes" (selected) and "No". At the bottom, there are three buttons: "Submit Form" (highlighted with a green box), "Save Responses", and "Return to Case".

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

The screenshot shows a dropdown menu for "Send Case" with "Case Options" also visible. The "Forward to" dropdown is open, showing the option "Peer Review Committee Completes Report on Performance".

A prompt window will appear. Enter an email subject and click “Continue” to email the Peer Review Committee members in the next workflow step.

The screenshot shows an email prompt window. The "Subject" field is highlighted with a green box and contains the text "Cara Gohn Post Tenure Review Packet". At the bottom, there are three buttons: "Preview", "Continue" (highlighted with a green box), and "Cancel".