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.
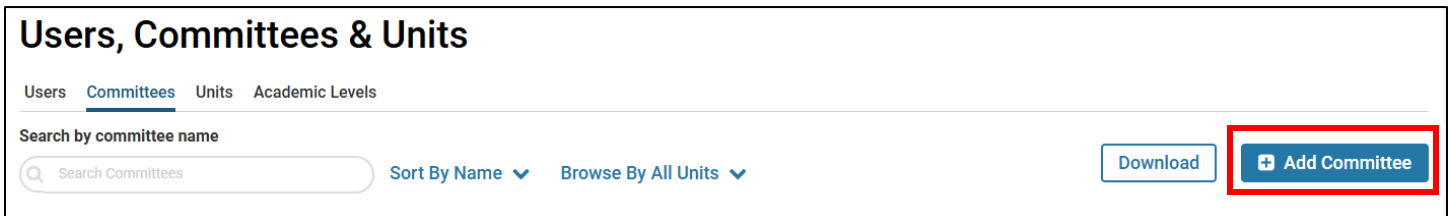
3. How to Navigate to View and Update Committees

Navigate to Faculty180 Revies > Users & Groups > Committees
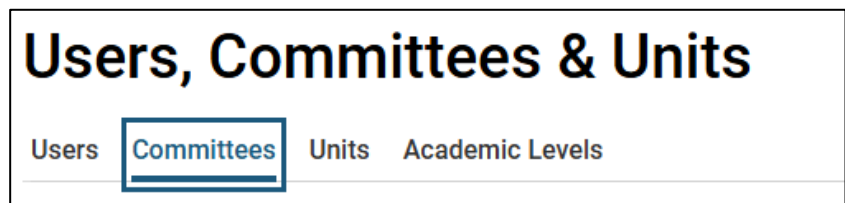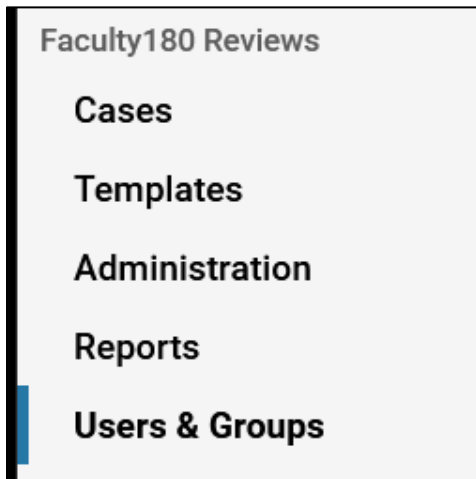
4. How to Add a New Committee

In Users & Groups > Committees, click "Add Committee."

Users, Committees & Units

Users Committees Units Academic Levels

Search by committee name

[🔍 Search Committees]   Sort By Name ⌄   Browse By All Units ⌄   [Download]   [➕ Add Committee]
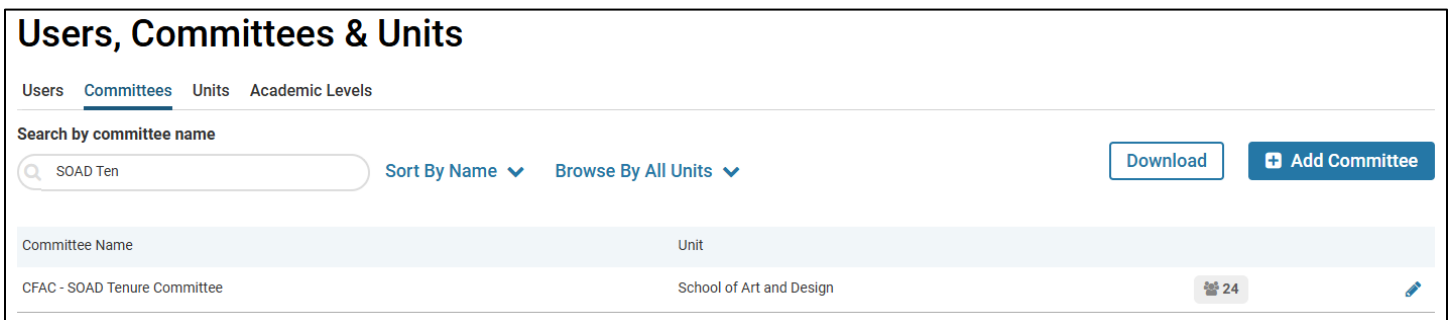
A new window will populate. Enter the committee name and the unit for which it is designated. Pay close attention to the naming convention already used for committees in that unit and follow the same logic. Click Save.

Add Committee   ✖

Name *

[Committee Name]

Unit

[— Select Unit —   ▼]

                                                    [✔ Save]

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.

Users, Committees & Units

Users Committees Units Academic Levels

Search by committee name

[🔍 SOAD Ten]   Sort By Name ⌄   Browse By All Units ⌄   [Download]   [➕ Add Committee]

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.

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."

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.*