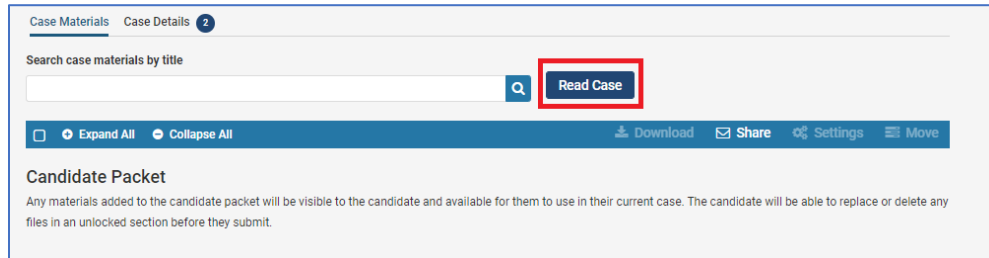


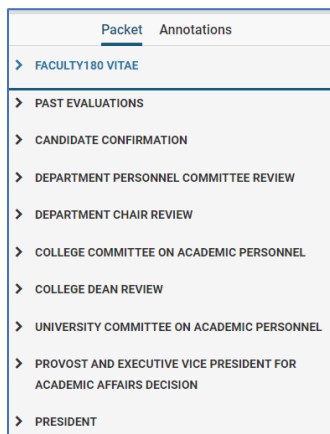
Pre-tenure Reviews – Department Chair

Reading the case: Chairs 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'

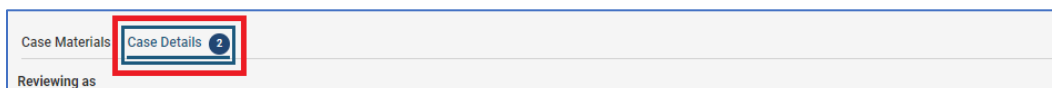


- All information that the faculty member has entered will appear in the window that opens. Unlike Faculty180, you no longer need to download the attachments the faculty has included. All information will be viewable within a document reader. Utilize the left-hand menu bar to navigate to the varying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

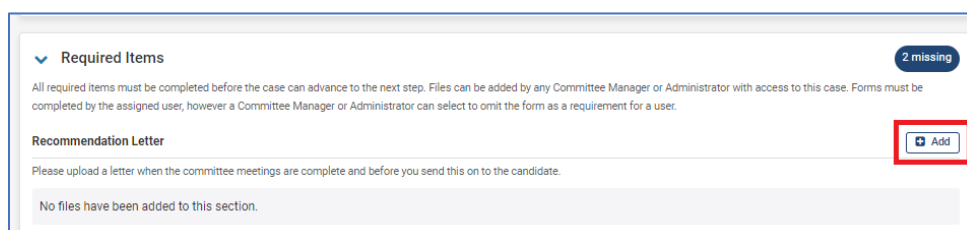


Submitting your recommendation and letter:

- Select 'Case Details'



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



Pre-tenure Reviews – Department Chair
Name – 2022-2023 Department Chair Letter
Section – Department Chair 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 * 2022-2023 Department Chair Letter	Section * Department Chair Review
--	---

Add
Cancel

3. 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.

Recommendation Letter ✔ Complete

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

Name

2022-2023 Department Chair Letter ✎

Forms

Form Name	Assignee	Actions
Recommendation of Department Chair 4 required questions	Committee Managers	Manage Respondents
Recommendation of Department Chair 4 required questions		Fill Out Form

4. Complete the information within the form and type your name within the 'Signature of Department Chair' section. Select 'Submit Form' and 'Yes' within the confirmation box.
5. You can verify that your letter is attached, and the form is correctly completed by selecting the items within the 'Required Items' box.

Department Chair Review
Edit
Add File

Materials

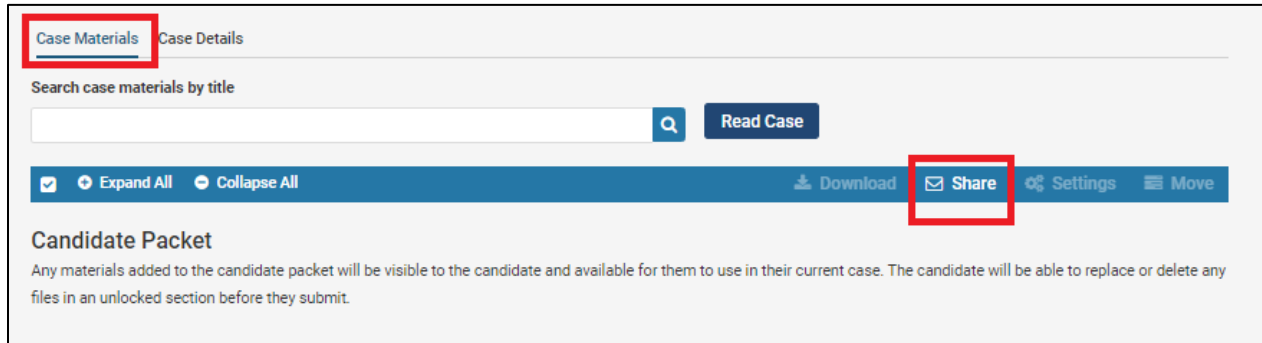
Title	Details	Actions
<input type="checkbox"/> 2022-2023 Department Chair Letter		Edit

Committee Forms

Title	Details	Actions
<input type="checkbox"/> Recommendation of Department Chair Step 3: Department Chair	Last Response Submitted Jul 13, 2022	Edit

Pre-tenure Reviews – Department Chair

6. 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’.



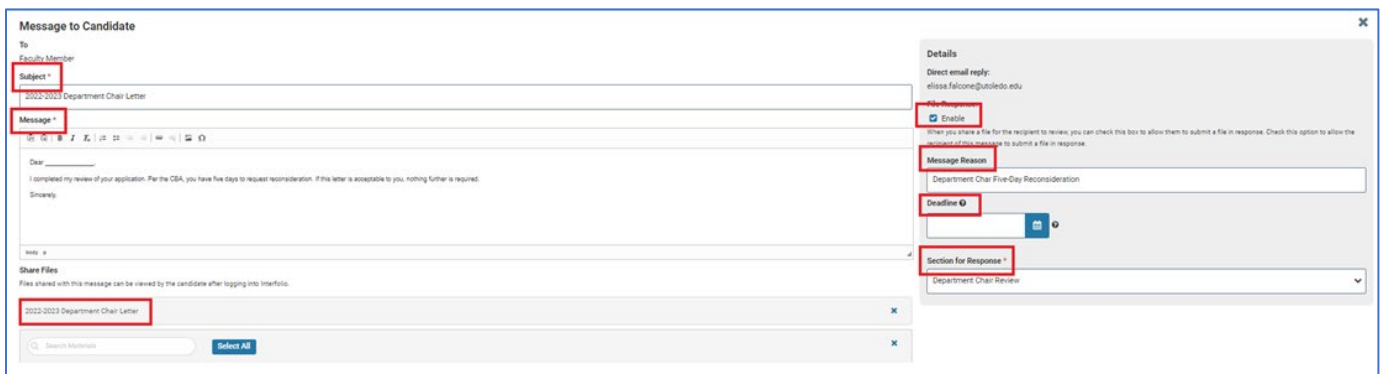
- a. Subject line – Department Chair Letter – Ready for review
- b. Message:

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.

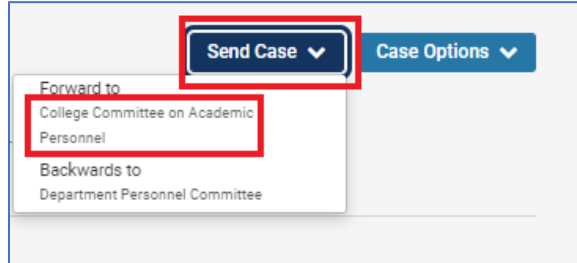
Sincerely,

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



Pre-tenure Reviews – Department Chair

7. Based on the date listed on the Academic Personnel Calendar, you will advance the case to the next level, College Personnel Committee. *If you complete your 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 Committee on Academic Personnel'



8. Complete the information within the Send Case Forward window. Suggested verbiage is:
 - a. Subject – Department Chair Review is Complete
 - b. Message:

Dear College Personnel Committee,

A review for _____ is now available to you. 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.

Sincerely, _____

Send Case Forward ✕

Great job! You're sending the case forward to the next step, College Committee on Academic Personnel. The following reviewers will lose access to the case:

Department Chair | 1 members

The following reviewers will gain access to the case:

College Personnel Committee | 0 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 *

Department Chair Review is Complete

Message *

Dear College Personnel Committee,

A review for _____ is now available to you. 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 or earlier.

Sincerely, _____

body p em