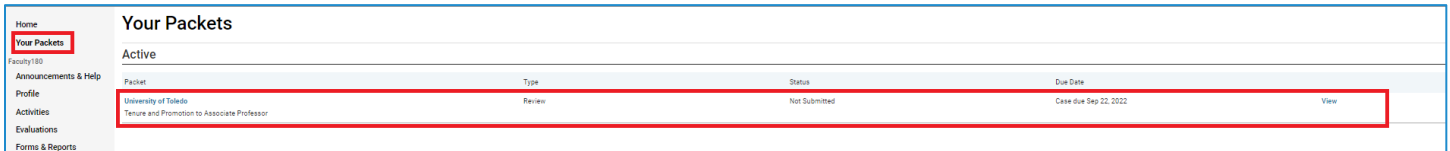


Candidate Submission Documentation – Pre-tenure Reviews

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:

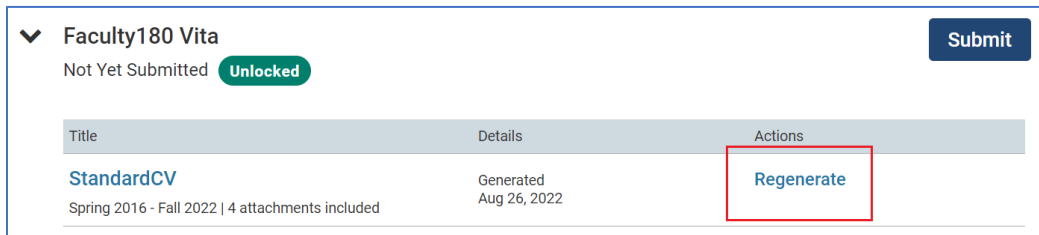
1. Once you log in to Faculty180, select ‘Your Packets’ in the upper left-hand corner. Then, select the evaluation within the Active section.



The screenshot shows the 'Your Packets' page in Faculty180. The 'Your Packets' link in the left sidebar is highlighted with a red box. The main content area shows a table with one row highlighted in red:

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

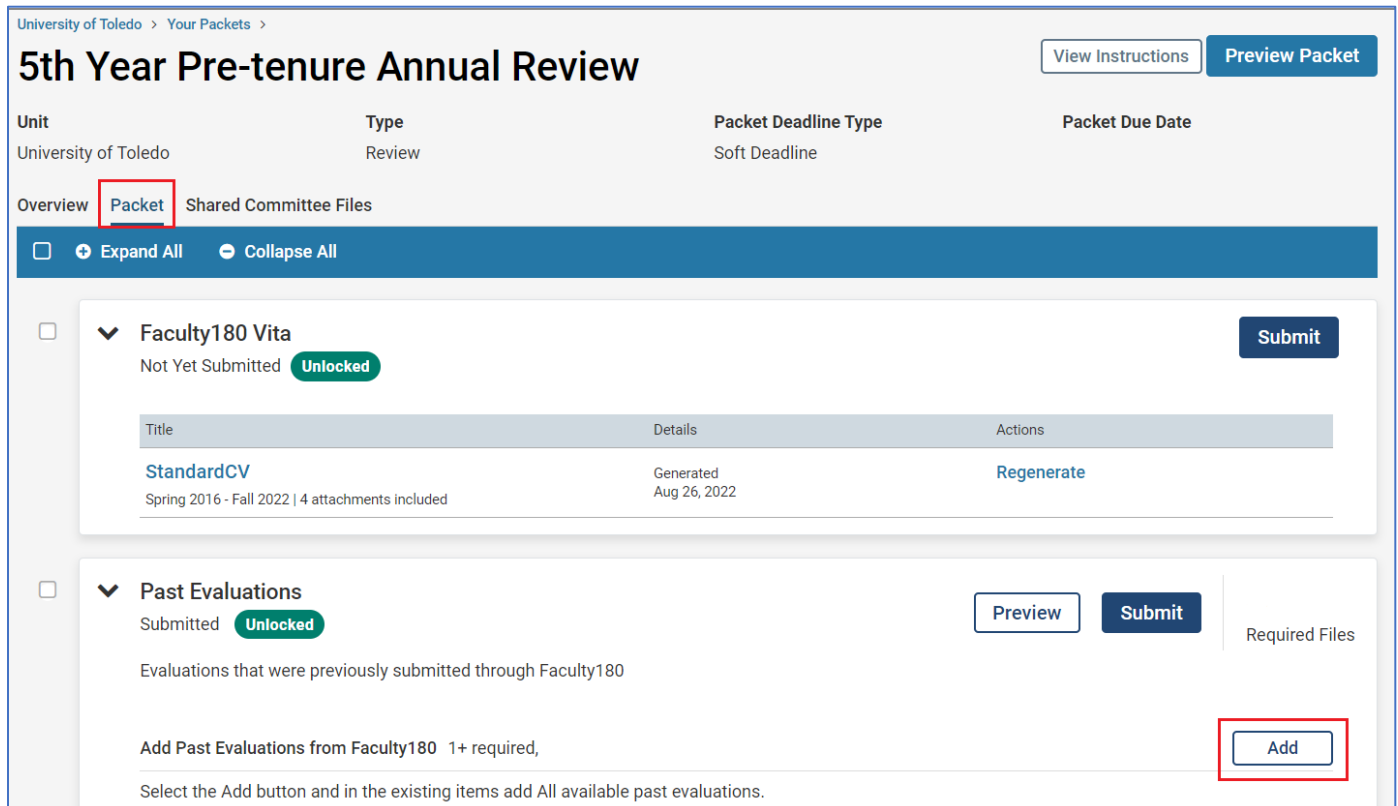
2. Select, ‘Packet’ and then ‘Regenerate’ within the Faculty180 Vita section to bring in your updated information. Select ‘Regenerate’ again.



The screenshot shows the 'Faculty180 Vita' section. The 'Unlocked' status is highlighted in green. Below the status is a table with one row highlighted in red:

Title	Details	Actions
StandardCV Spring 2016 - Fall 2022 4 attachments included	Generated Aug 26, 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.

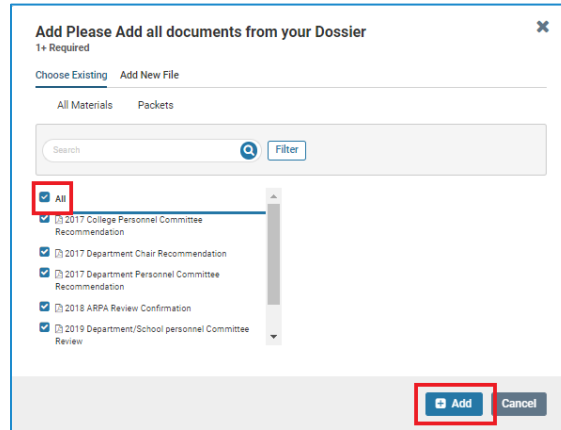


The screenshot shows the '5th Year Pre-tenure Annual Review' page. The 'Packet' tab in the navigation bar is highlighted with a red box. Below the navigation bar, the 'Faculty180 Vita' section is expanded, showing the 'StandardCV' row with the 'Regenerate' button highlighted in red. Below that, the 'Past Evaluations' section is expanded, showing the 'Add' button highlighted in red.

Candidate Submission Documentation – Pre-tenure Reviews

4. 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.



Add Please Add all documents from your Dossier
 1+ Required

Choose Existing | Add New File

All Materials | Packets

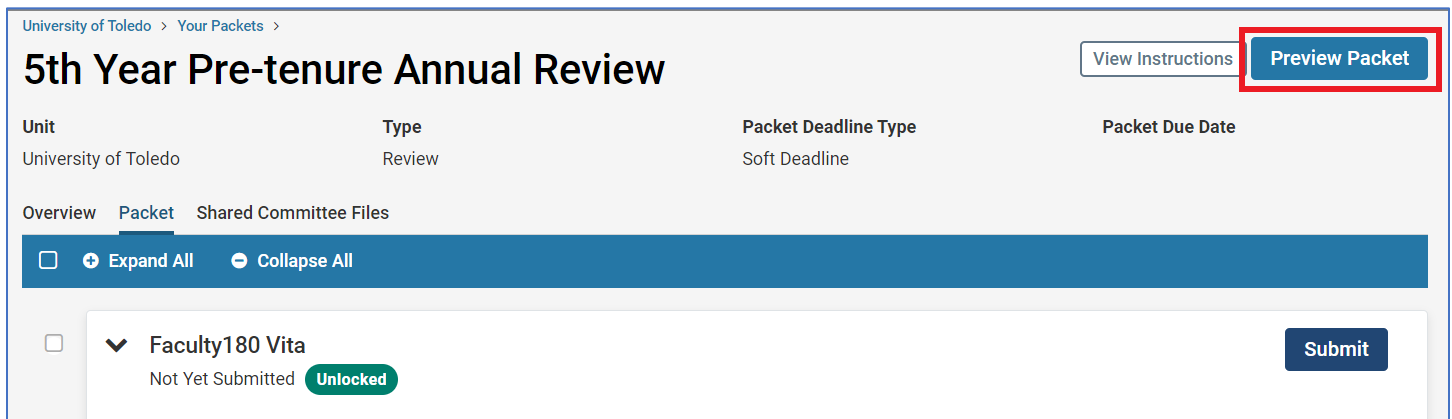
Search [] Filter []

All

- 2017 College Personnel Committee Recommendation
- 2017 Department Chair Recommendation
- 2017 Department Personnel Committee Recommendation
- 2018 ARPA Review Confirmation
- 2019 Department/School personnel Committee Review

Add

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.



University of Toledo > Your Packets >

5th Year Pre-tenure Annual Review

View Instructions

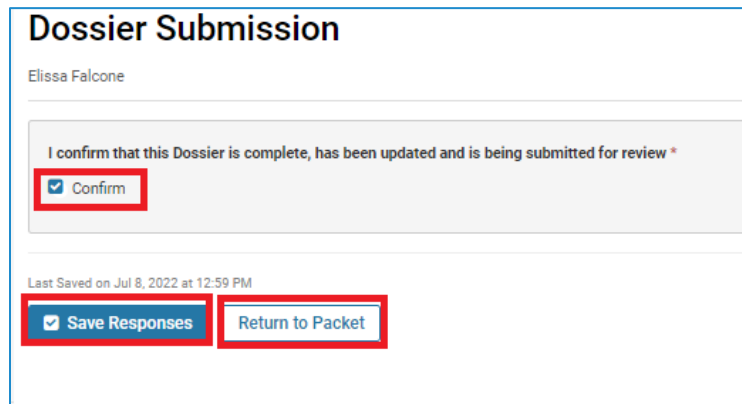
Unit	Type	Packet Deadline Type	Packet Due Date
University of Toledo	Review	Soft Deadline	

Overview | **Packet** | Shared Committee Files

+ Expand All - Collapse All

Faculty180 Vita
 Not Yet Submitted Unlocked

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



Dossier Submission

Elissa Falcone

I confirm that this Dossier is complete, has been updated and is being submitted for review *

Confirm

Last Saved on Jul 8, 2022 at 12:59 PM

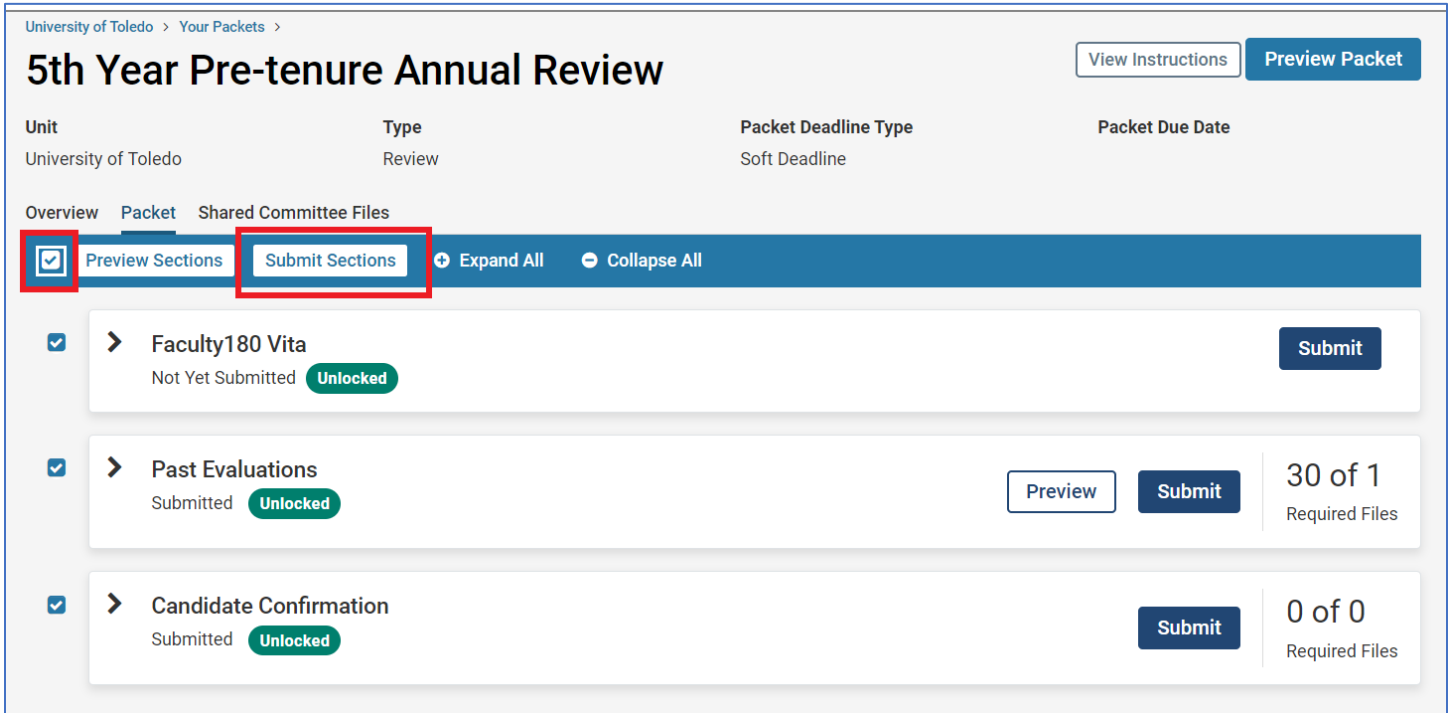
Save Responses

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.

Candidate Submission Documentation – Pre-tenure Reviews

- 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 deadline listed on the Academic Personnel Calendar.



University of Toledo > Your Packets >

5th Year Pre-tenure Annual Review

View Instructions Preview Packet

Unit	Type	Packet Deadline Type	Packet Due Date
University of Toledo	Review	Soft Deadline	

Overview Packet Shared Committee Files

Preview Sections Submit Sections + Expand All - Collapse All

- Faculty180 Vita
Not Yet Submitted Unlocked Submit
- Past Evaluations
Submitted Unlocked Preview Submit 30 of 1 Required Files
- Candidate Confirmation
Submitted Unlocked Submit 0 of 0 Required Files

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.