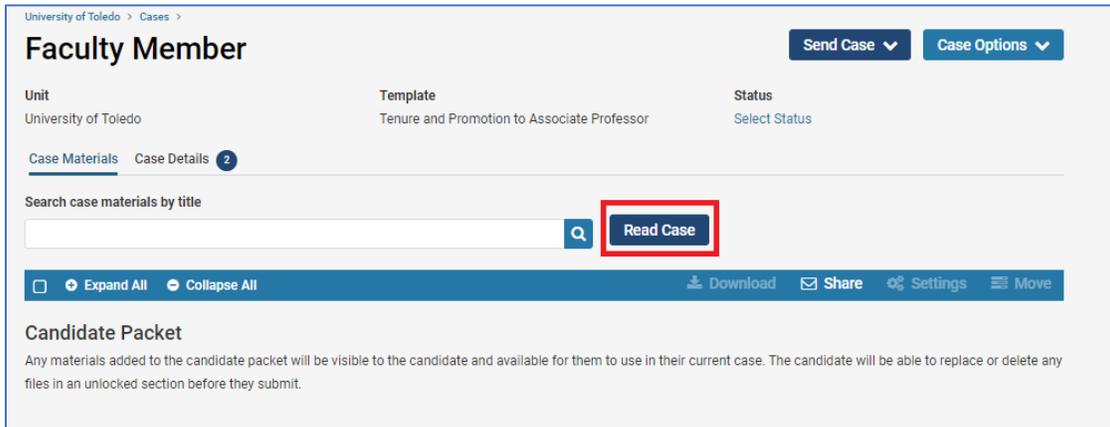


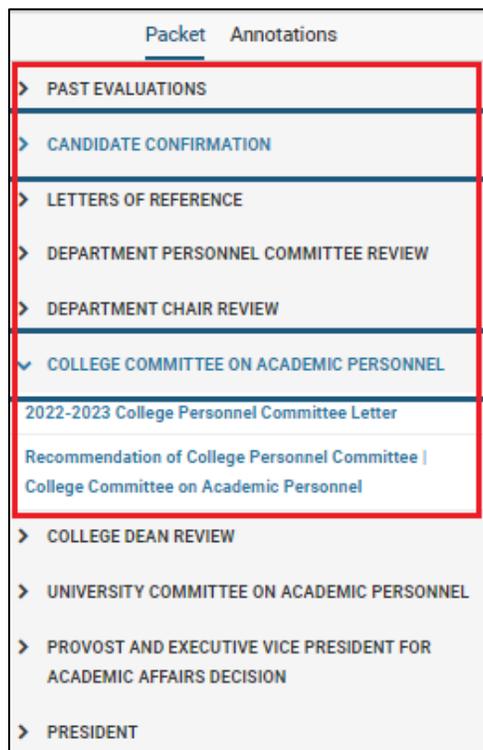
### Tenure and/or Promotion Reviews: Dean

**Reading the case:** Deans are notified by e-mail when an evaluation has been assigned to them. A notification message also displays in the To Do section on their Dashboard in Faculty 180.

- To view the information the candidate has submitted, select 'Read Case'



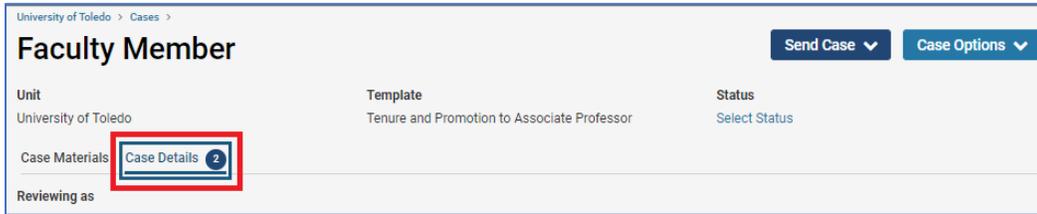
- All information that the faculty member has entered will appear in the window that opens. Unlike Faculty180, you no longer need to download the attachments the faculty has included. All information will be viewable within a document reader. Utilize the left-hand menu bar to navigate to the varying sections.
  - Faculty180 Vitae** – all information the faculty has entered within Faculty180
  - Past Evaluations** – all evaluations previously submitted within Faculty180
  - Candidate Confirmation** – confirmation from the faculty member regarding information included
  - Letters of Reference** – external reference letters (uploaded by the Department Chair)
  - Department Personnel Committee Review** – committee letter and recommendation
  - Department Chair Review** – Chair's letter and recommendation
  - College Personnel Committee Review** – committee letter and recommendation



### Tenure and/or Promotion Reviews: Dean

#### Submitting your recommendation and letter:

3. Select 'Case Details'



University of Toledo > Cases >

## Faculty Member

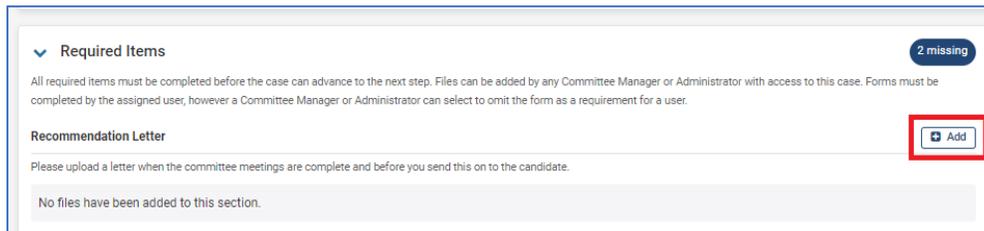
**Send Case** **Case Options**

Unit: University of Toledo | Template: Tenure and Promotion to Associate Professor | Status: Select Status

Case Materials: **Case Details** (2)

Reviewing as

4. Select 'Add' within the Required Items section to attach your letter.



Required Items (2 missing)

All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

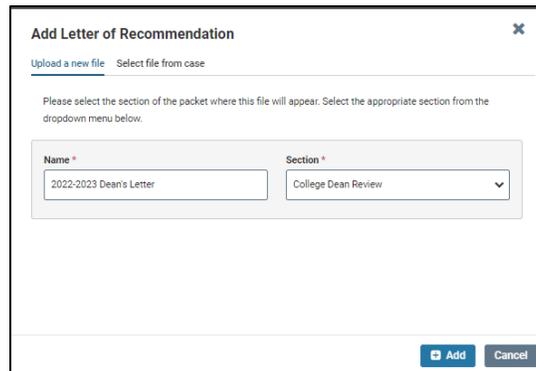
**Recommendation Letter** **Add**

Please upload a letter when the committee meetings are complete and before you send this on to the candidate.

No files have been added to this section.

**Name – 2022-2023 Dean’s Letter**

**Section – College Dean Review**



Add Letter of Recommendation

Upload a new file | Select file from case

Please select the section of the packet where this file will appear. Select the appropriate section from the dropdown menu below.

Name \*: 2022-2023 Dean's Letter | Section \*: College Dean Review

**Add** **Cancel**

5. Within the same Required Items section, select 'Fill Out Form' to record your recommendation



Required Items (1 missing)

All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

**Letter of Recommendation** **Complete**

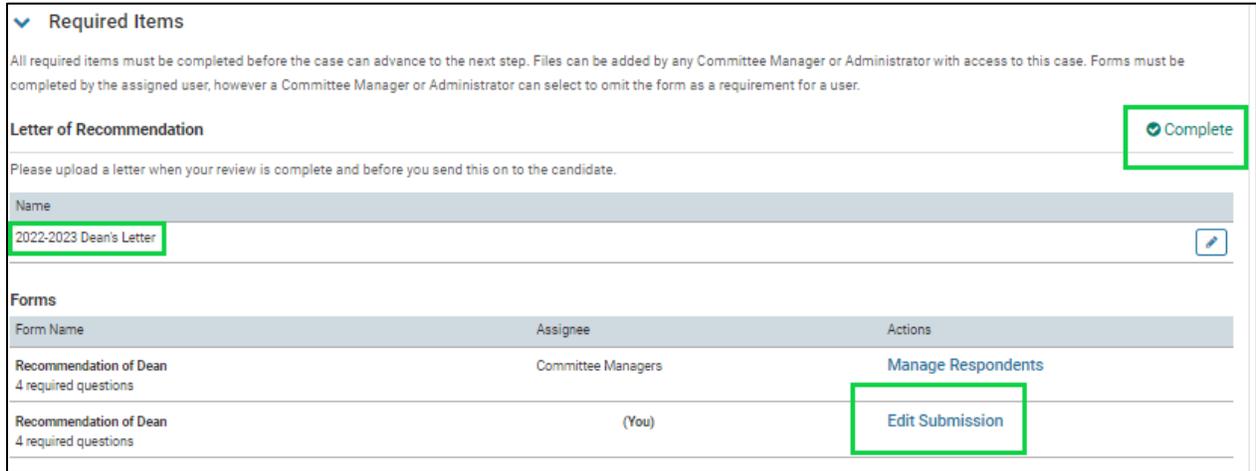
Please upload a letter when your review is complete and before you send this on to the candidate.

Name: 2022-2023 Dean's Letter

Form Name	Assignee	Actions
Recommendation of Dean 4 required questions	Committee Managers	Manage Respondents
Recommendation of Dean 4 required questions	(You)	<b>Fill Out Form</b>

**Tenure and/or Promotion Reviews: Dean**

6. Complete the information within the form and type your name within the ‘Signature of Dean’ section. Select ‘Submit Form’ and ‘Yes’ within the confirmation box.
7. You can verify that your letter is attached, and the form is correctly completed by selecting the items within the ‘Required Items’ box.



**Required Items**

All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

**Letter of Recommendation** ✔ Complete

Please upload a letter when your review is complete and before you send this on to the candidate.

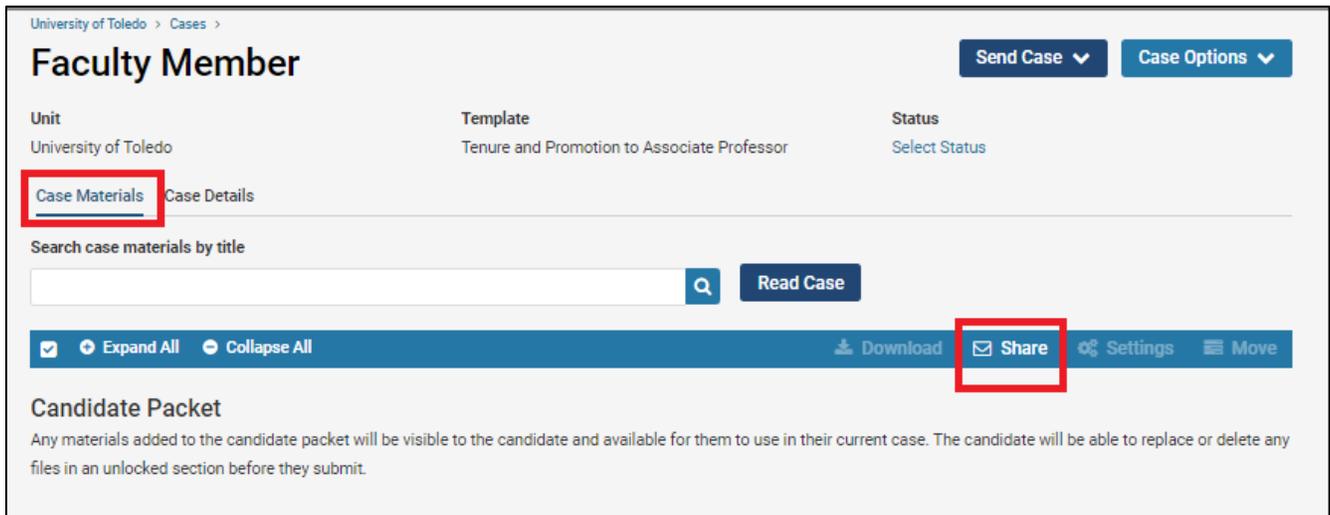
Name  
2022-2023 Dean's Letter ✎

**Forms**

Form Name	Assignee	Actions
Recommendation of Dean 4 required questions	Committee Managers	Manage Respondents
Recommendation of Dean 4 required questions	(You)	Edit Submission

8. Once you have submitted your letter and recommendation, you will share this with the candidate to ensure they have five days for reconsideration. To share with the candidate, select the ‘Case Materials’ tab, ‘Share’ and ‘With Candidate’.

Following the [Academic Personnel Calendar](#), the Dean has through December 2, 2022 to complete their review.



University of Toledo > Cases >

## Faculty Member

Send Case ▼ Case Options ▼

Unit: University of Toledo    Template: Tenure and Promotion to Associate Professor    Status: Select Status

**Case Materials** Case Details

Search case materials by title

🔍 Read Case

Expand All Collapse All    Download **Share** Settings Move

**Candidate Packet**

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

- a. **Subject line:** Dean’s Letter – Ready for review
- b. **Message:**

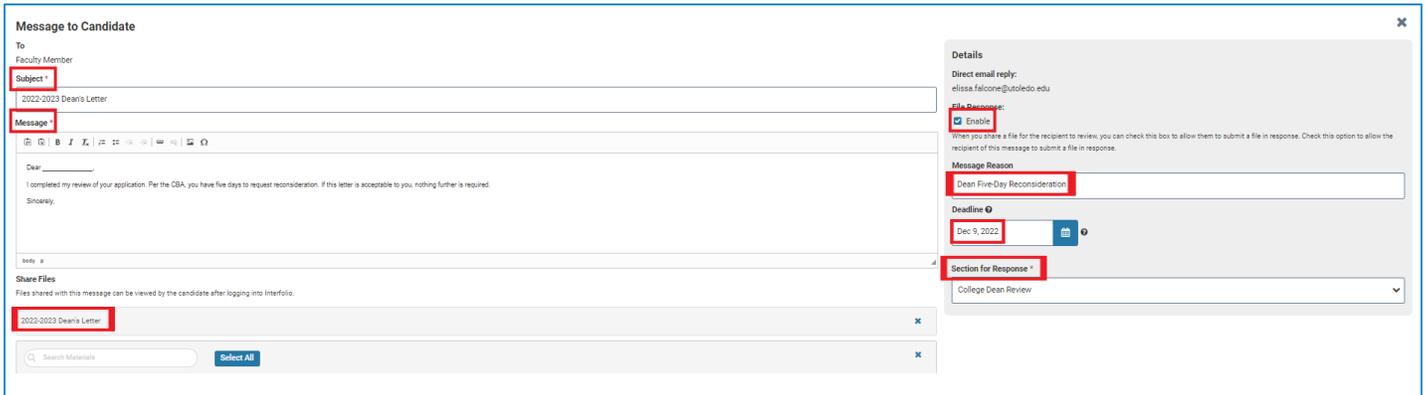
**Dear** \_\_\_\_\_

***I completed my review of your application. Per the CBA, you have five days to request reconsideration. If this letter is acceptable to you, nothing further is required.***

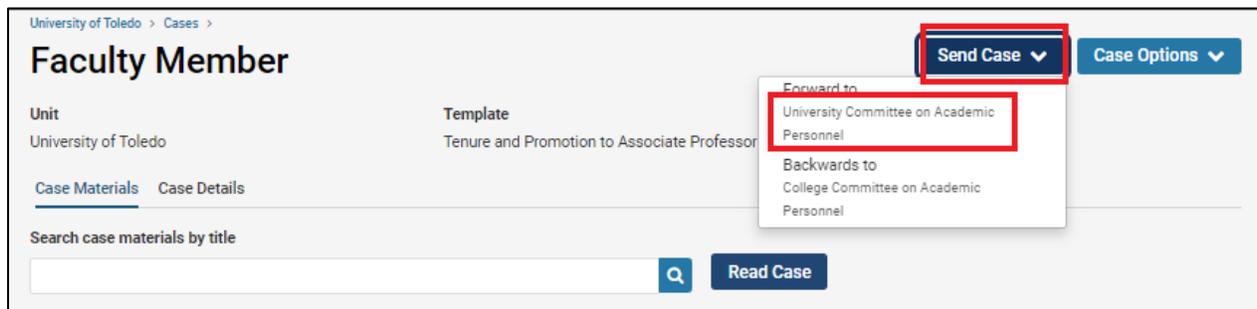
***Sincerely,***

**Tenure and/or Promotion Reviews: Dean**

- c. Type '2023' into the search bar and select, "2022-2023 Dean's Letter"
- d. Check within the 'Enable' box
- e. Message Reason – Dean's Review Five Day Reconsideration
- f. Deadline: five business days after you share your letter with the candidate.
- g. Section for Response: College Dean Review
- h. Send



9. Based on the date listed on the Academic Personnel Calendar, December 2, 2022, you will advance the case to the next level, University Committee on Academic Personnel. \*If you complete the review early please share your letter and advance the case to the next level accordingly.\*
  - a. Select 'Send Case' near the top of the page
  - b. Select 'Forward to University Committee on Academic Personnel'



10. Complete the information within the Send Case Forward window. Suggested verbiage is:
  - a. Subject – Dean's Review is Complete
  - b. Message:

*Dear UCAP members,*

*A review for \_\_\_\_\_ is now available for your review. You will access the information and documents, including my letter and recommendation in Faculty180 when you sign in.*

*Please complete your review and recommendation by the date listed on the Academic Personnel Calendar.*

*Best, \_\_\_\_\_*

- c. Select Continue

## Tenure and/or Promotion Reviews: Dean

### Send Case Forward ✕

Great job! You're sending the case forward to the next step, University Committee on Academic Personnel. The following reviewers will lose access to the case:

Dean | 1 members

The following reviewers will gain access to the case:

TEST UCAP | 1 members

Send a message to the reviewers gaining access.  
If recipients respond to this message, their response will come directly to your email inbox.

**Subject \***

Dean's Review is Complete

**Message \***



Dear UCAP members,

A review for \_\_\_\_\_ is now available for your review. You will access the information and documents, including my letter and recommendation in Faculty180 when you sign in.

Please complete your review and recommendation by January 27, 2023.

Best, \_\_\_\_\_

body p