THE UNIVERSITY OF TOLEDO | **Office of the Provost**

Pre-tenure Reviews – College Personnel Committee

Faculty assigned to College 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.
- **CPC Chair/Author:** Has read and write access. Responsible for submitting the written evaluation.

Reading the case: Committee members 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'
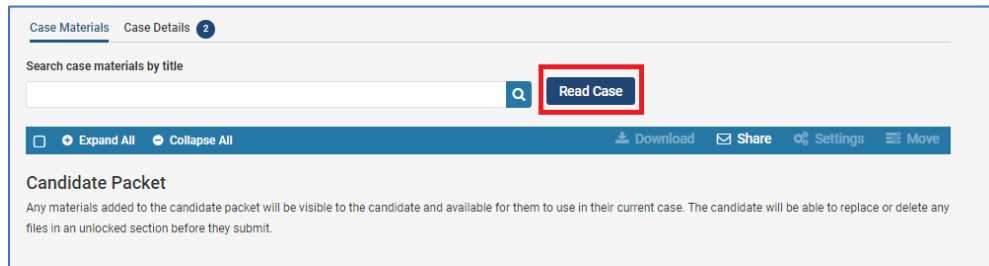
2. All information that the faculty member has entered will appear in the window that opens. Unlike Faculty180, you no longer need to download the attachments the faculty has included. All information will be viewable within a document reader. Utilize the left-hand menu bar to navigate to the varying sections.
   a. **Faculty180 Vitae** – all information the faculty has entered within Faculty180
      i. **Standard CV & Attachments from Standard CV** – all documents the faculty have included
   b. **Past Evaluations** – all evaluations previously submitted within Faculty180
   c. **Candidate Confirmation** – confirmation from the faculty member regarding information included
   d. **Department Personnel Committee Review** – DPC's letter and recommendation
   e. **Department Chair Review** – Department Chair's letter and recommendation
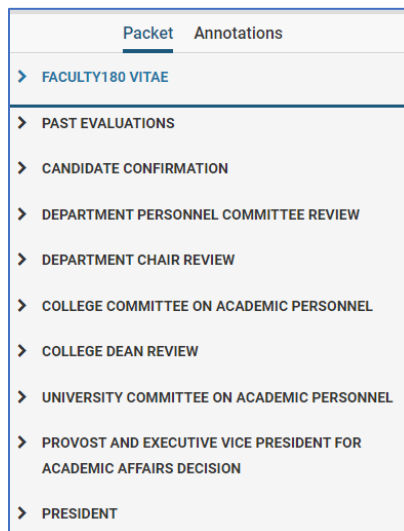
For committee members, this is all you need to do within the system. The Chair will have the responsibility to upload the committee's letter and record the recommendation.

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

Pre-tenure Reviews – College Personnel Committee

1. Select 'Case Details'

Unit	Template	Status
University of Toledo	5th Year Pre-tenure Annual Review	Select Status

Case Materials | **Case Details** 1

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.
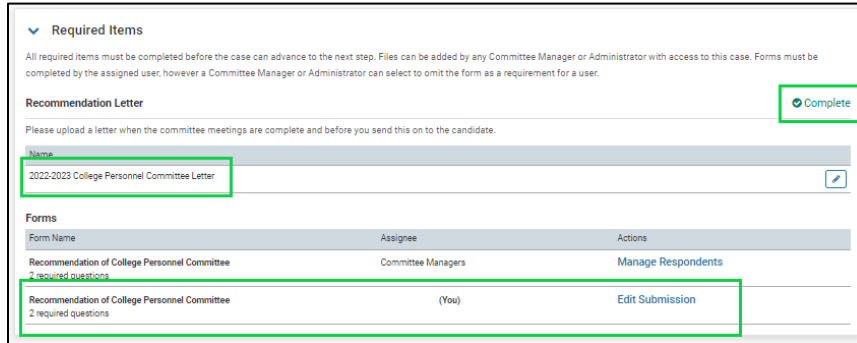>
> No files have been added to this section.

Name – 2022-2023 College Personnel Committee Letter

Section – College Committee on Academic Personnel

> **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 College Personnel Committee Letter
>
> **Section** *
> College Committee on Academic Personnel ▾
>
> ➕ Add   Cancel

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

> **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.
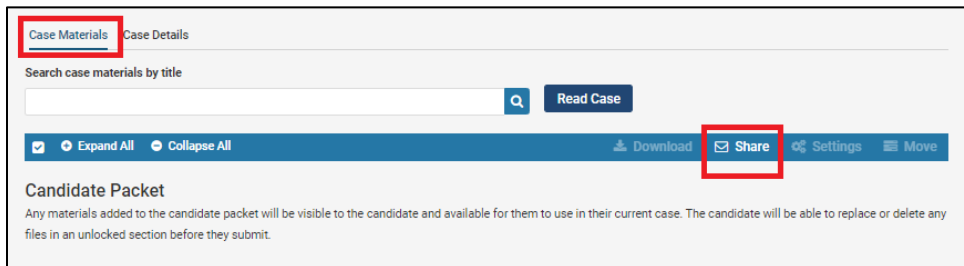>
> **Recommendation Letter** — ➕ Add
>
> Please upload a letter when the committee meetings are complete and before you send this on to the candidate.
>
> No files have been added to this section.
>
> **Forms**
>
> | Form Name | Assignee | Actions |
> |---|---|---|
> | Recommendation of College Personnel Committee
2 required questions | Committee Managers | Manage Respondents |
> | Recommendation of College Personnel Committee
2 required questions | | Fill Out Form |

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

5. Verify that your letter and form is completed by selecting the items within the 'Required Items' box.

6. Once you submit your letter and recommendation, you will share this with the candidate to ensure they have five days to request reconsideration. Select the 'Case Materials' tab, 'Share' and 'With Candidate'.
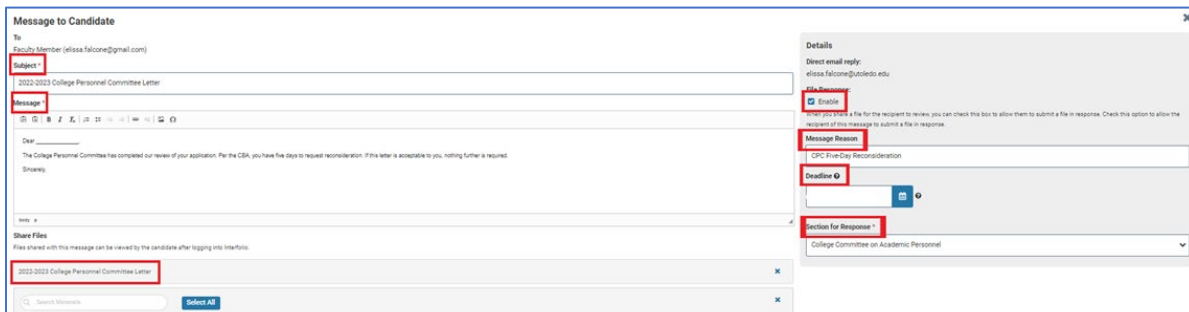
    a. Subject line, CPC Letter – Ready for review
    b. Message:

Dear _____,

The College 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.

    c. Under Share Files select Add and type '2023' into the search bar and select, "2022-2023 College Personnel Committee Letter"
    d. Check within the 'Enable' box
    e. Message Reason – CPC Five Day Reconsideration
    f. Deadline – five business days after the CPC's letter has been shared with the candidate
    g. Section for Response = College Personnel Committee Review
    h. Send

7. Based on the date listed on the Academic Personnel Calendar, you will advance the case to the next level, College Dean.
   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 College Dean'
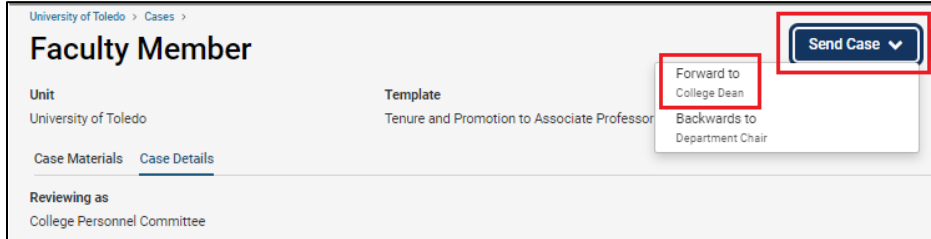
8. Complete the information within the Send Case Forward window. Suggested verbiage is:
   a. **Subject** – CPC Review is Complete
   b. *Message:*

Dear Dean,

A review for _____ is now available for your review. You will access the information and documents, including the CPC'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.

Best, _____

   c. **Select Continue**