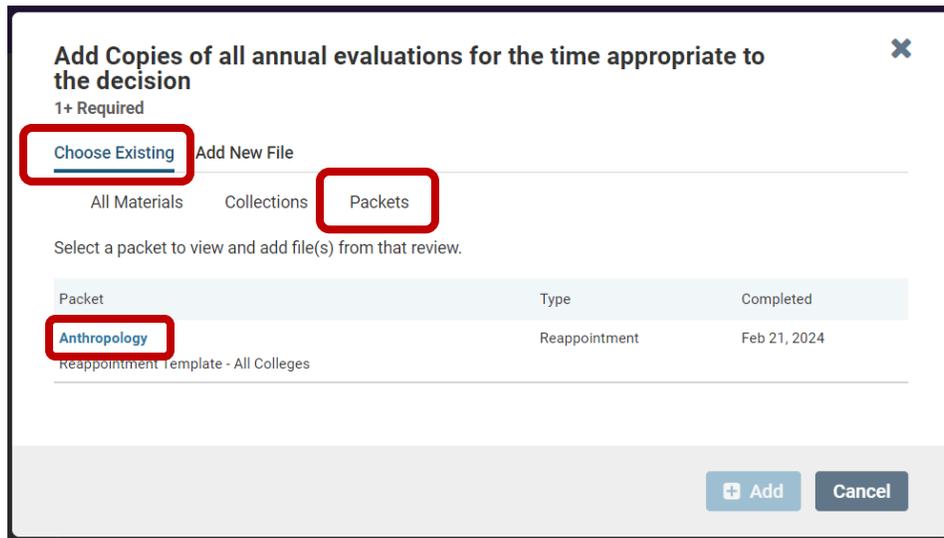# Faculty180 – Uploading Documents from a Previous PAD

When working on a PAD for Reappointment, Tenure or Promotion, the documents that you submitted in any previous PAD in Faculty180 are available to load into a current PAD. Follow the steps below to find those previous documents.

➢ Within the PAD section that you wish to load documents, click the "Add" button.

Copies of all written communications with candidate on progress toward tenure   1+ required, 2 Added   Add

➢ Within the "Choose Existing" tab, click on "Packets." All of your previous packets and PADs will appear as options to choose from. Click on the appropriate packet.

Add Copies of all annual evaluations for the time appropriate to the decision
1+ Required

Choose Existing   Add New File

All Materials   Collections   **Packets**

Select a packet to view and add file(s) from that review.

Packet	Type	Completed
Anthropology	Reappointment	Feb 21, 2024
Reappointment Template - All Colleges		

＋ Add   Cancel

➢ Once you've chosen the appropriate packet, you will be given the option to select the exact documents that you wish to load > Click "Add."

Add Copies of all annual evaluations for the time appropriate to the decision
1+ Required

Completed: Feb 21, 2024

☐ All documents in this review in a single PDF

Candidate Documents

☐ Cumulative_Report_Cara_Gohn

Records of Evaluation (from Part X.I.C)

☐ UnitCode_Cara_Gohn

☐ 2022_PTT_Cara_Gohn

☐ 2023_PTT_Cara_Gohn

☑ 2022_Annual_Eval_Cara_Gohn
☑ 2023_Annual_Eval_Cara_Gohn

☐ Assigned_Duties_Cara_Gohn

☐ All_Years_Criteria_Discussions_Cara_Gohn

Supporting Materials (formerly in Part D)

＋ Add   Cancel