

Five-Year Post Tenure Assessment – Candidate Submission Documentation

Beginning Fall 2022, an enhanced and optimized review system will be utilized for all faculty reviews. Data will still be integrated from Faculty180, but the movement of this information will occur within the 'Review, Promotion, and Tenure (RPT)' product. Using RPT will result in an improved experience for both the faculty member and the evaluators. To officially submit your information, follow the steps below:

1. Once you log in to Faculty180, select 'Your Packets' in the upper left-hand corner. Then, select the evaluation within the Active section.

Home	Your Packets			
Your Packets Faculty180	Active			
Announcements & Help	Packet	Туре	Status	Due Date
Profile				
Evaluations				
Forms & Reports				
Vitas & Biosketches V Find Colleagues				
Account Access	Five-Year Post-Tenure Professional Assessment	Review	Not Submitted	Case due Nov 13, 2022 View
Administration 🗸				

2. Select, 'Packet' and then 'Regenerate' within the Faculty180 Vita section to bring in your updated information. Select 'Regenerate' again.

,	Faculty180 Vita Not Yet Submitted Unlocked				
	Title	Details	Actions		
	StandardCV Spring 2016 - Fall 2022 4 attachments included	Generated Aug 26, 2022	Regenerate		

3. Select, 'Packet' and then 'Add' within the Evaluations box. This will allow your previous evaluations that were submitted to Faculty180 to be viewable to your evaluators.

University of Toledo > Your Packets > Five-Year Post-Tenure Professional Assessment							
Unit College of Arts	s and Letters	Type Review	Packet Deadline Type Soft Deadline	Packet Due Date Nov 13, 2022			
Overview Pa	acket Dand All 🗢 Collapse A	II					
•	Faculty180 Vita Not Yet Submitted	ocked		Sub	mit		
	Title		Details	Actions			
	StandardCV Spring 2017 - Fall 2022 4 att	achments included	Generated Sep 22, 2022	Regenerate			
• •	Past Evaluations Not Yet Submitted Un Evaluations that were pr	locked eviously submitted throug	ih Faculty180	Submit 0 O Requi	f 1 red Files		
	Add Past Evaluations fro	om Faculty180 1+ require	ed, 0 Added	Ad	d		
	No files have been add	ed yet.					



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4. Select the box to the left of 'All' to import all previous evaluations. Once selected, press 'Add'.

If you do not have any evaluations listed within this section, please skip to step 5.

Cho	oose Existing Add New File
	All Materials Packets
	Search O Filter
	All
•	2017 College Personnel Committee Recommendation
≤	2017 Department Chair Recommendation
•	2017 Department Personnel Committee Recommendation
	2018 ARPA Review Confirmation
2	2019 Department/School personnel Committee Review

- 5. To view your information as it will present to your evaluators, select, 'Preview Packet' in the upper right-hand corner. To return to the previous screen, select the X in the upper right-hand corner.
 - a. If any information is not displaying, you can edit the Profile and Activities categories within Faculty180.
 Once you have edited or updated your information there, follow step 2 to regenerate your information again. You can then repeat step 5 to confirm that your information displays.

University of Toledo > Your Packets > Five-Year Post-Tenure Professional Assessment View Instructions							
Unit College of Arts and Letters	Type Review	Packet Deadline Type Soft Deadline	Packet Due Date Nov 13, 2022				
Overview Packet							
□ ✓ Faculty180 Vita Not Yet Submitted □	nlocked			Submit			

6. To confirm that your information is complete and ready for review, select 'Fill Out Form,' check 'Confirm,' then 'Save Responses.' Select 'Return to Packet'.

Dossier Subr	nission
Elissa Falcone	
I confirm that this Dossier	is complete, has been updated and is being submitted for review *
Confirm	
Last Saved on Jul 8, 2022 at 12:5	9 PM
Save Responses	Return to Packet

The system locks your information to editing once submitted, but you can email <u>Faculty180@utoledo.edu</u> to have your information unlocked if within the window noted above.

September 2022



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7. To officially submit your packet for review, check within the box to the left of 'Preview Sections'. And then 'Submit Sections'. On the following box, select 'Yes'. Each level of the evaluation will share their letters with you through this system. You will have the opportunity to request reconsideration within a five-day window, if desired. If you do not wish to request reconsideration, respond to the evaluator with your confirmation. That will move your packet to the next level.

After submitting, your Department Personnel Committee will receive access to your information. It is acceptable to submit your information prior to the deadline listed on the Academic Personnel Calendar.

University of Toledo > Your Packets >									
Five-Year Post-Tenure Professional Assessment - AR									
Unit College	of Arts and Letters	Type Review	Packet Deadline Type Soft Deadline	Packet Due Date Nov 13, 2022					
Overvie	w Packet								
	Preview Sections Submit Sections Collapse All								
	> Faculty18 Not Yet Subr	0 Vita nitted Unlocked			Submit				
Ø	> Past Evalu Not Yet Subr	nations nitted Unlocked		Preview Submit	15 of 1 Required Files				
	Candidate	Confirmation 2022 Not Yet Submitted Unlocked		Submit	0 of 0 Required Files				