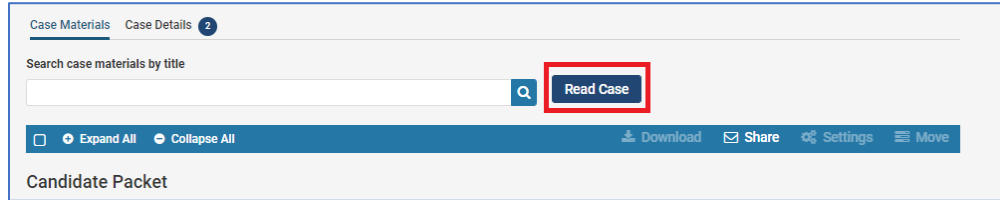


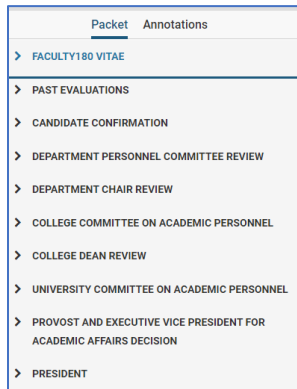
Pre-tenure Reviews – Dean

Reading the case: Deans 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.

- To view the information the candidate has submitted, select ‘Read Case’

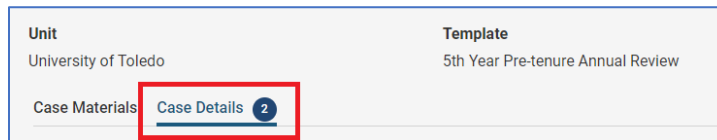


- All information that the faculty member has entered will appear in the window that opens. Unlike Faculty180, you no longer need to download the attachments the faculty has included. All information will be viewable within a document reader. Utilize the left-hand menu bar to navigate to the varying sections.
 - Faculty180 Vitae** – all information the faculty has entered within Faculty180
 - Standard CV & Attachments from Standard CV** – all documents the faculty have included
 - Past Evaluations** – all evaluations previously submitted within Faculty180
 - Candidate Confirmation** – confirmation from the faculty member regarding information included
 - Department Personnel Committee Review** – committee letter and recommendation
 - Department Chair Review** – Chair’s letter and recommendation
 - College Personnel Committee Review** – committee letter and recommendation

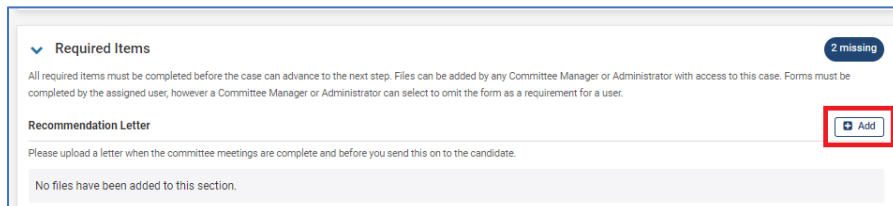


Submitting your recommendation and letter:

- Select ‘Case Details’



- Select ‘Add’ within the Required Items section to attach your letter.



Pre-tenure Reviews – Dean
Name – 2022-2023 Dean’s Letter : Section – College Dean Review

Add Letter of Recommendation ✕

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 *
2022-2023 Dean's Letter	College Dean Review ▼

Add Cancel

- Within the same Required Items section, select ‘Fill Out Form’ to record your 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.

Letter of Recommendation Complete

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

Name

2022-2023 Dean's Letter ✎

Form Name	Assignee	Actions
Recommendation of Dean 4 required questions	Committee Managers	Manage Respondents
Recommendation of Dean 4 required questions	(You)	Fill Out Form

- Complete the information within the form and type your name within the ‘Signature of Dean’ section. Select ‘Submit Form’ and ‘Yes’ within the confirmation box.
- You can verify that your letter is attached, and the form is correctly 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.

Letter of Recommendation Complete

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

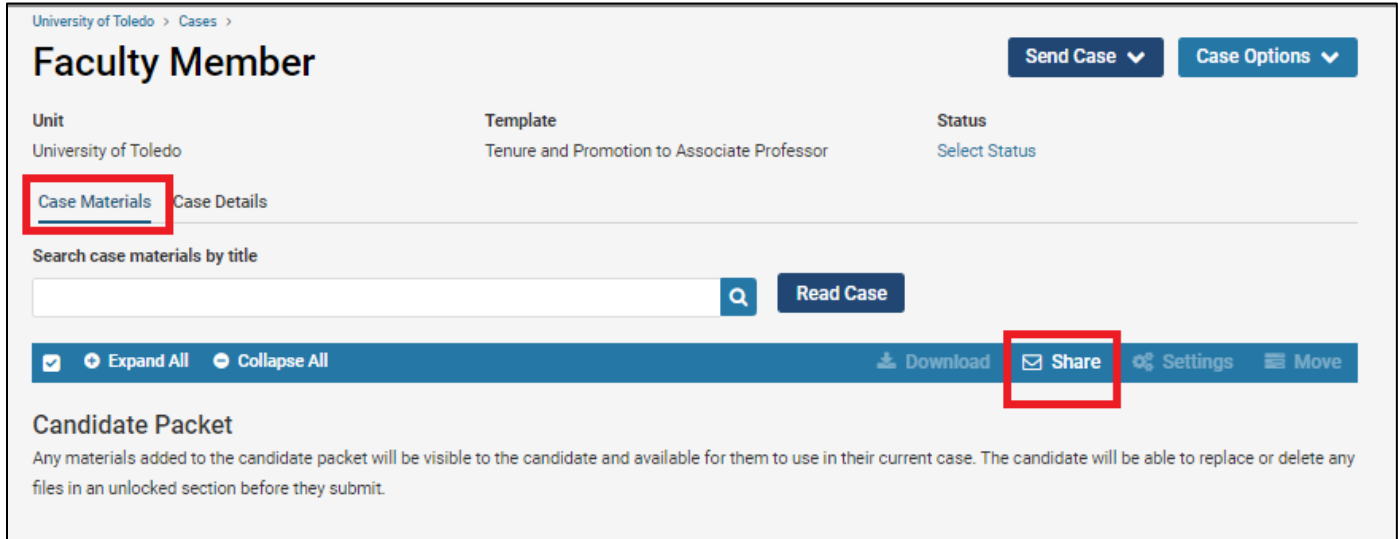
Name

2022-2023 Dean's Letter ✎

Form Name	Assignee	Actions
Recommendation of Dean 4 required questions	Committee Managers	Manage Respondents
Recommendation of Dean 4 required questions	(You)	Edit Submission

Pre-tenure Reviews – Dean

8. Once you have submitted your letter and recommendation, 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’.



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.

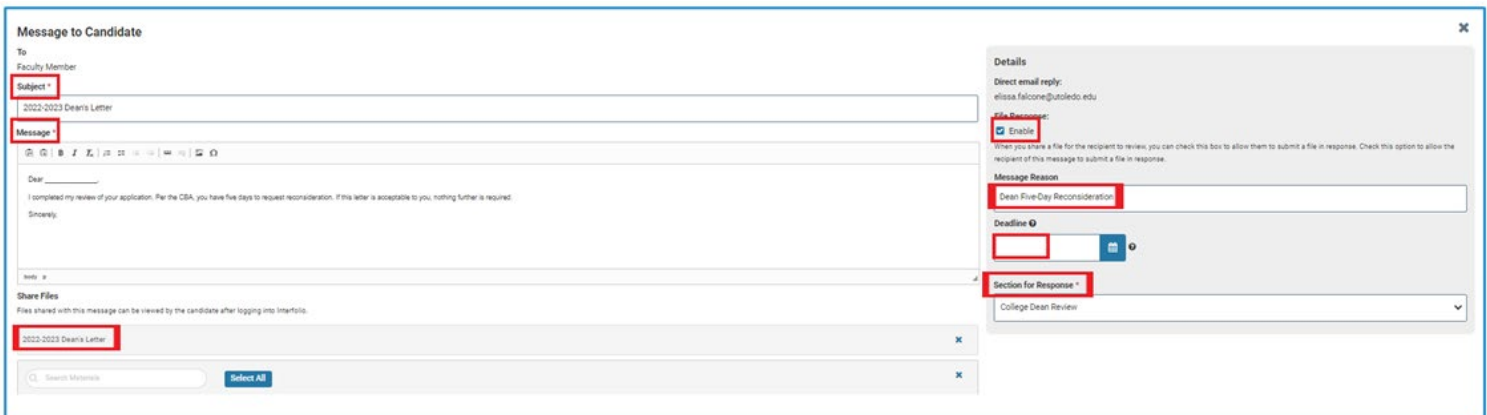
- Subject line:** Dean’s Letter – Ready for review
- Message:**

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 Dean’s Letter”
- Check within the ‘Enable’ box
- Message Reason – Dean’s Review Five Day Reconsideration
- Deadline: five business days after you share your letter
- Section for Response: College Dean Review
- Send



Message to Candidate

To: Faculty Member

Subject: 2022-2023 Deans Letter

Message: 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,

Share Files

2022-2023 Deans Letter

Details

Direct email reply: elissa.falcone@utoledo.edu

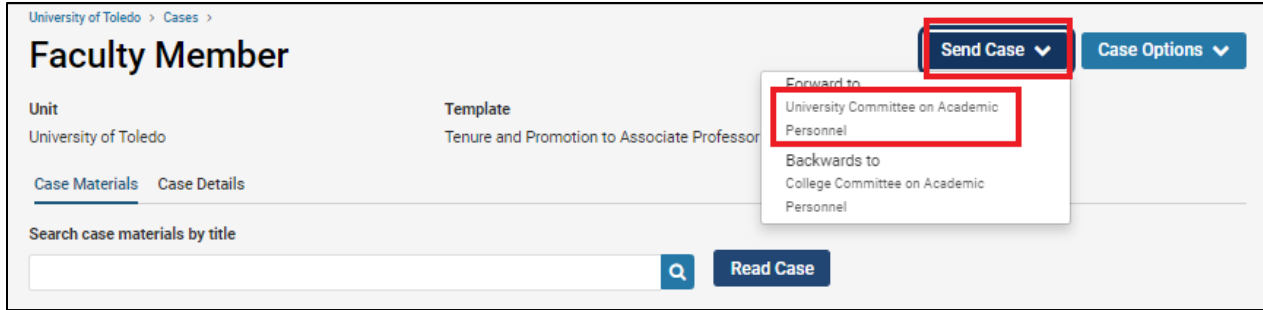
File Response: Enable

Message Reason: Dean Five-Day Reconsideration

Section for Response: College Dean Review

Pre-tenure Reviews – Dean

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



10. Complete the information within the Send Case Forward window. Suggested verbiage is:
 - a. Subject – Dean’s Review is Complete
 - b. Message:

Dear UCAP members,

A review for _____ is now available for your review. 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.

Best, _____

- c. Select Continue