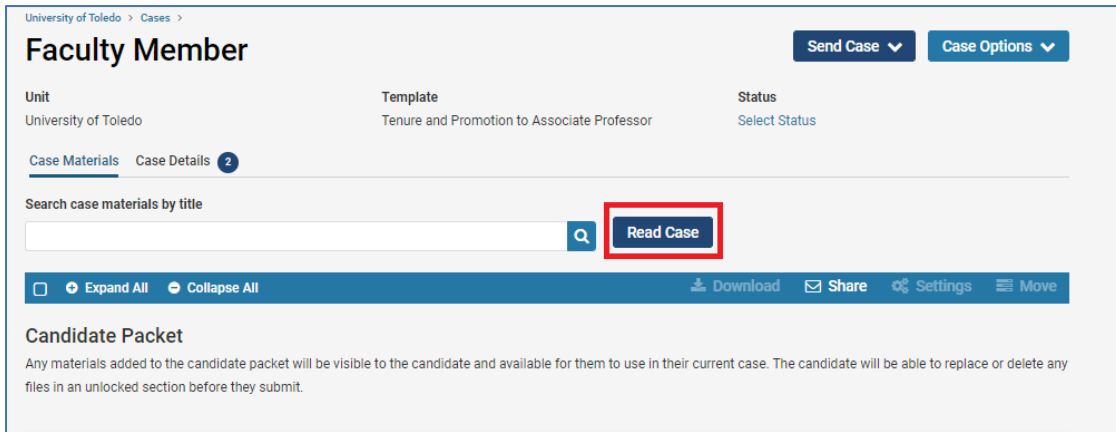


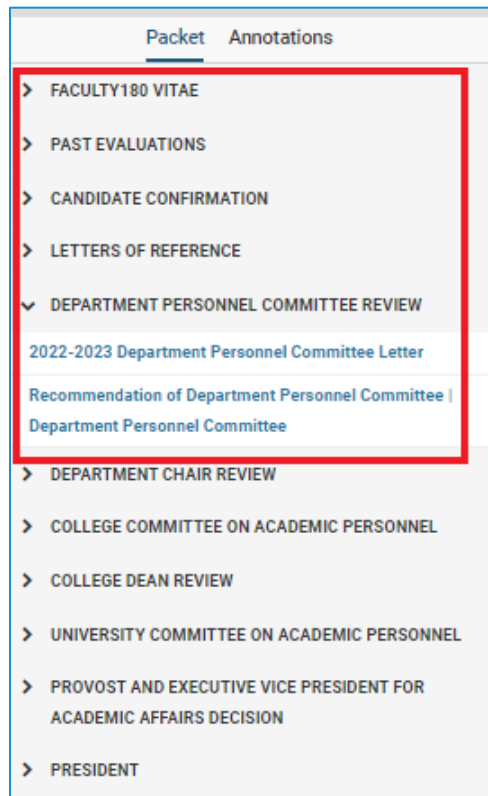
Tenure and/or Promotion Reviews: Department Chair

Reading the case: Chairs 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.

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



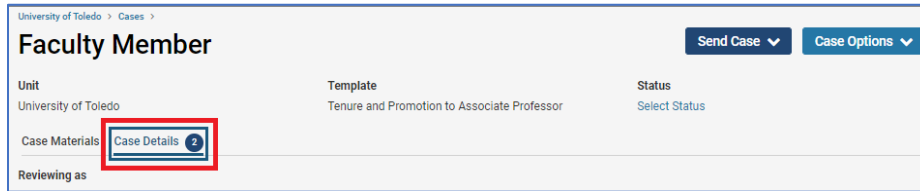
2. All information that the faculty member has entered will appear in the window that opens. Unlike Faculty180, you no longer need to download the attachments the faculty has included. All information will be viewable within a document reader. Utilize the left-hand menu bar to navigate to the varying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



Tenure and/or Promotion Reviews: Department Chair

Submitting your recommendation and letter:

1. Select 'Case Details'



University of Toledo > Cases >

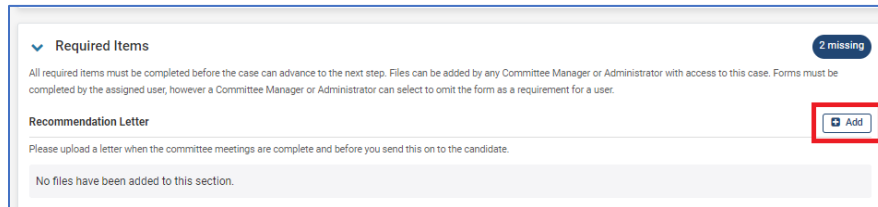
Faculty Member Send Case Case Options

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

Case Materials: **Case Details** (highlighted)

Reviewing as

2. Select 'Add' within the Required Items section to attach your committee's 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.

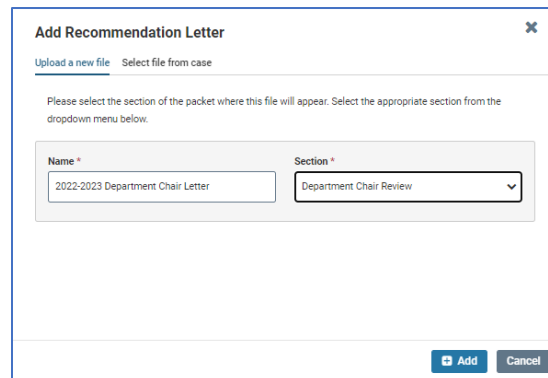
Recommendation Letter Add (highlighted)

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 Department Chair Letter

Section – Department Chair Review



Add Recommendation Letter


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 Department Chair Letter | Section *: Department Chair Review

Add Cancel

3. Within the same Required Items section, select 'Fill Out Form' to record the committee's vote



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.

Recommendation Letter Complete

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

Name: 2022-2023 Department Chair Letter

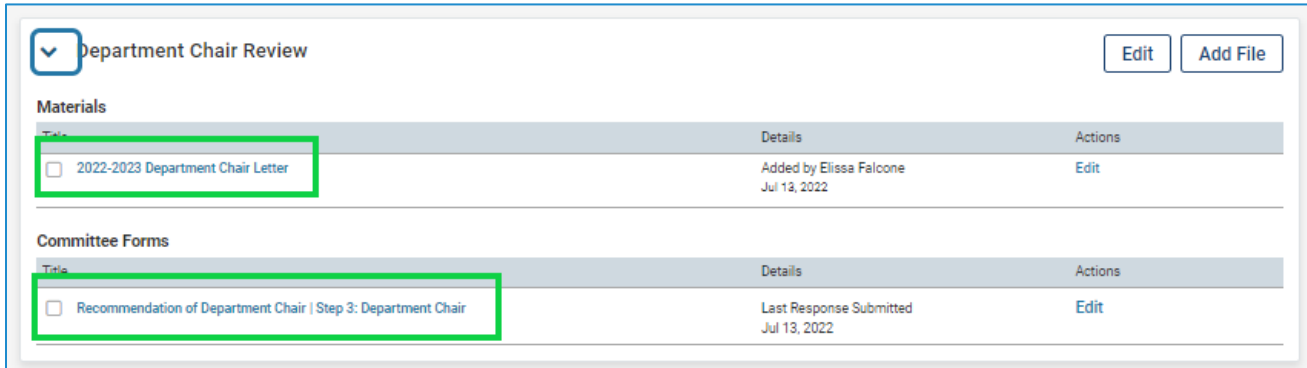
Forms

Form Name	Assignee	Actions
Recommendation of Department Chair 4 required questions	Committee Managers	Manage Respondents
Recommendation of Department Chair 4 required questions	Elissa Falcone (You)	Fill Out Form (highlighted)

4. Complete the information within the form and type your name within the 'Signature of Department Chair' section. Select 'Submit Form' and 'Yes' within the confirmation box.

Tenure and/or Promotion Reviews: Department Chair

5. You can verify that your letter is attached, and the form is correctly completed by selecting the items within the 'Required Items' box.



Department Chair Review Edit Add File

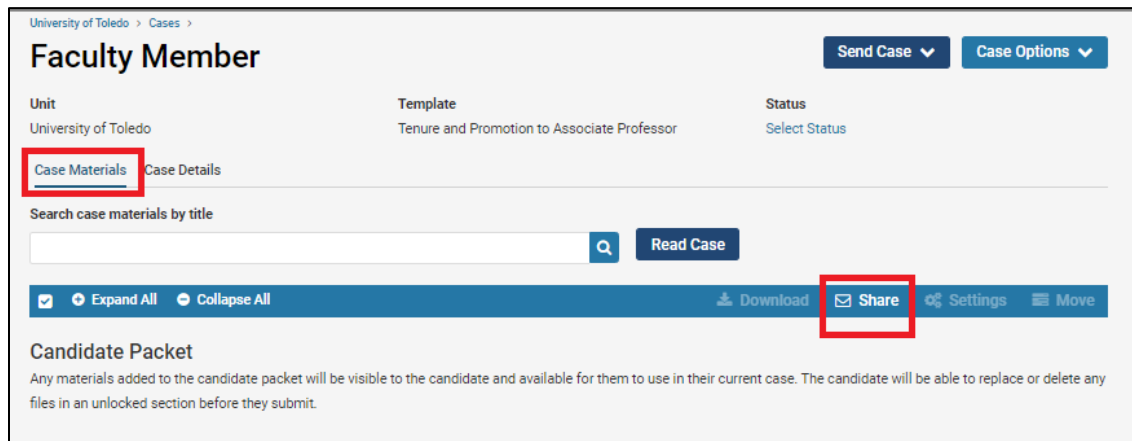
Materials

Title	Details	Actions
<input type="checkbox"/> 2022-2023 Department Chair Letter	Added by Elissa Falcone Jul 13, 2022	Edit

Committee Forms

Title	Details	Actions
<input type="checkbox"/> Recommendation of Department Chair Step 3: Department Chair	Last Response Submitted Jul 13, 2022	Edit

6. Once you have submitted your letter and vote, 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 Chair has until October 21, 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.

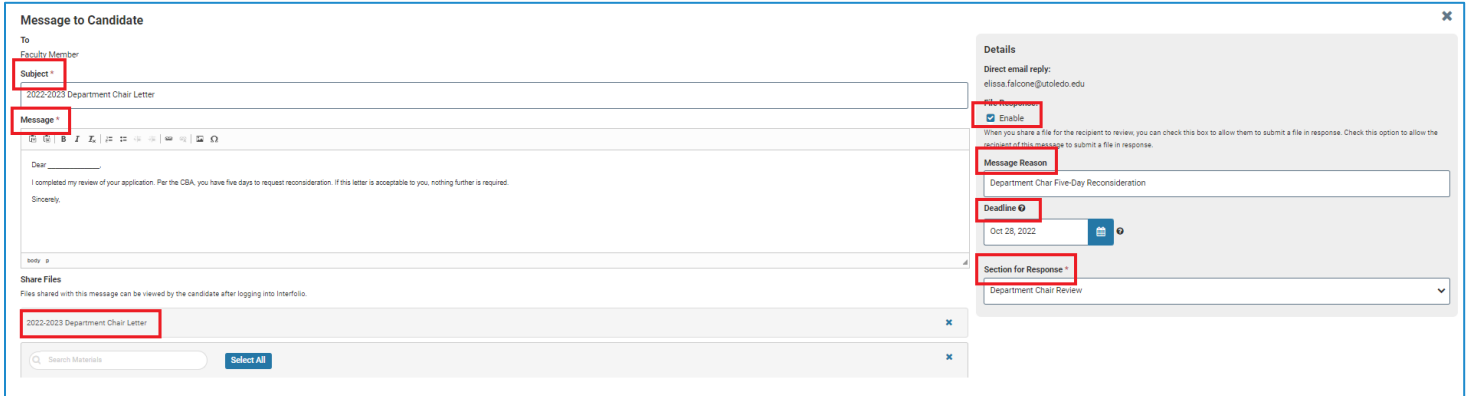
- Subject line – Department Chair Letter – Ready for review
- Message:

Dear _____,

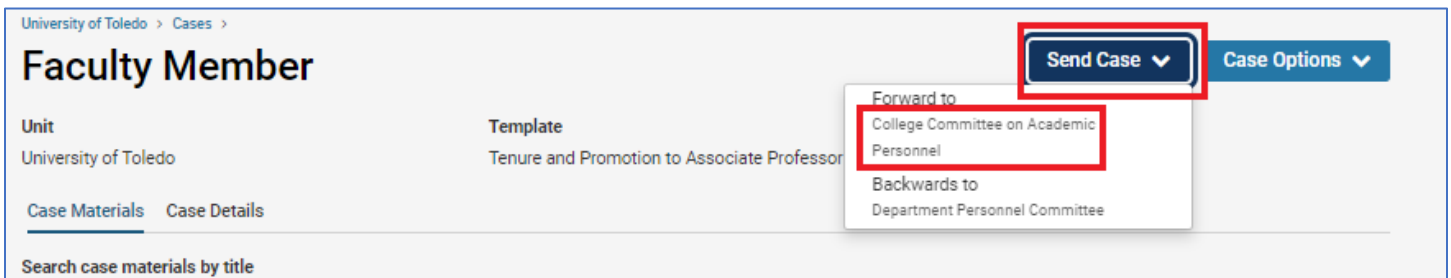
I completed my review of your application. Per the CBA, you have five days to request reconsideration. If this letter is acceptable to you, nothing further is required.

Sincerely,

- Type '2023' into the search bar and select, "2022-2023 Department Chair Letter"
- Check within the 'Enable' box
- Message Reason – Department Chair Five Day Reconsideration
- Deadline – five business days after you share the letter with the candidate.
- Section for Response = Department Chair Review
- Send

Tenure and/or Promotion Reviews: Department Chair


7. Based on the date listed on the Academic Personnel Calendar, October 21, 2022, you will advance the case to the next level, College Personnel Committee. *If you complete your review early, please share your letter and advance the case to the next level.*
 - a. Select 'Send Case' near the top of the page
 - b. Select 'Forward to College Committee on Academic Personnel'



8. Complete the information within the Send Case Forward window. Suggested verbiage is:
 - a. Subject – Department Chair Review is Complete
 - b. Message:

Dear College Personnel Committee,

A review for _____ is now available to you. 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.

Sincerely, _____

Tenure and/or Promotion Reviews: Department Chair

Send Case Forward ✕

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

Department Chair | 2 members

The following reviewers will gain access to the case:

College Personnel Committee | 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 *

Department Chair Review is Complete

Message *



Dear College Personnel Committee,

A review for _____ is now available to you. 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 November 14, 2022.

Sincerely, _____

body p

[Preview](#) [Continue](#) [Cancel](#)