# Step 3 – Unit Administrator Completes Review and Written Evaluation

After the Peer Review Committee completes their review, the Post-Tenure Review packet will route to the Unit Administrator.

At that time, the Unit Administrator will receive an email and can navigate to the packet from the email, Faculty180 home screen, or "Cases" menu in Faculty180. Navigate to the packet by clicking on the faculty member's name.

Evaluations	Cases			CREATE CASE
Forms & Reports				
Vitas & Biosketches \land	Search cases			
Vitas	Cara	QFilter		
My Templates	$\square$			
Legacy Vitas				
Find Colleagues	1 of 1 cases			
Account Access	Filtered By: Review X Active Cases X	Reset Filters		
Administration 🗸				
	Name 🗸	Туре 🖨	Template Name 🗢	Status 🗢
Faculty180 Reviews				
Cases	Cara Gohn	Review	Post Tenure Review - All Colleges	Test Case
Templates	East Carolina University			
Administration	Step 3 of 5: Unit Administrator Review and Evaluation   Dec 9, 2024 🗛 Required Documents			
Poporto				

The unit administrator can select "Read Case" to see all attached documentation from the candidate and Peer Review Committee or scroll down on the Case Materials tab to view individual packet sections.

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

The unit administrator will complete the required tasks in Faculty180 by navigating to "Case Details" and completing the Required Items.

## 1. Click Add to upload the written evaluation.

Materials Case Details 3
ving as
ohn
e the only reviewer at this step. For details on best practices, read our Guide to Reviewing Case Materials.
Required Items 3 missing
quired items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case. Forms must be
pleted by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.
ten Evaluation
Administrators shall provide a written evaluation of the faculty member. Per the Faculty Manual Part 9, the evaluation shall explicitly state points of concurrence or points of variation from the w committee.
files have been added to this section.

 The unit administrator must share the written evaluation with the candidate and give the faculty member 14 calendar days to provide a written response. The written evaluation should be shared with the Peer Review Committee outside of Faculty180.

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



**Check the box** next to the evaluation you uploaded. In the blue ribbon at the top of the page click **Share > With Candidate**.

Expand All      Collapse All	📥 Download	🖂 Share	¢₿ Settings	Move 🗃
Internal Sections These sections are available to committee members reviewing the case and cannot be viewed by be shared with the candidate by an administrator or committee manager.	With Candidate With Committee Members the candidate. Please note tha	s t some materials	s added to interna	al sections can
You are asked to submit required items as part of this case. View				
Reviewer Documents			Edit	Add File
Materials	Details		Actions	
Unit Administrator Evaluation	Added by Cara Gohn 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 Unit Administrator Evaluation

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

**Section for Response =** Candidate Responses

Click Send.

Message to Candidate	×
To Cara Gohn (gohnc@ecu.edu)	Details
Subject *	Direct email reply:
Post-Tenure Review - Unit Administrator Evaluation	gohnc@ecu.edu File Response:
Message *	Enable
$\fbox{\begin{tabular}{cccccccccccccccccccccccccccccccccccc$	When you share a file for the recipient to review, you can check this box to allow them to submit a file in response. Check this option to allow the
Helio Faculty Member,	recipient of this message to submit a file in response. Message Reason
Please see attached evaluation.	Candidate Response
	Deadline @
body p A	
Share Files	Section for Response *
Files shared with this message can be viewed by the candidate arter logging into intertoilo.  Add	Candidate Responses 🗸
Unit Administrator Evaluation	
Preview	Send Cancel

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

3. The unit administrator will record an agreement/disagreement with the Report on Performance.

#### Navigate to Case Details and click Fill Out Form for the Unit Administrator Agreement form.

Forms		
Form Name	Assignee	Actions
Post-Tenure Review: Unit Administrator Agreement of Report on Performance Review 1 required questions	Cara Gohn	Manage Respondents
Post-Tenure Review: Unit Administrator Agreement of Report on Performance Review 1 required questions	Cara Gohn <b>(You)</b>	Fill Out Form

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

Post-Tenure Review: Unit Administrator Agreement of Report on Performance Review
Unit Administrator Agreement of Report on Performance Review*
• Agree
O Disagree
Comments (Optional)
$\fbox{\ } \textcircled{\ } \textcircled{\ } B I I_{x} \mid \underrightarrow{\ } \sub{\ } \operatornamewithlimits{\ } \operatorname{\ } \operatornamewithlimits{\ } \operatorname{\ } \operatorname$
0 / 8000 characters
Submit Form         Save Responses         Return to Case

#### 4. The unit administrator will **confirm that a response was received**, if applicable, after 14 working days.

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

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

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

I confirm that the Written Evaluation was shared with the faculty member, faculty member was given the oppresponse was recorded (if applicable).*	portunity to respond within 14 calendar days, and that the
• Yes	
O No	
ast saved on Oct 25, 2024 at 9:38 AM EDT Submit Form Save Responses Return to Case	
5. Finally, the unit administrator will send the case forward to	Send Case 🗸 Case Options 🗸
the Dean.	Forward to
At the top of the screen, click Send Case > Forward to.	Backwards to Peer Review Committee Completes Report on Performance

The unit administrator 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 Evaluation. The following reviewers will lose access to the case:	
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 inbox.	
Subject *	
Faculty Name - Peer Review Complete	
Message *	
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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,	