## Step 2 – Peer Review Committee Reviews Post-Tenure Review Packet & Completes Report on Performance

After the unit administrator confirms the packet is complete and sends the packet forward to step 2, all Peer Review Committee members will receive an email notification.

Committee members 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 case by clicking on the faculty member's name.

Prome	East Carolina University >			
Activities	Cases			CREATE CASE
Evaluations	oucco			
Forms & Reports	Search cases			
Vitas & Biosketches \land	cara	Q Filter		
Vitas				
My Templates				
Legacy Vitas	1 of 1 cases			
Find Colleagues	Filtered By: Review X Active Cases	× Reset Filters		
Account Access				
Administration 🗸	Name 🗸	Туре 🗢	Template Name 🗢	Status 🗢
Faculty180 Reviews	Cara Gohn	Review	Post Tenure Review - All Colleges	Tast Casa
Cases	Case carolina contensity	nenen	Fost fendie neven An ooneges	Test Case
Templates	Step 2 of 5: Peer Review Committee	Completes Report on Performance I	Nov 18, 2024 A Required Documents	
Administration				
Reports				

Committee members can choose "Read Case" to see all attached documentation from the candidate or scroll down on the Case Materials tab to view individual packet sections.

User Test		Send Case 🗸 Case Options 🗸
<b>Unit</b> Anthropology	<b>Template</b> Post Tenure Performance Review - All Colleges	Status Test Case change
Case Materials Case Details 1 Search case materials by title		
	Q Read Case	

The **Committee Chair** will complete the required tasks in Faculty180 by navigating to "Case Details" and completing the Required Items.

 The Committee Chair will click "Fill Out Form" to complete the Committee Report on Performance Review.

eviewing as ara Gohn		
ou are the only reviewer at this step. For details on best practices, read o	ur Guide to Reviewing Case Materials.	
Required Items  All required items must be completed before the case can advance to the next ste omit the form as a requirement for a user.	ep. Forms must be completed by the assigned user, how	2 missing ever a Committee Manager or Administrator can select to
Forms		
Forms Form Name	Assignee	Actions
Forms Form Name Post-Tenure Review: Committee Report on Performance Review of Tenured Faculty 5 required questions	Assignee Cara Gohn	Actions Manage Respondents
Forms Form Name Post-Tenure Review: Committee Report on Performance Review of Tenured Faculty 5 required questions Post-Tenure Review: Committee Report on Performance Review of Tenured Faculty 5 required questions	Assignee Cara Gohn Cara Gohn <b>(You)</b>	Actions Manage Respondents Fill Out Form
Forms Form Name Post-Tenure Review: Committee Report on Performance Review of Tenured Faculty 5 required questions Post-Tenure Review: Committee Report on Performance Review of Tenured Faculty 5 required questions Post Tenure Review: Confirmation of Faculty Notification 1 required questions	Assignee Cara Gohn Cara Gohn (You) Cara Gohn	Actions Manage Respondents Fill Out Form Manage Respondents

The committee chair will enter a narrative evaluation of the most recent 5 years of the faculty's performance and enter a rating for the activity categories of teaching, research/creative activity, service, patient care (if applicable) and an overall summary.

Narrative Evaluation of most recent 5 years of faculty performance	
$\fbox{\begin{tabular}{c c c c c c } \hline \fbox{\begin{tabular}{c c c c c } \hline \fbox{\begin{tabular}{c c c c } \hline \fbox{\begin{tabular}{c c c } \hline \fbox{\begin{tabular}{c c } \hline \end{array}{\begin{tabular}{c c } \hline \end{array} \end{array} \begin{tabular}{c c c  \hline \end{array} \end{array} \begin{tabular}{c c } \hline \end{array} \begin{tabular}$	
	0 / 8000 characters
Teaching Activity Summary Performance Review Evaluation $^{st}$	
O Exceeds Expectations	
O Meets Expectations	
O Does Not Meet Expectations	
O Not Applicable	

The form must be submitted for the responses to be collected and the requirement to be satisfied.

Overall Summary Performance Review Evaluation *
• Meets Expectations
O Does Not Meet Expectations
O Not Applicable
Submit Form Save Responses Return to Case

 The committee chair must share the Report on Performance with the candidate and give the faculty member 14 calendar days to provide a written response.

Navigate back to **Case Materials** and scroll down to the **Reviewer Documents** section. Expand the section with the blue carrot symbol.

Case Materials	Case Details	1
		•



**Check the box** next to the "Committee Report on Performance" form. In the blue ribbon at the top of the page click **Share > With Candidate**.

□ 🗣 Expand All 🗢 Collapse All	📩 Downloa	🖂 Share	। 🕻 Settings 🛛 🖹 Move
Internal Sections These sections are available to committee members reviewing the case and cannot be viewed by can be shared with the candidate by an administrator or committee manager.	With Candidate With Committee Members		ials added to internal sections
You are asked to submit required items as part of this case. View			
✓ Reviewer Documents			Edit Add File
Materials			
No files have been added to this section.			
Committee Forms			
Title	Details		Actions
Post-Tenure Review Packet Completion Confirmation   Step 1: Cara Gohn	Last Response Submitted Oct 8, 2024		Edit
Post-Tenure Review: Committee Report on Performance Review of Tenured Faculty   Step 2: Cara Gohn	Last Response Submitted Oct 8, 2024		Edit

A window will populate with the email template the candidate will receive.

Enter a subject line and message.

**Confirm** the file is attached under the "Share Files" section.

Enable a response.

Message Reason = Candidate Response to Committee Report on Performance

**Deadline =** 14 calendar days from current date

Section for Response = Candidate Responses

Click Send.

Message to Candidate		×
To Cara Gohn (gohnc@ecu.edu)	De	etails
Subject * Post-Tenure Review - Committee Report on Performance	goł File	e Response:
Message *	Whe to a	Enable en you share a file for the recipient to review, you can check this box allow them to submit a file in response. Check this option to allow the
Hello Faculty Member, Please see attached report on performance for your post-tenure review.	reci Me C Dea	ipient of this message to submit a file in response. essage Reason andidate Response adline O lot 31 2024
body p Share Files Files shared with this message can be viewed by the candidate after logging into Interfolio.	Sec	ction for Response *
+ Add Post-Tenure Review: Committee Report on Performance Review of Tenured Faculty	×	andidate Responses 🗸
Preview		Send Cancel

*If/when a response is submitted by the candidate, the committee chair will receive an email notification and the response will populate in the "Candidate Responses" section of the packet.* 

## 3. The committee chair will **confirm that a response was received**, if applicable, after 14 working days.

## Navigate to Case Details and click Fill Out Form for the Confirmation of Faculty Notification.

Post Tenure Review: Confirmation of Faculty Notification 1 required questions	Cara Gohn	Manage Respondents
Post Tenure Review: Confirmation of Faculty Notification 1 required questions	Cara Gohn <b>(You)</b>	Fill Out Form

## Complete the form and click **Submit Form**.

Post Tenure Review: Confirmation of Faculty Notification	
I confirm that the Performance Review Form was shared with the faculty member, faculty member was given the opportunity to respond within 14 calendar the response was recorded (if applicable). *	days, and that
⊘ Yes	
○ No	
Submit Form Save Responses Return to Case	

 Finally, the committee chair will send the case forward to the unit administrator.

At the top of the screen, click Send Case > Forward to.

	Send Case 🗸	Case Options 🗸
Forward to Unit Administrator Revie	w and Evaluation	
Backwards to Unit Administrator Revie Sends to Committee	ws Packet and	

The committee chair will be prompted to **enter an email subject line** that will go to the next reviewer.

Click **Continue** to send the email.

Send Case Forward	×
Great job! You're sending the case forward to the next step, Unit Administrator Review and E following reviewers will lose access to the case:	valuation. The
Cara Gohn   1 members	
The following reviewers will gain access to the case:	
Cara Gohn   1 members	
Send a message to the reviewers gaining access.	
If recipients respond to this message, their response will come directly to your email inbo	ox.
Subject *	
Faculty Name - Peer Review Complete	
Message *	
$\fbox{$\widehat{\square}$} \textcircled{$\widehat{\square}$}   \verb  \verb  \verb  \verb  \verb  \verb  \verb  $I$ $$$$$$$$$$$$$	
Dear committee members,	
This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promo	tion & Tenure when
you sign in.	
Best,	