

Step 4 – Dean Completes Review and Written Evaluation

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

At that time, the Dean 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 screenshot shows the Faculty180 interface. On the left, a sidebar menu has 'Cases' highlighted. The main content area is titled 'Cases' and includes a 'CREATE CASE' button. A search bar contains the text 'Cara' and a 'Filter' button. Below the search bar, it indicates '1 of 1 cases' and 'Filtered By: Review Active Cases Reset Filters'. A table lists the case details:

Name	Type	Template Name	Status
Cara Gohn East Carolina University	Review	Post Tenure Review - All Colleges	Test Case

Below the table, a progress indicator shows 'Step 4 of 5: Dean Review and Evaluation | Feb 1, 2025' and a warning icon with the text 'Required Documents'.

The Dean can select “Read Case” to see all attached documentation from the candidate, Peer Review Committee and Unit Administrator or scroll down in the Case Materials tab to view individual packet sections.

The screenshot shows the 'User Test' page. At the top, there are buttons for 'Send Case' and 'Case Options'. Below, the 'Unit' is 'Anthropology', the 'Template' is 'Post Tenure Performance Review - All Colleges', and the 'Status' is 'Test Case'. There are tabs for 'Case Materials' and 'Case Details'. A search bar for 'Search case materials by title' is present, followed by a 'Read Case' button.

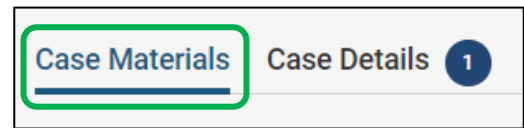
The Dean will complete the required tasks in Faculty180 by navigating to “Case Details” and completing the Required Items.

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

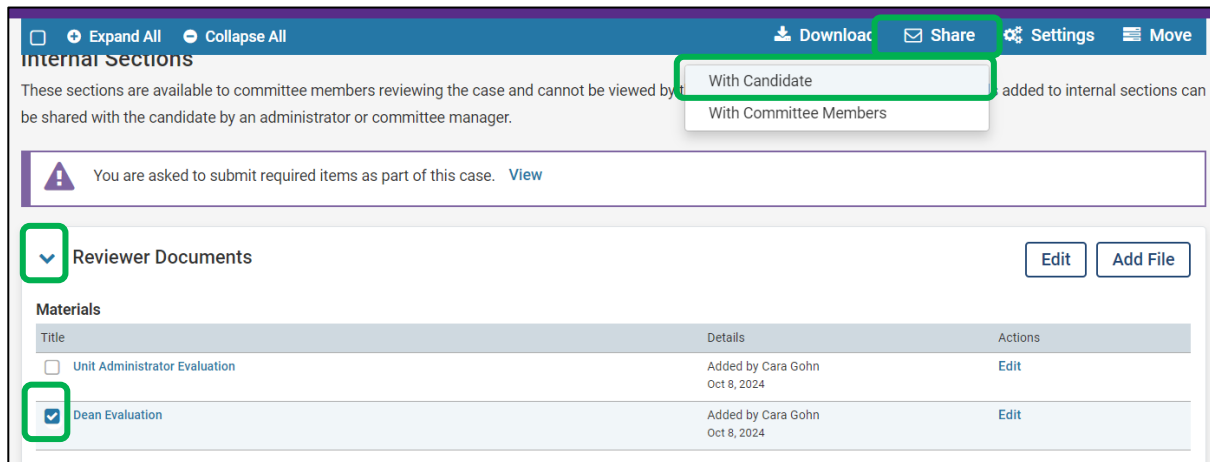
The screenshot shows the 'Case Details' page. At the top, it says 'Reviewing as: Cara Gohn'. Below this, there is a 'Required Items' section with a '3 missing' indicator. Under 'Written Evaluation', there is an 'Add' button.

2. The Dean 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 and Unit Administrator 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 Dean 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 Dean will record an agreement/disagreement with the Report on Performance.

Navigate to **Case Details** and click **Fill Out Form** for the **Dean Agreement** form.

Forms		
Form Name	Assignee	Actions
Post-Tenure Review: Dean Agreement of Report on Performance Review 1 required questions	Cara Gohn	Manage Respondents
Post-Tenure Review: Dean 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: Dean Agreement of Report on Performance Review

Dean Agreement of Report on Performance Review *

☒ Agree

☐ Disagree

Comments (Optional)



0 / 8000 characters

[Submit Form](#) [Save Responses](#) [Return to Case](#)

4. The Dean 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 Dean will **send the case forward**.

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

Send Case Case Options

Forward to Administration

Backwards to Unit Administrator Review and Evaluation

The Dean 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