



Pre-Tenure Review

Department Personnel Committee

The following steps describe the process to review applications using the university's Faculty 180 and Review, Promotion and Tenure (RPT) system. Faculty assigned to Department 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.
 - DPC Chair/Author: Has read and write access. Responsible for submitting the written evaluation and committee recommendation.
1. Committee members 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

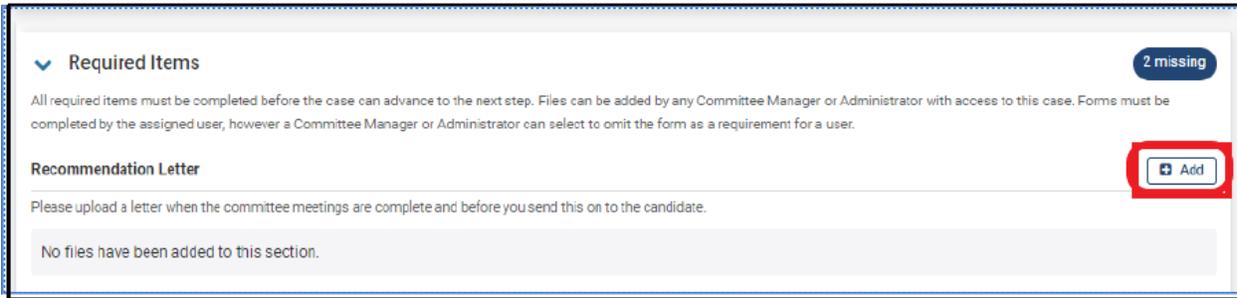
[Case Materials](#) [Case Details](#) **2**

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.

For committee members, reviewing candidate documents is all that is required within RPT. The Committee Chair will have the responsibility to upload the committee's letter and record the recommendation.

3. **For the Committee Chair** – Select the ‘Case Details’ tab then, in the Required Items section select ‘Add’ to upload the committee’s recommendation letter.

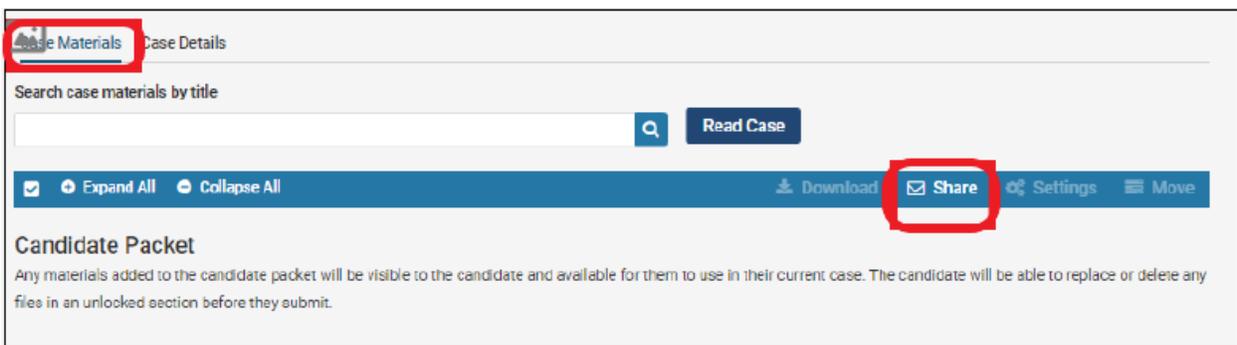


***Troubleshooting tip:** Be sure that you are uploading/completing the case’s required documents on the Case Details tab. Uploading information on the Case Materials tab will not satisfy the required document settings and will prevent the case from being moved forward.

4. Next, select ‘Fill Out Form’ to record the committee’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.



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



6. Set the following fields to share your recommendation with the candidate:

- Select 'Enable' under the File Response heading.
- Next, under 'Message Reason' enter "DPC – 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 Personnel Committee Review'.
- Select 'Add' in the Shared Files section to attach the committee's recommendation letter.
- Lastly, consider the following language for your subject line and message:

Subject: DPC Letter – Ready for Review

"Dear _____,

The Department 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.

Sincerely,"

- When finished, select 'Send'

The screenshot shows the 'Message to Committee' form. The 'To' field is empty. The 'Subject' field contains 'Message Subject'. The 'Message' field is empty. The 'Share Files' section has an '+ Add' button. The 'Details' panel on the right has the following fields highlighted with red boxes: 'File Response' with the 'Enable' checkbox checked; 'Message Reason' with the text 'e.g. rebuttal, reminder'; 'Deadline' with a calendar icon; 'Section for Response' with a dropdown menu showing '-- Select Section --'; and the 'Send' button at the bottom right.

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

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

The screenshot shows a web interface with a header area containing two buttons: 'Send Case' and 'Case Options'. Below these buttons, there is a dropdown menu that is open, showing the option 'Forward to Department Chair' selected. The interface also displays 'Unit: Communication' and 'Template: 1st Year Pre-tenure Annual Review - Communication (AR)'. At the bottom, there is a search bar with the text 'Search case materials by title' and a 'Read Case' button.