



## Pre-Tenure Review

### Candidate Submission

The following steps describe the process to submit a pre-tenure review application using the university's Faculty 180 and Review, Promotion and Tenure (RPT) system.

1. Candidates will be notified through their University of Toledo email once a pre-tenure case has been made available. Using the 'View Case' link provided in the notification, login and select the 'Your Packets' link in the menu on the left.



2. Ensure your Curriculum Vitae (CV) is up to date. CV information is stored within the 'Activities' section of Faculty 180. If any updates have been made to your CV you will want to ensure that the most recent version is included with your proposal. To do this, first select the 'Packet' link towards the top, left of the case.

Next, select 'Regenerate' under the Actions header displayed below. A pop-up window will appear. When it does, select 'Regenerate' again then confirm this step by selecting 'Yes' in the message that follows. It may take a couple of minutes for the regeneration to complete. Once finished you will be able to select the StandardCV document and review.



**\*Troubleshooting tip:** If your CV is loaded in Faculty 180 but is not displaying in your case, select the 'Activities' section of the Faculty 180 menu on the right. On the page that follows, select the edit button (pencil icon) on the right-hand side for your uploaded CV. Ensure that the End Semester for your CV is set to 'Ongoing' then select 'Save'.

- Next, for candidates submitting pre-tenure reviews for years two through five, select 'Add' in the Past Evaluations section. In the page that appears next select the 'All' box and then select 'Add' in the lower right-hand corner. This will allow your previous evaluations stored within Faculty 180 to be viewable to your evaluators.

**Past Evaluations**  
Submitted **Unlocked** Preview Submit Required Files

Evaluations that were previously submitted through Faculty180

Add Past Evaluations from Faculty180 1+ required, Add

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

- After uploading your proposal, select 'Fill Out Form'. This step requests confirmation that an updated and complete dossier is being submitted for review. Save your responses then select 'Return to Packet'.

**Candidate Confirmation**  
Due: Jan 22, 2024 | Not Yet Submitted **Unlocked** Submit 0 of 0 Required Files

**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.

Dossier Submission 1 required questions, Fill Out Form

This form has not been completed.

- To view the case information as it will present to evaluators, select 'Preview Packet' in the upper right-hand corner of the case. Once review is complete, select the 'X', again in the upper, right-hand corner of the page to return to the case.

**1st Year Pre-tenure Annual Review - Communication (AR)** Preview Packet

Unit	Type	Packet Deadline Type	Packet Due Date
Communication	Review	Soft Deadline	Jan 22, 2024

6. Lastly, once all information has been uploaded and confirmed select the box located below the Overview header, in the upper right-hand section of the case. This will select all case sections. When ready, select 'Submit Sections'. This will notify the Department Personnel Committee that the case is ready for review.

## 1st Year Pre-tenure Annual Review - Communication (AR)

[View Instructions](#)  
[Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
Communication	Review	Soft Deadline	Jan 22, 2024

Overview Packet

Preview Sections  Submit Sections [Expand All](#) [Collapse All](#)