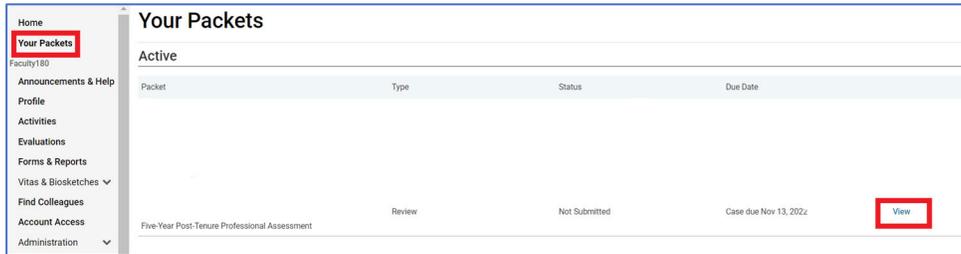


Five-Year Post Tenure Assessment – Candidate Submission Documentation

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:

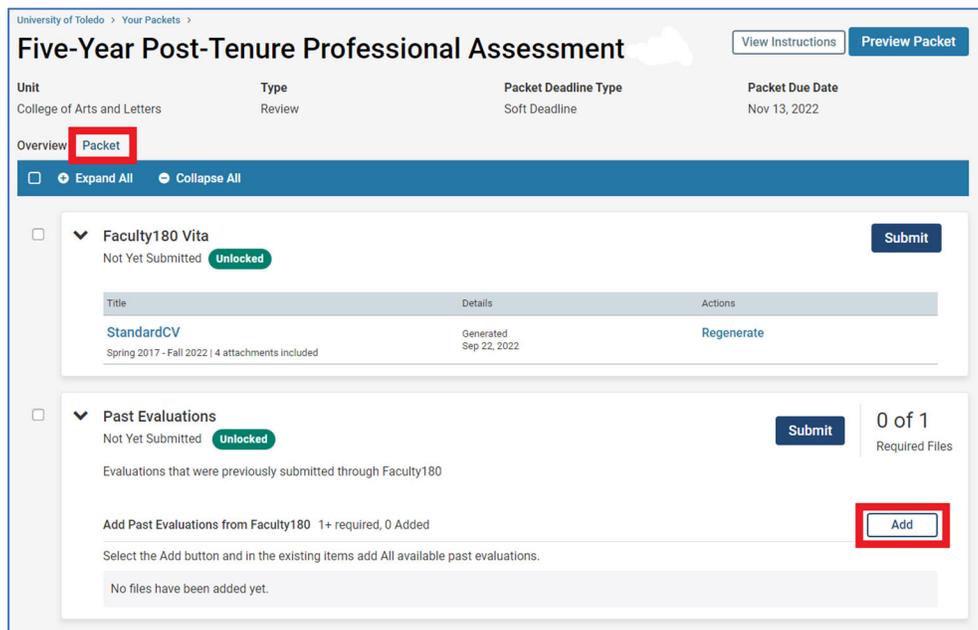
1. Once you log in to Faculty180, select ‘Your Packets’ in the upper left-hand corner. Then, select the evaluation within the Active section.



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



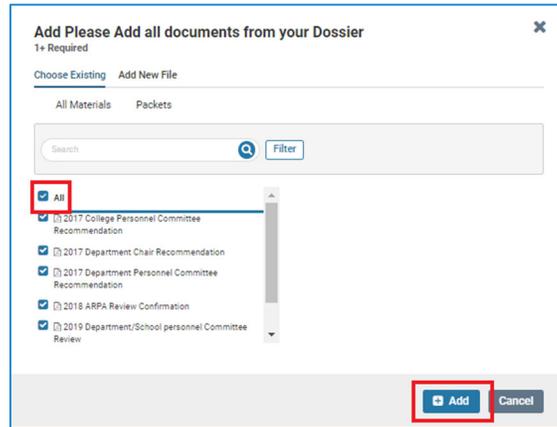
3. Select, ‘Packet’ and then ‘Add’ within the Evaluations box. This will allow your previous evaluations that were submitted to Faculty180 to be viewable to your evaluators.



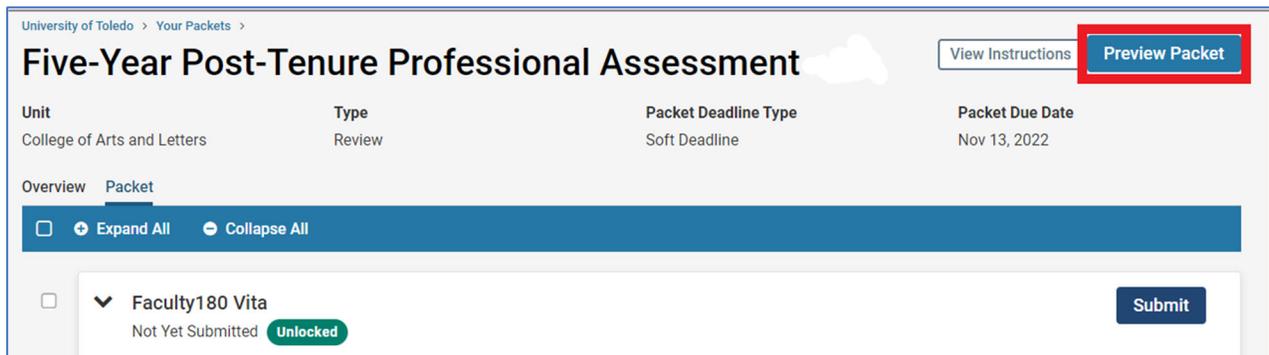
Five-Year Post Tenure Assessment – Candidate Submission Documentation

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

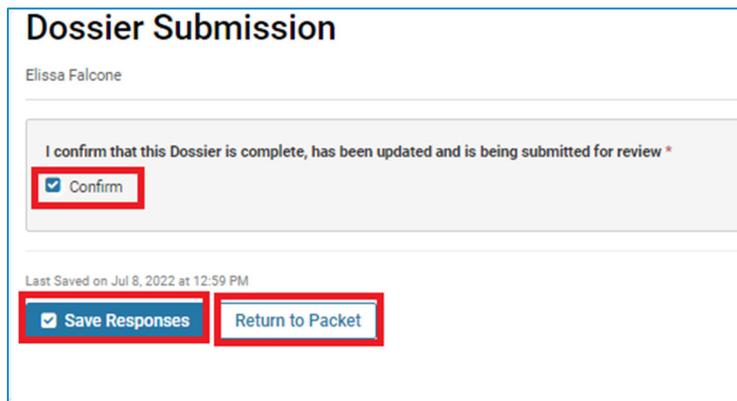
If you do not have any evaluations listed within this section, please skip to step 5.



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.



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’.



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

Five-Year Post Tenure Assessment – Candidate Submission Documentation

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

View Instructions
Preview Packet

Unit	Type	Packet Deadline Type	Packet Due Date
College of Arts and Letters	Review	Soft Deadline	Nov 13, 2022

Overview Packet

Preview Sections
Submit Sections
+ Expand All
- Collapse All

> Faculty180 Vita

Submit

Not Yet Submitted
Unlocked

> Past Evaluations

Preview
Submit

Not Yet Submitted
Unlocked

15 of 1
Required Files

> Candidate Confirmation

Submit

Due: Nov 14, 2022 | Not Yet Submitted
Unlocked

0 of 0
Required Files