

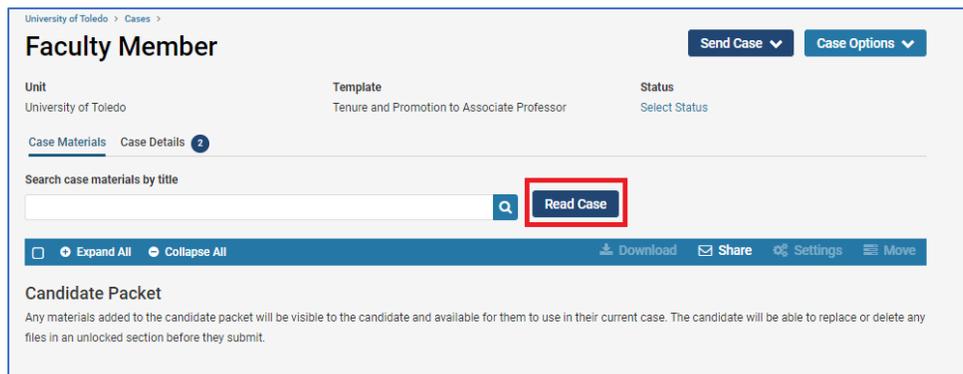
## Tenure and/or Promotion Reviews: Department Personnel Committee

Faculty assigned to Department Personnel Committees serve either as the Chair of that committee, or as a member.

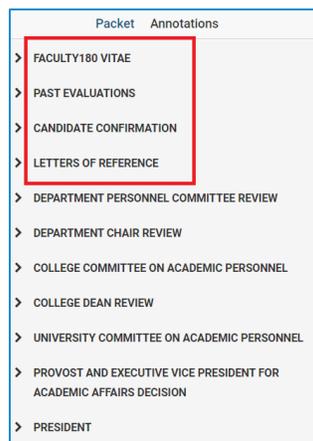
- **Committee Members:** Have read-only access. Can view faculty data related to an evaluation but cannot submit a written evaluation in the system.
- **DPC Chair/Author:** Has read and write access. Responsible for submitting the written evaluation and committee recommendation.

**Reading the case:** Committee members are notified by e-mail when an evaluation has been assigned to them. A notification message is also displayed 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)

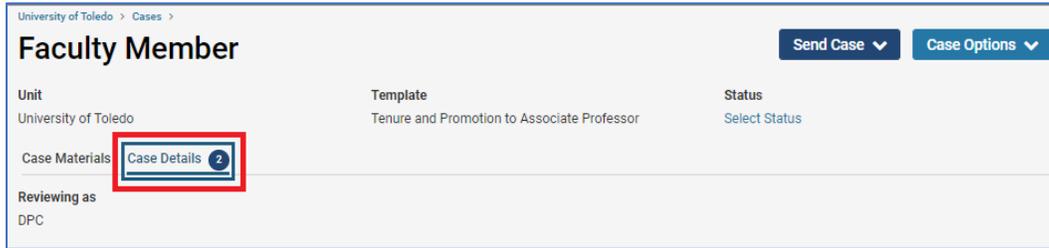


For committee members, this is all you need to do within the system. The Chair will have the responsibility to upload the committee's letter and record the recommendation.

**Committee Chair – refer to the following pages which note how to submit your committee's letter and recommendation.**

### Tenure and/or Promotion Reviews: Department Personnel Committee

1. Select 'Case Details'



University of Toledo > Cases >

## Faculty Member

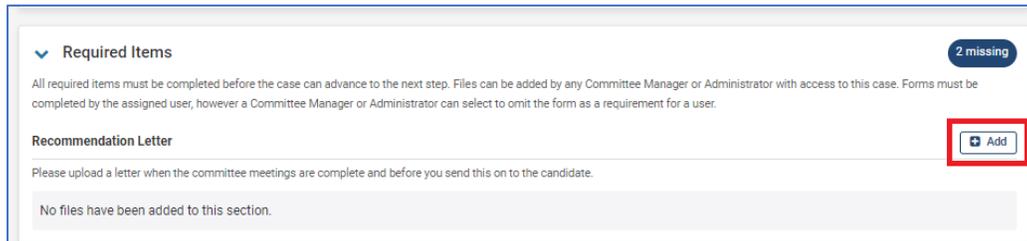
**Send Case** **Case Options**

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

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

Reviewing as: DPC

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.

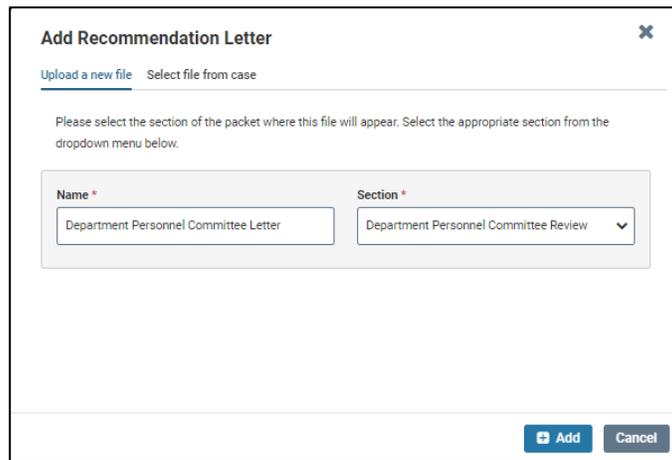
**Recommendation Letter** Add

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 Personnel Committee Letter**

**Section – Department Personnel Committee 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 \*    Section \*

Department Personnel Committee Letter    Department Personnel Committee Review

**Add** **Cancel**

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

**Recommendation Letter** Complete

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

Name: Department Personnel Committee Letter

**Forms**

Form Name	Assignee	Actions
Recommendation of Department Personnel Committee	Committee Managers	Manage Respondents
Recommendation of Department Personnel Committee		<b>Fill Out Form</b>

### Tenure and/or Promotion Reviews: Department Personnel Committee

Complete the information within the form and type your name within the ‘Signature of Department Personnel Committee Chair’ section. Select ‘Submit Form’ and ‘Yes’ within the confirmation box.

4. Verify that your letter and form are 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.

**Recommendation Letter** ✔ Complete

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

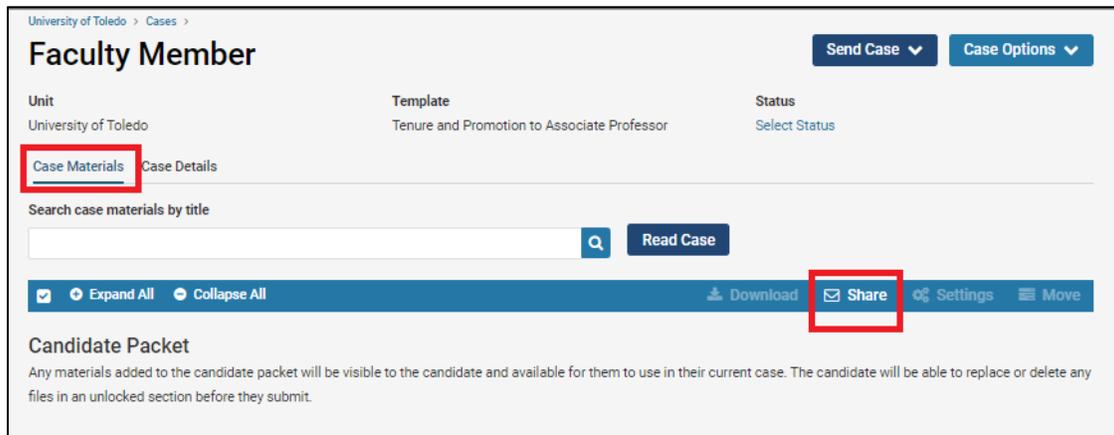
Name  
DPC Recommendation Letter - Placeholder

**Forms**

Form Name	Assignee	Actions
Recommendation of Department Personnel Committee	Committee Managers	Manage Respondents
Recommendation of Department Personnel Committee	Elessa Falcone (You)	Edit Submission

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

  - a. Following the [Academic Personnel Calendar](#), the DPC has until October 3, 2022 to complete.



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.

- b. **Subject line:** DPC Letter – Ready for review
- c. **Message:**

“Dear \_\_\_\_\_,

*The Department Personnel Committee has completed their 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,*

- d. Type ‘2023’ into the search bar and select, “2022-2023 Department Personnel Committee Letter”
- e. Check within the ‘Enable’ box
- f. Message Reason – DPC Five Day Reconsideration
- g. Deadline – five business days after you share the letter with the candidate.
- h. Section for Response – Department Personnel Committee Review
- i. Send

**Tenure and/or Promotion Reviews: Department Personnel Committee**

6. Based on the date on the Academic Personnel Calendar, October 3, 2022, you will advance the case to the next level, Department Chair. \*If you complete the 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 Department Chair'

7. Complete the information within the Send Case Forward window. Suggested verbiage is:

- a. **Subject** – DPC review is complete
- b. **Message:**

*Dear Department Chair,*

*A review for \_\_\_\_\_ is now available for your review. You will access the information and documents, including the DPC's 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, \_\_\_\_\_*

- c. Select Continue

## Tenure and/or Promotion Reviews: Department Personnel Committee

Send Case Forward ✕

Great job! You're sending the case forward to the next step, Department Chair. The following reviewers will lose access to the case:

DPC | 2 members

The following reviewers will gain access to the case:

Department Chair | 2 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 \***

DPC Review is complete

**Message \***

Dear Department Chair,

A review for \_\_\_\_\_ is now available for your review. You will access the information and documents, including the DPC's letter and recommendation in Faculty180 when you sign in. Please complete your review and recommendation by October 21, 2022.

Sincerely, \_\_\_\_\_

body p

 Preview

Continue

Cancel