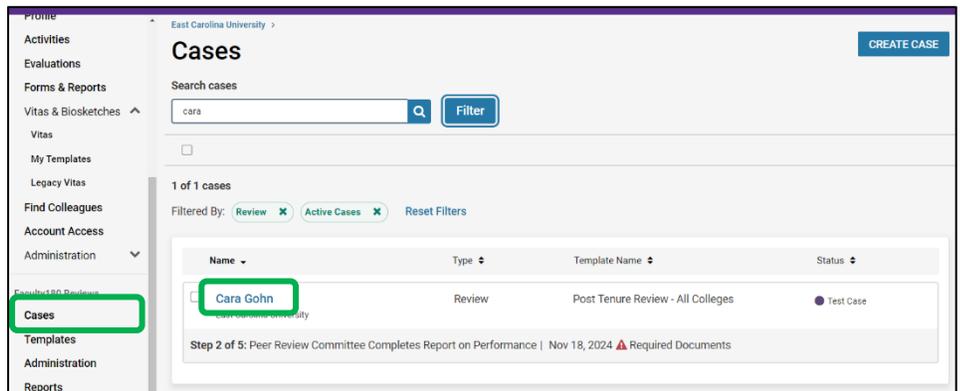


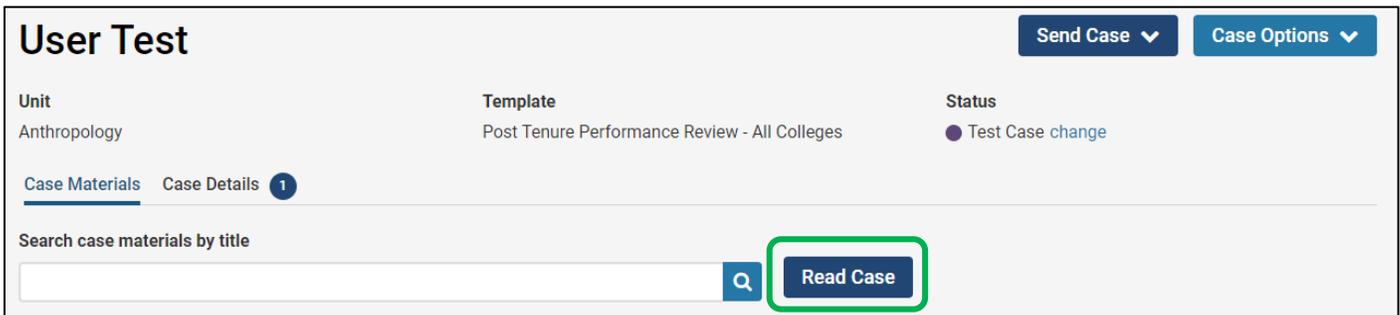
Step 2 – Peer Review Committee Reviews Post-Tenure Review Packet & Completes Report on Performance

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.

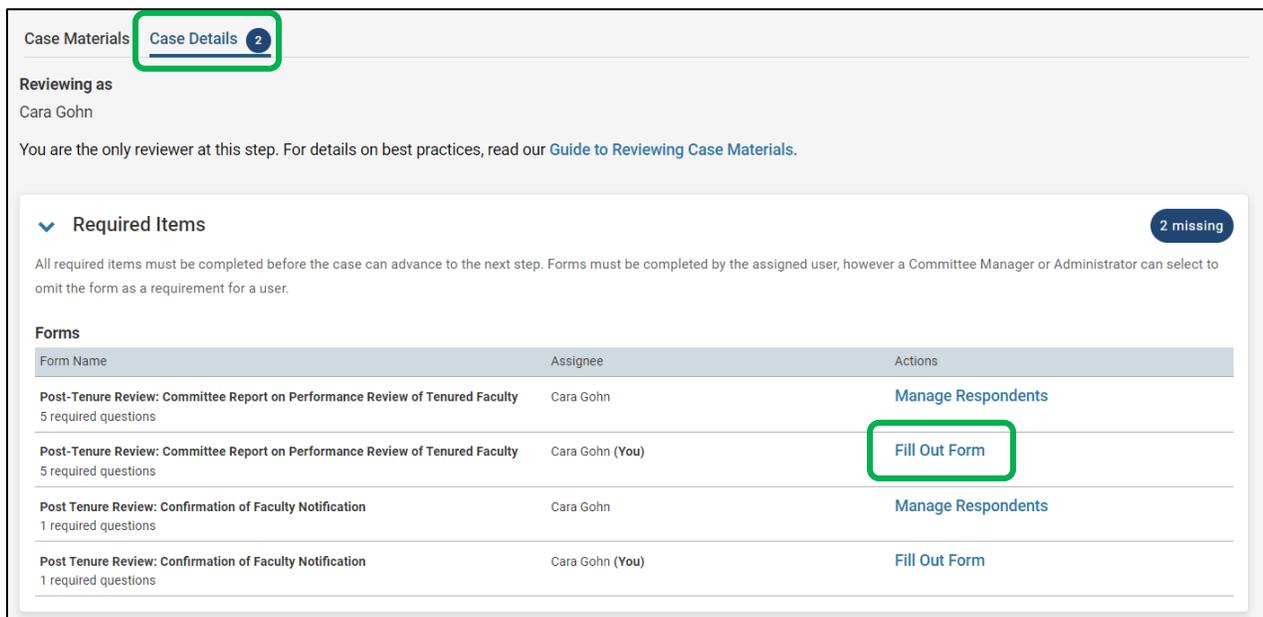


Committee members can choose “Read Case” to see all attached documentation from the candidate or scroll down on the Case Materials tab to view individual packet sections.



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

1. The Committee Chair will click “Fill Out Form” to complete the **Committee Report on Performance Review**.



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

0 / 8000 characters

Teaching Activity Summary Performance Review Evaluation *

- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Not Applicable

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

Overall Summary Performance Review Evaluation *

- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Not Applicable

Submit Form Save Responses Return to Case

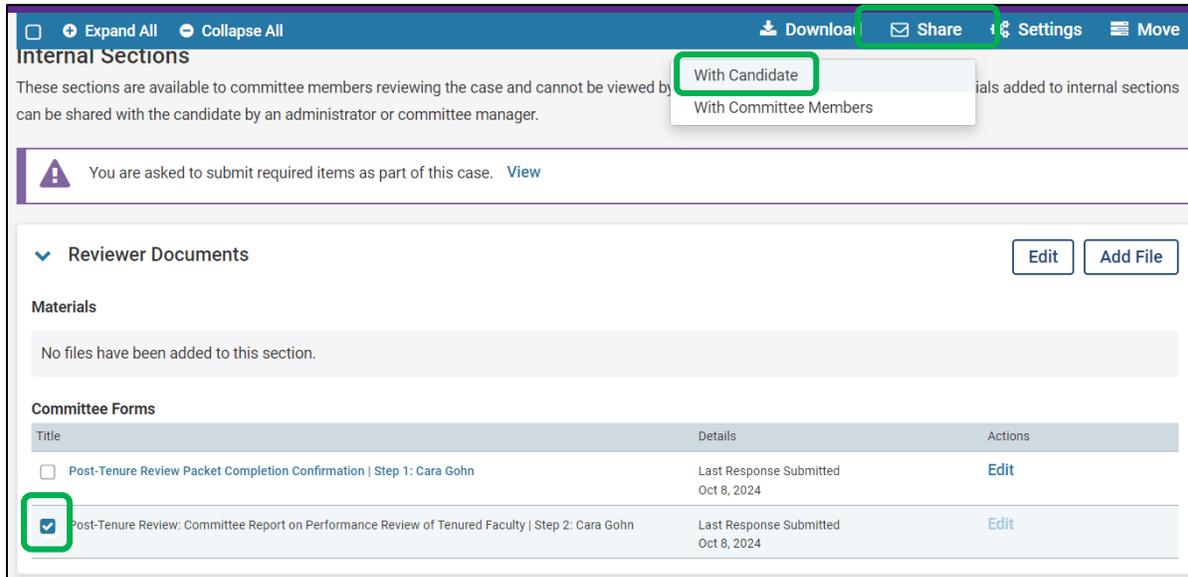
2. The committee chair must **share the Report on Performance** with the candidate and give the faculty member 14 calendar days to provide a written response.

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

▼ Reviewer Documents Edit Add File

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**.



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.

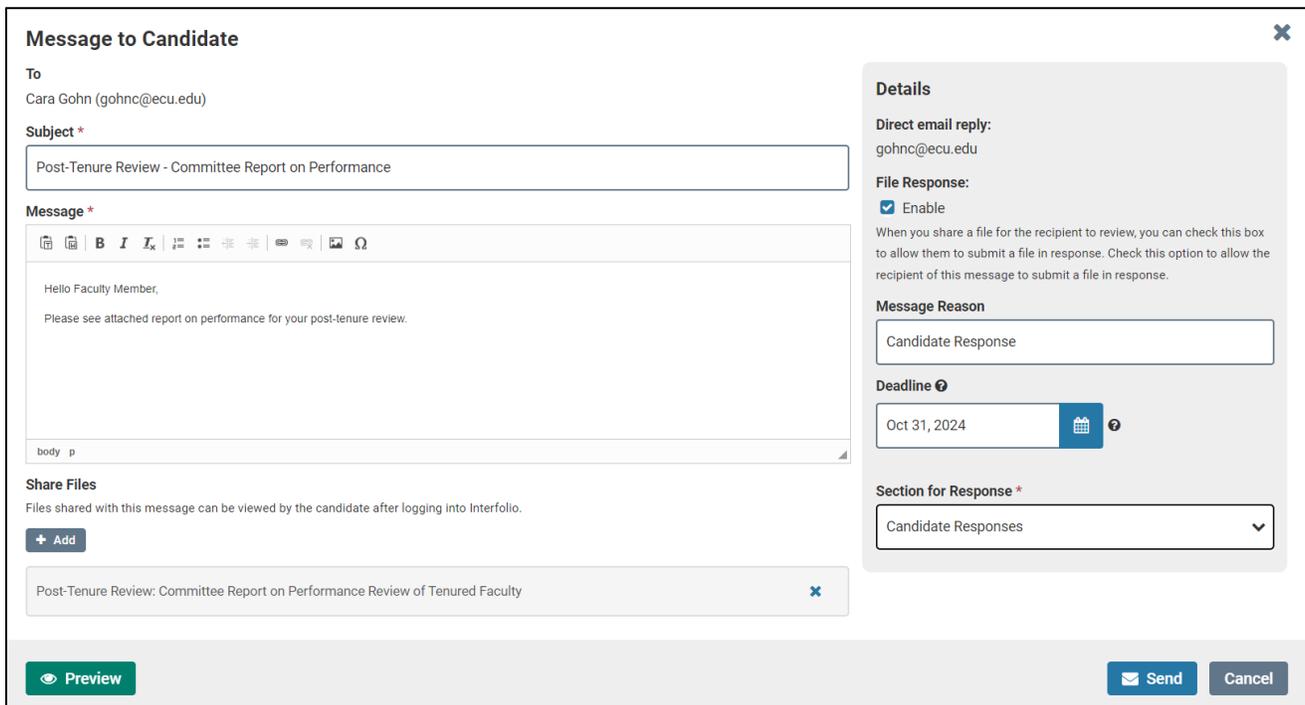
Enable a response.

Message Reason = Candidate Response to Committee Report on Performance

Deadline = 14 calendar days from current date

Section for Response = Candidate Responses

Click **Send**.



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.

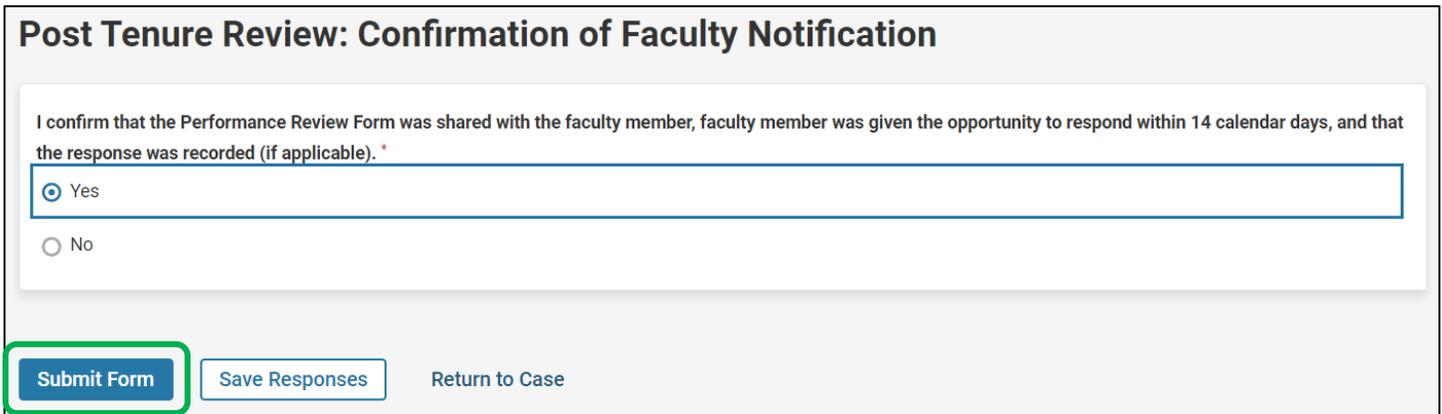
3. The committee chair will confirm that a response was received, if applicable, after 14 working days.

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



The screenshot shows a table with two rows. Each row contains the text 'Post Tenure Review: Confirmation of Faculty Notification' and '1 required questions' on the left, and the name 'Cara Gohn' in the middle. On the right side of the table, there are two buttons: 'Manage Respondents' and 'Fill Out Form'. The 'Fill Out Form' button is highlighted with a green border.

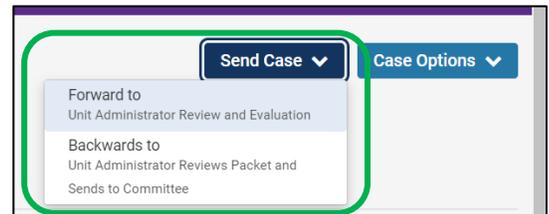
Complete the form and click **Submit Form**.



The screenshot shows a form titled 'Post Tenure Review: Confirmation of Faculty Notification'. The main text reads: 'I confirm that the Performance Review Form was shared with the faculty member, faculty member was given the opportunity to respond within 14 calendar days, and that the response was recorded (if applicable). *'. Below this text are two radio buttons: 'Yes' (selected) and 'No'. At the bottom of the form, there are three buttons: 'Submit Form' (highlighted with a green border), 'Save Responses', and 'Return to Case'.

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

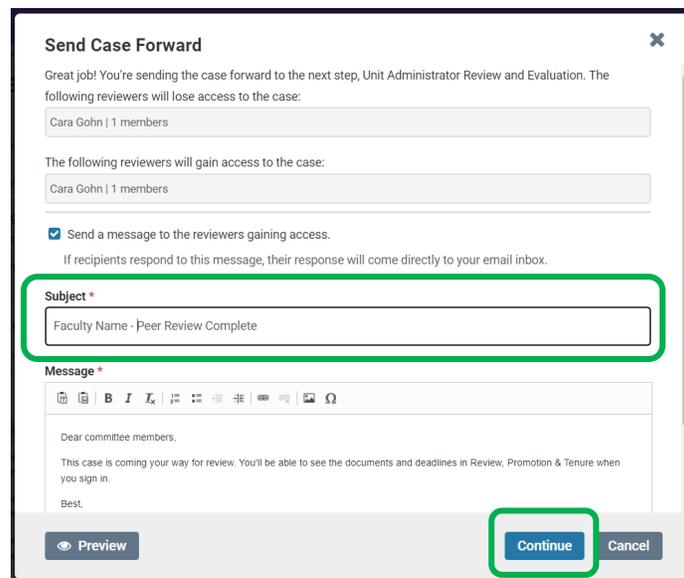
At the top of the screen, click Send Case > Forward to.



The screenshot shows a dropdown menu titled 'Send Case' with a 'Case Options' dropdown next to it. The 'Send Case' dropdown is open, showing three options: 'Forward to Unit Administrator Review and Evaluation' (highlighted with a green border), 'Backwards to Unit Administrator Reviews Packet and Sends to Committee', and an empty option.

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.



The screenshot shows a dialog box titled 'Send Case Forward'. It contains the following text: 'Great job! You're sending the case forward to the next step, Unit Administrator Review and Evaluation. The following reviewers will lose access to the case: Cara Gohn | 1 members'. Below this, it says 'The following reviewers will gain access to the case: Cara Gohn | 1 members'. There is a checked checkbox for 'Send a message to the reviewers gaining access.' and a note: 'If recipients respond to this message, their response will come directly to your email inbox.' The 'Subject' field is highlighted with a green border and contains the text 'Faculty Name - Peer Review Complete'. Below the subject field is a 'Message' field with a rich text editor toolbar and the following text: '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. Best,'. At the bottom of the dialog, there are three buttons: 'Preview', 'Continue' (highlighted with a green border), and 'Cancel'.