

Updating Committees in Faculty180 Reviews

1. Faculty180 Reviews Module

Faculty180 Reviews (formerly RPT) is an online platform for carrying out formal faculty reviews, built to help academic institutions ensure that these processes are transparent, equitable, efficient, and well-documented.

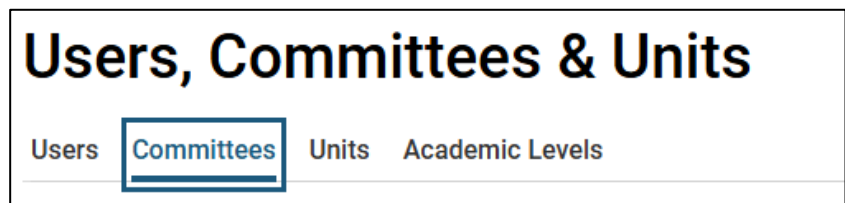
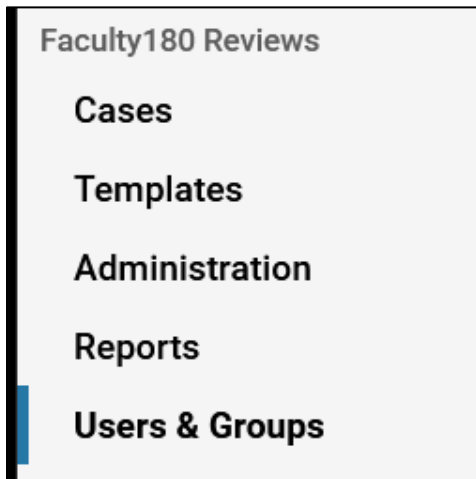
2. Definitions

Committee Member – Committee Members have the most basic permissions within the system. They can view a candidate's packet.

Committee Managers - Committee Managers have the permissions to move a case backward or forward after a committee has finished reviewing. Committee managers also have the sole responsibility of completing all requirements in the case. Typically, the individual designated as committee manager will be the Chair of the committee.

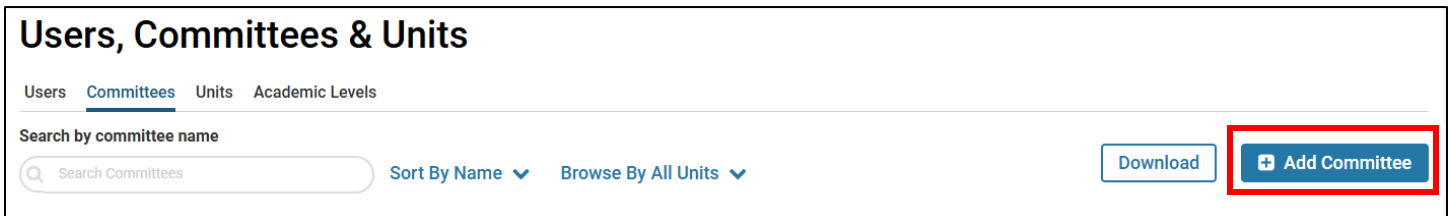
3. How to Navigate to View and Update Committees

Navigate to Faculty180 Reviews > Users & Groups > Committees



4. How to Add a New Committee

In Users & Groups > Committees, click “Add Committee.”



The screenshot shows the 'Users, Committees & Units' interface. At the top, there are navigation tabs for 'Users', 'Committees', 'Units', and 'Academic Levels'. Below the tabs is a search bar labeled 'Search by committee name' with a search icon and the text 'Search Committees'. To the right of the search bar are two dropdown menus: 'Sort By Name' and 'Browse By All Units'. Further right are two buttons: 'Download' and 'Add Committee'. The 'Add Committee' button is highlighted with a red rectangular box.

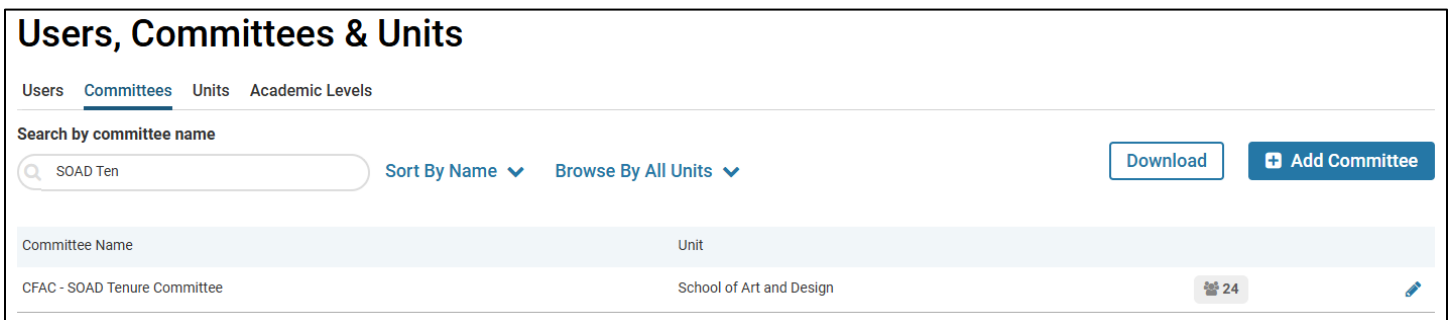
A new window will populate. Enter the committee name and the unit for which it is designated. Pay close attention to the naming convention already used for committees in that unit and follow the same logic. Click Save.




The screenshot shows the 'Add Committee' modal form. It has a title 'Add Committee' and a close button (X) in the top right corner. The form contains two main sections: 'Name *' and 'Unit'. The 'Name *' section has a text input field with the placeholder text 'Committee Name'. The 'Unit' section has a dropdown menu with the placeholder text '- Select Unit -'. At the bottom right of the form is a 'Save' button with a checkmark icon.

5. How to Update the Members of an Existing Committee

Use the search bar in to search for the committee and then click the edit pencil to view the committee members.



The screenshot shows the 'Users, Committees & Units' interface. At the top, there are navigation tabs for 'Users', 'Committees', 'Units', and 'Academic Levels'. Below the tabs is a search bar labeled 'Search by committee name' with a search icon and the text 'SOAD Ten'. To the right of the search bar are two dropdown menus: 'Sort By Name' and 'Browse By All Units'. Further right are two buttons: 'Download' and 'Add Committee'. Below the search bar is a table with the following data:

Committee Name	Unit	
CFAC - SOAD Tenure Committee	School of Art and Design	24 

A new window will populate where existing committee members are listed. Click on the X next to the individuals who need to be removed from the committee.

24 **Committee Members**

RH	Robin Haller hallerr@ecu.edu		MH	Mi-Sook Hur hurm@ecu.edu	
HJ	Hanna Jubran jubranh@ecu.edu		DK	Daniel Kariko karikod@ecu.edu	

To add new committee members, scroll down until you see the search by. Search by the individual's name and when their user profile populates, click "Add."

Sort By Name

First Name	Last Name	Email	
Cara	Gohn	gohnc@ecu.edu	Add

6. How to Designate the Chair of the Committee

Designate the chair of the committee by clicking on the "star" beside their name. *Note: Only one person can be given this designation per committee.*

24 **Committee Members**

BB	Beth Blake blakeb@ecu.edu		JC	Jessica Christie christiej@ecu.edu	
JE	John Eagle eagles@ecu.edu		ME	Matthew Egan eganm@ecu.edu	