



Pre-Tenure Review

Department Chair Committee

The following steps describe the process to review applications using the university's Faculty 180 and Review, Promotion and Tenure (RPT) system.

1. Department Chairs are notified by email when an evaluation has been assigned to them. A notification message is also displayed in the To Do section on their Dashboard in Faculty 180. To view the information the candidate has submitted, select 'Read Case'.

Unit	Template	Status
Communication	1st Year Pre-tenure Annual Review - Communication (AR)	Select Status

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Search case materials by title

2. All information that the faculty member has entered will appear in the window that opens. Utilize the left-hand menu to navigate to the various sections (examples below). Select 'Return to Case' in the upper, right-hand corner when done.
 - Faculty180 Vitae – all information the faculty has entered within Faculty 180
 - Past Evaluations – all evaluations previously submitted within Faculty 180
 - Candidate Confirmation – confirmation from the faculty member regarding information submitted.
 - Previous committee recommendation letters
3. Select the 'Case Details' tab then, in the Required Items section select 'Add' to upload the Department Chair's recommendation 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

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.

***Troubleshooting tip:** Be sure that you are uploading/completing the case’s required documents on the Case Details tab. Uploading information on the Case Materials tab will not satisfy the required document settings and will prevent the case from being moved forward.

- Next, select ‘Fill Out Form’ to record the Chair’s Yes/No response for recommendation. Select ‘Submit Form’ then select ‘Yes’ to confirm completion of this step and return to the candidate’s case.

Forms		
Form Name	Assignee	Actions
Annual Review Recommendation of Department Chair 3 required questions	Committee Managers	Manage Respondents
Annual Review Recommendation of Department Chair 3 required questions	<input type="text"/> (You)	Fill Out Form

- The Chair’s recommendation must be shared with the candidate to allow for a five-day period to request reconsideration before forwarding to the College Dean. To do this, select the ‘Case Materials’ tab, then select ‘Share’.

The screenshot shows the 'Case Materials' tab selected in a navigation bar. Below the search bar, the 'Share' button is highlighted with a red box. The interface includes a search bar, a 'Read Case' button, and a bottom navigation bar with 'Expand All', 'Collapse All', 'Download', 'Share', 'Settings', and 'Move' options.

- Set the following fields to share your recommendation with the candidate:
 - Select ‘Enable’ under the File Response heading.
 - Next, under ‘Message Reason’ enter “Department Chair – Five Day Reconsideration”.
 - Set your deadline date to five business days after the letter is shared with the candidate.
 - In the ‘Section for Response’ field select ‘Department Chair Review’.
 - Select ‘Add’ in the Shared Files section to attach the Chair’s recommendation letter.
 - Lastly, consider the following language for your subject line and message:

Subject: Department Chair Letter – Ready for Review

“Dear _____,

I have 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,”

- When finished, select 'Send'

Message to Committee

To: [User | Committee]

Add Another: User | Committee

Subject *
Message Subject

Message *
[Rich Text Editor]

Share Files
Files shared with this message can be viewed by the recipient(s) after logging into Interfolio.
+ Add

Details
Direct email reply:
eric.langenderfer@utoledo.edu

File Response:
 Enable
When you share a file for the recipient to review, you can check this box to allow them to submit a file in response. Check this option to allow the recipient of this message to submit a file in response.

Message Reason
e.g. rebuttal, reminder

Deadline
Mmm d, yyyy [Calendar Icon]

Section for Response *
-- Select Section --

Preview [Send] Cancel

7. Lastly, once the five-day reconsideration period has expired, forward the completed review to the next step in the case. Select 'Send Case', located in the upper-right hand side of the page, then select 'Forward to XXX'.

A message will pop-up allowing the option to send a pre-populated email to the next committee, or you can customize the message being sent. If you do not wish to send a message, and simply forward the case to the next committee, uncheck the 'Send message to reviewers gaining access' box and select 'Continue'. The Department Chair review step is complete.

Send Case ▾ Case Options ▾

Unit: Communication

Template: 1st Year Pre-tenure Annual Review - Communi (AR)

Forward to College Dean (highlighted)

Backwards to Department Personnel Committee

Case Materials Case Details 2

Search case materials by title [Search Icon] [Read Case]