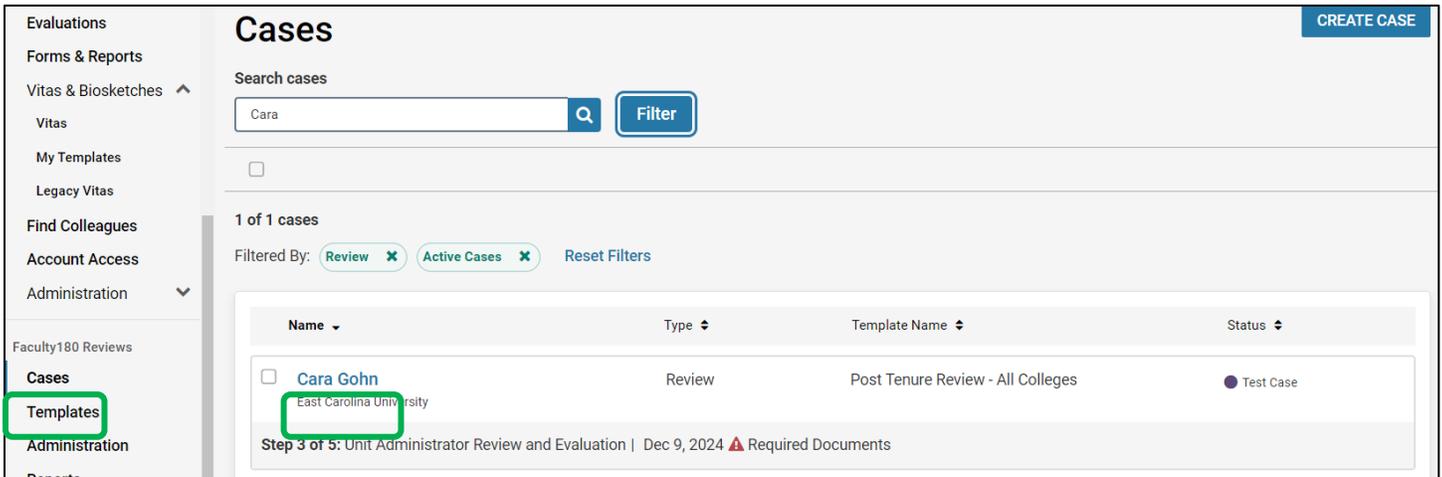


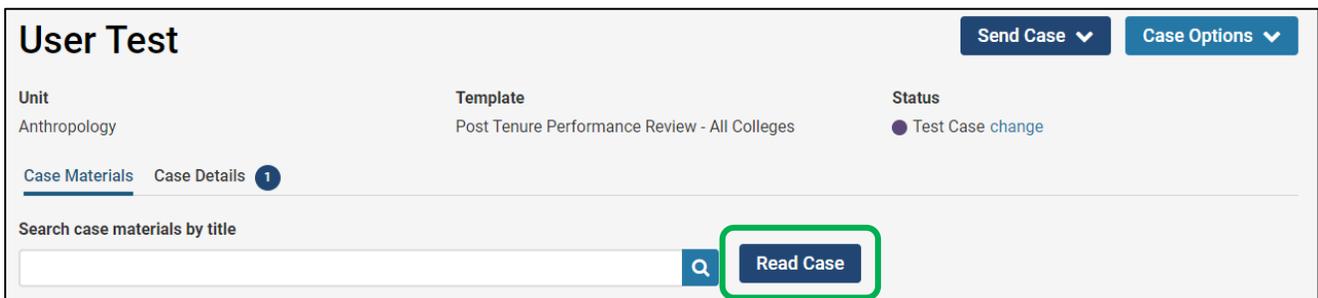
Step 3 – Unit Administrator Completes Review and Written Evaluation

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.

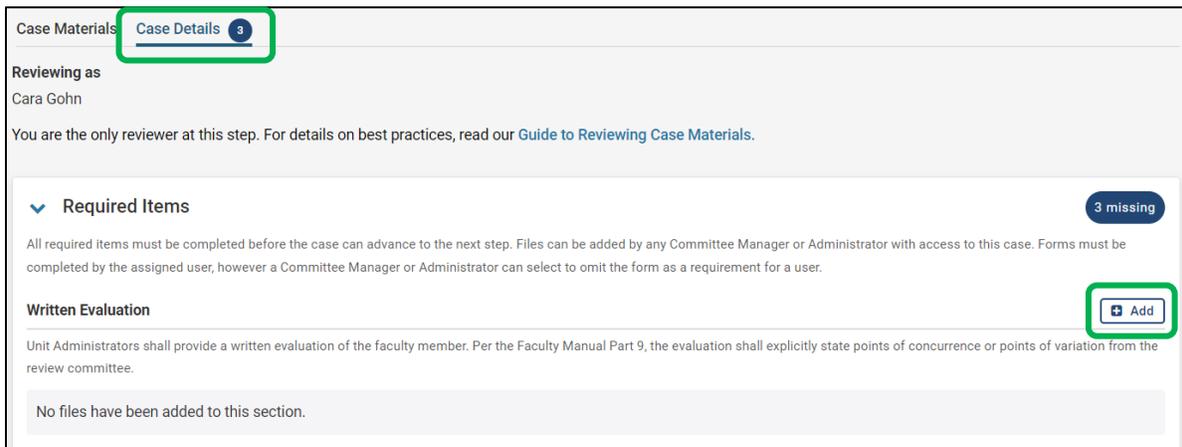


The unit administrator can select “Read Case” to see all attached documentation from the candidate and Peer Review Committee or scroll down on the Case Materials tab to view individual packet sections.



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.

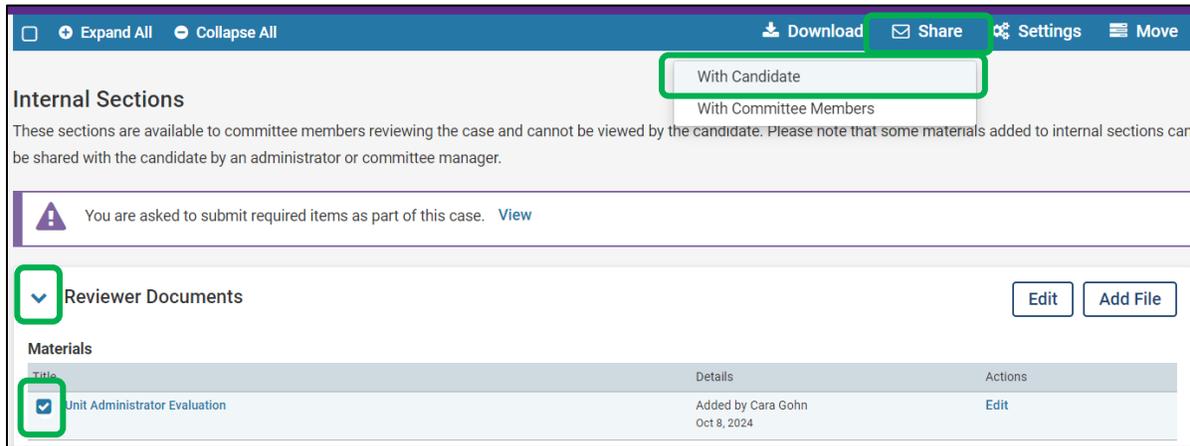


2. The unit administrator must **share the written evaluation** with the candidate and give the faculty member 14 calendar days to provide a written response. *The written evaluation should be shared with the Peer Review Committee outside of Faculty180.*

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**.



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.

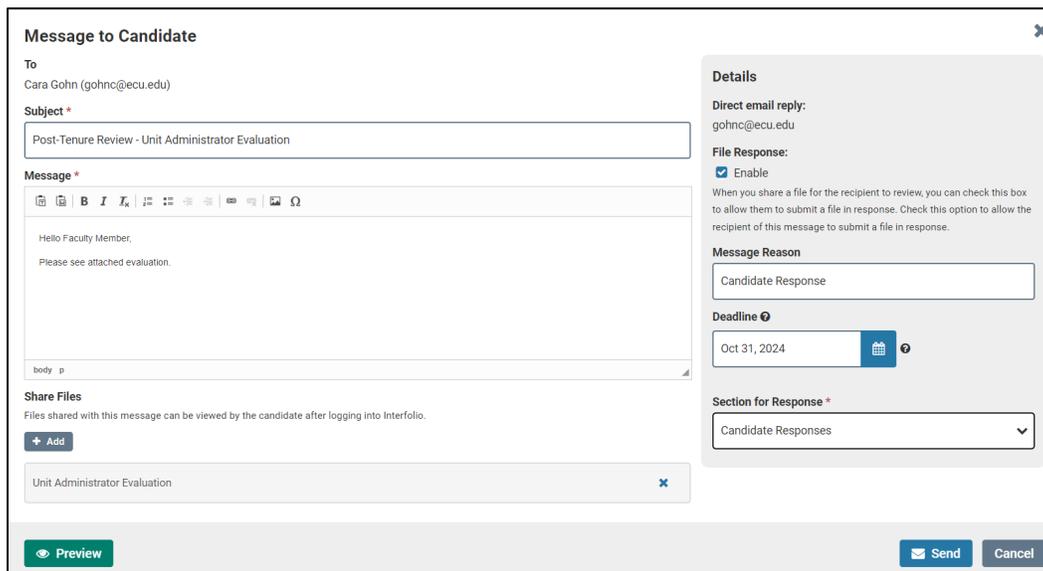
Enable a response.

Message Reason = Candidate Response to Unit Administrator Evaluation

Deadline = 14 calendar days from current date

Section for Response = Candidate Responses

Click **Send**.



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 (You) | 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

Disagree

Comments (Optional)



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 opportunity to respond within 14 calendar days, and that the response was recorded (if applicable). *

Yes

No

Last 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 the Dean.

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

Send Case ▾ Case Options ▾

Forward to
Dean Review and Evaluation

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 *

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,

Preview **Continue** Cancel