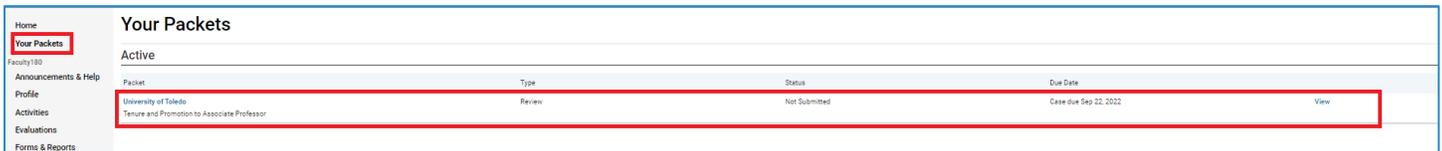


Candidate Submission Documentation – Tenure and/or Promotion

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.



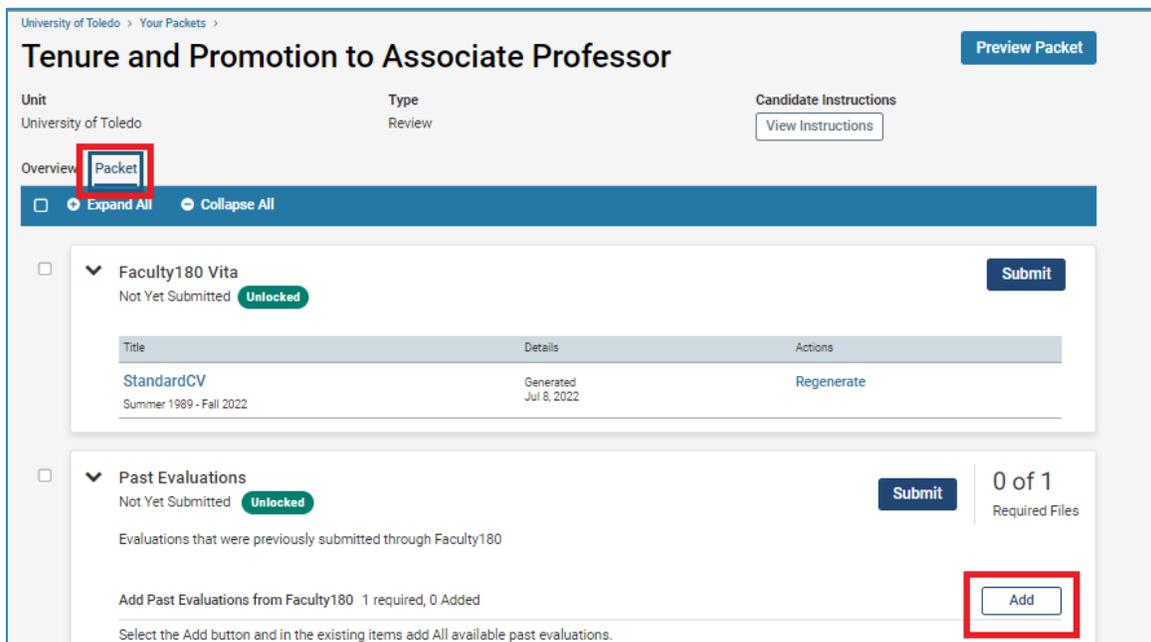
Packet	Type	Status	Due Date	
University of Toledo Tenure and Promotion to Associate Professor	Review	Not Submitted	Case due Sep 22, 2022	View

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



Title	Details	Actions
StandardCV	Generated Aug 18, 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.



Tenure and Promotion to Associate Professor [Preview Packet](#)

Unit: University of Toledo | Type: Review | Candidate Instructions: [View Instructions](#)

Overview | **Packet**

Title	Details	Actions
StandardCV Summer 1989 - Fall 2022	Generated Jul 8, 2022	Regenerate

Past Evaluations | [Submit](#) | 0 of 1 Required Files

Evaluations that were previously submitted through Faculty180

Add Past Evaluations from Faculty180 1 required, 0 Added

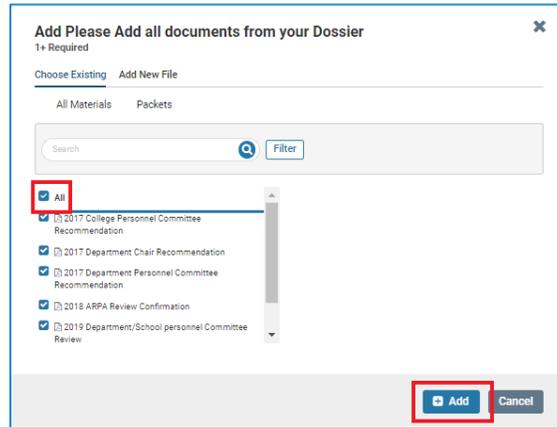
Select the Add button and in the existing items add All available past evaluations.

[Add](#)

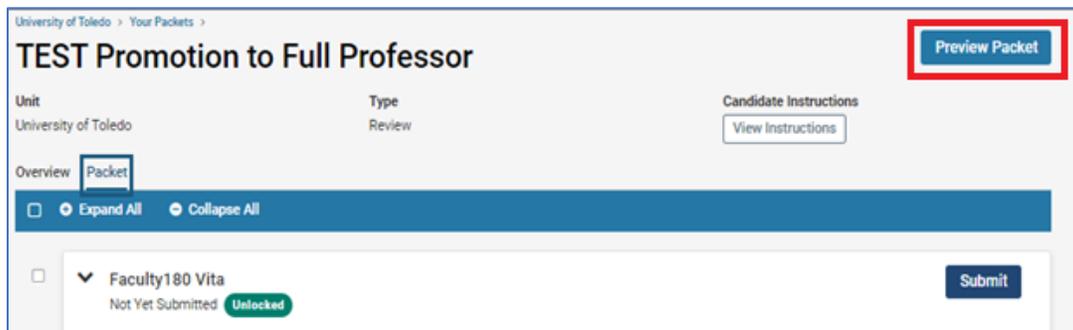
Candidate Submission Documentation – Tenure and/or Promotion

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

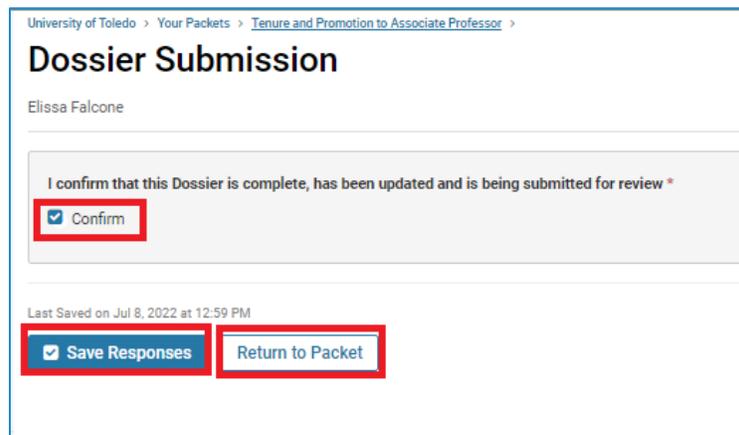
If you do not have any evaluations listed within this section, please skip to step 5.



- 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.



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



Per the [Collective Bargaining Agreement](#) (Article 9.2.3.2), "Members may continue to add to their dossier until five (5) days after evaluation by their Department Chair. Items shall only be added to the dossier with a corresponding cover letter specifically identifying the item(s) and date of addition. Thereafter, the file shall be considered sealed, and all subsequent evaluators shall make their judgments based on the file as presented. All evaluating units have the right

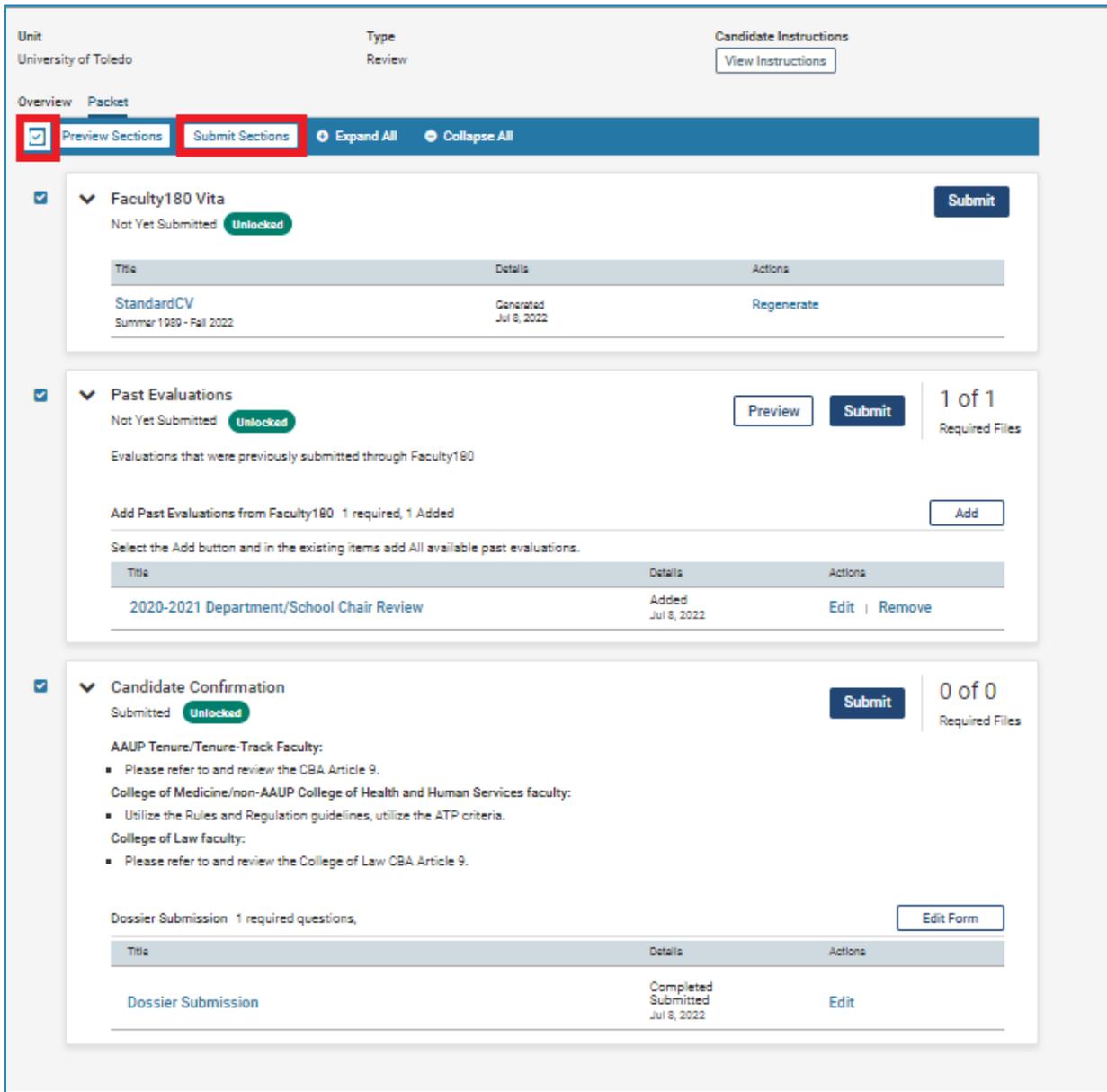
Candidate Submission Documentation – Tenure and/or Promotion

to request in writing to the Member a clarification of dossier contents, but “clarification” shall not require additional documentation or materials to be submitted by the Member.

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.

- 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’.

After submitting, your Department Personnel Committee will receive access to your information. It is acceptable to submit your information prior to the 9/22 deadline, if you would like.



The screenshot shows the Faculty180 submission interface for the University of Toledo. The 'Unit' is 'University of Toledo' and the 'Type' is 'Review'. There are tabs for 'Overview' and 'Packet'. A navigation bar contains 'Preview Sections' (checked), 'Submit Sections', 'Expand All', and 'Collapse All'. Three sections are visible:

- Faculty180 Vita**: Not Yet Submitted, Unlocked. Includes a table with columns 'Title', 'Details', and 'Actions'. One entry: 'StandardCV' (Summer 1989 - Fall 2022), Generated Jul 8, 2022, with a 'Regenerate' action.
- Past Evaluations**: Not Yet Submitted, Unlocked. Includes a 'Preview' button, 'Submit' button, and '1 of 1 Required Files'. Text: 'Evaluations that were previously submitted through Faculty180'. An 'Add' button is present. A table below shows one entry: '2020-2021 Department/School Chair Review', Added Jul 8, 2022, with 'Edit' and 'Remove' actions.
- Candidate Confirmation**: Submitted, Unlocked. Includes a 'Submit' button and '0 of 0 Required Files'. Text: 'AAUP Tenure/Tenure-Track Faculty: Please refer to and review the CBA Article 9.', 'College of Medicine/non-AAUP College of Health and Human Services faculty: Utilize the Rules and Regulation guidelines, utilize the ATP criteria.', 'College of Law faculty: Please refer to and review the College of Law CBA Article 9.'. An 'Edit Form' button is present. A table below shows one entry: 'Dossier Submission', Completed Submitted Jul 8, 2022, with an 'Edit' action.

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.