

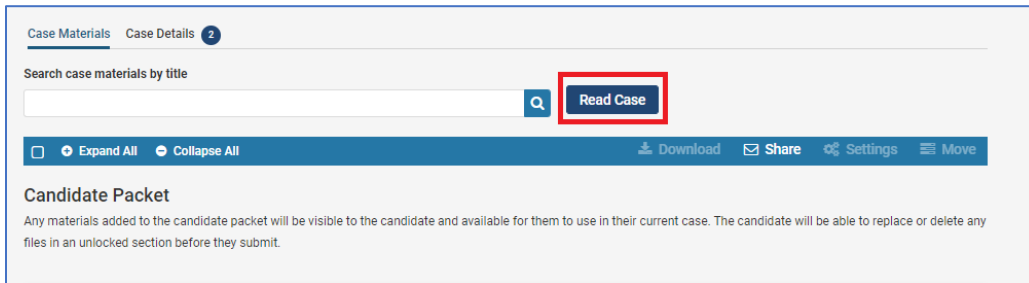
Pre-tenure Reviews – Department Personnel Committee

Faculty assigned to Department Personnel Committees serve either as the Chair of that committee, or as a member.

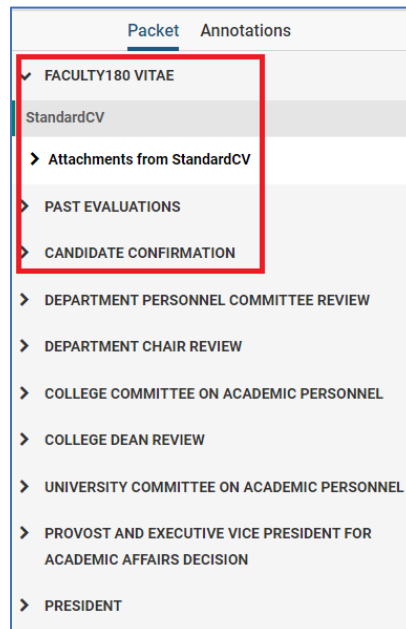
- **Committee Members:** Have read-only access. Can view faculty data related to an evaluation but cannot submit a written evaluation in the system.
- **DPC Chair/Author:** Has read and write access. Responsible for submitting the written evaluation and committee recommendation.

Reading the case: Committee members are notified by e-mail 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.

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
 - b. **Past Evaluations** – all evaluations previously submitted within Faculty180
 - c. **Candidate Confirmation** – confirmation from the faculty member regarding information included

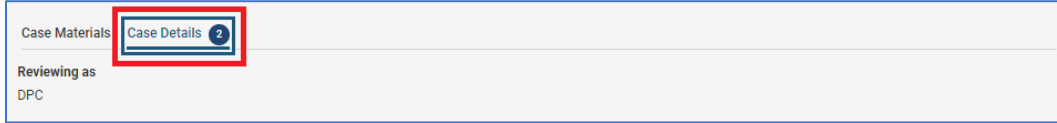


For committee members, this is all you need to do within the system. The Chair will have the responsibility to upload the committee’s letter and record the recommendation.

Pre-tenure Reviews – Department Personnel Committee

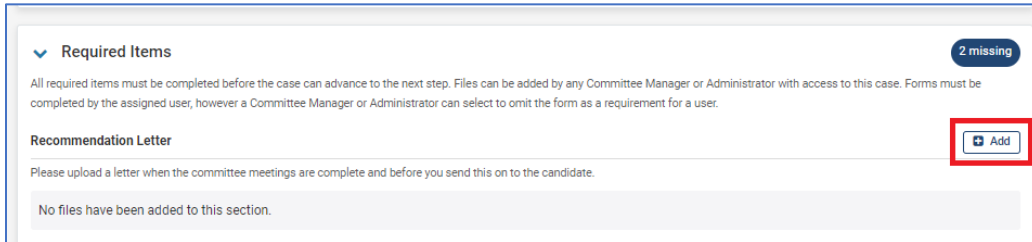
Committee Chair – refer to the following pages which note how to submit your committee’s letter and recommendation.

1. Select ‘Case Details’



A screenshot of a web interface showing a 'Case Materials' menu. The 'Case Details' option is highlighted with a red box and has a '2' next to it. Below the menu, it says 'Reviewing as DPC'.

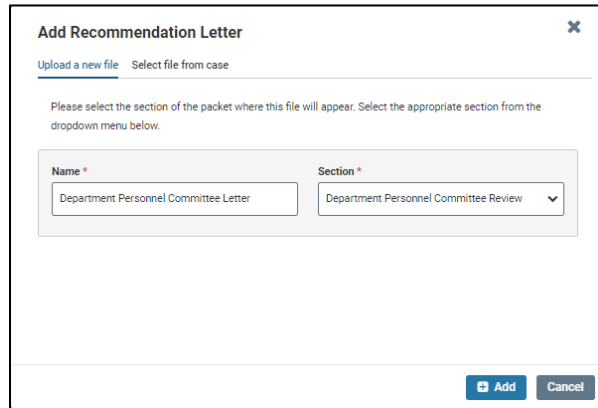
2. Select ‘Add’ within the Required Items section to attach your committee’s letter.



A screenshot of the 'Required Items' section in a web interface. It shows a 'Recommendation Letter' section with an 'Add' button highlighted in a red box. A '2 missing' badge is visible in the top right corner.

Name – 2022-2023 Department Personnel Committee Letter

Section – Department Personnel Committee Review



A screenshot of a dialog box titled 'Add Recommendation Letter'. It contains fields for 'Name' (Department Personnel Committee Letter) and 'Section' (Department Personnel Committee Review). There are 'Add' and 'Cancel' buttons at the bottom.

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



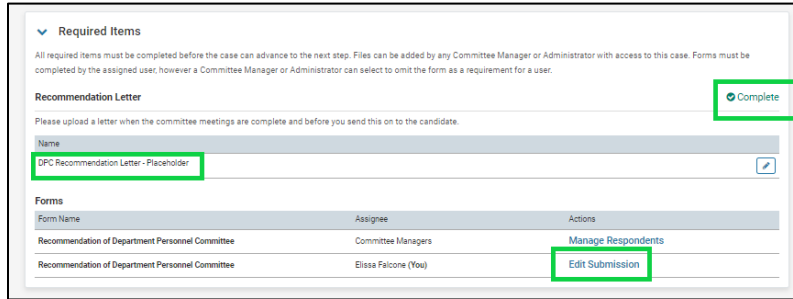
A screenshot of the 'Required Items' section showing the 'Recommendation Letter' section as 'Complete'. Below it is a table of forms with a 'Fill Out Form' button highlighted in a red box.

Form Name	Assignee	Actions
Recommendation of Department Personnel Committee	Committee Managers	Manage Respondents
Recommendation of Department Personnel Committee		Fill Out Form

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

Pre-tenure Reviews – Department Personnel Committee

5. Verify that your letter and form are 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.

Recommendation Letter Complete

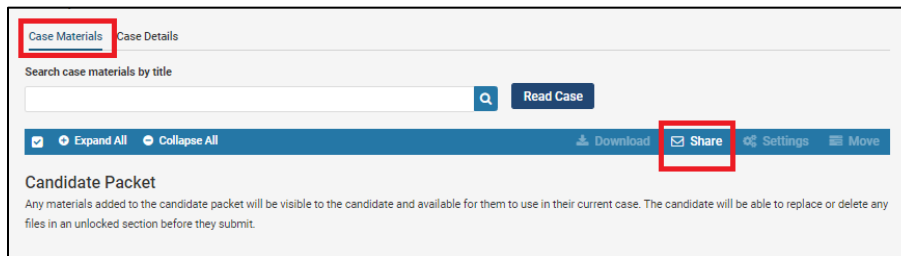
Please upload a letter when the committee meetings are complete and before you send this on to the candidate.

Name
DPC Recommendation Letter - Placeholder

Forms

Form Name	Assignee	Actions
Recommendation of Department Personnel Committee	Committee Managers	Manage Respondents
Recommendation of Department Personnel Committee	Elissa Falcone (You)	Edit Submission

6. Once you submit your letter and recommendation, you will share this with the candidate to ensure they have five days to request reconsideration. To share with the candidate, select the ‘Case Materials’ tab, ‘Share’ and ‘With Candidate’.



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.

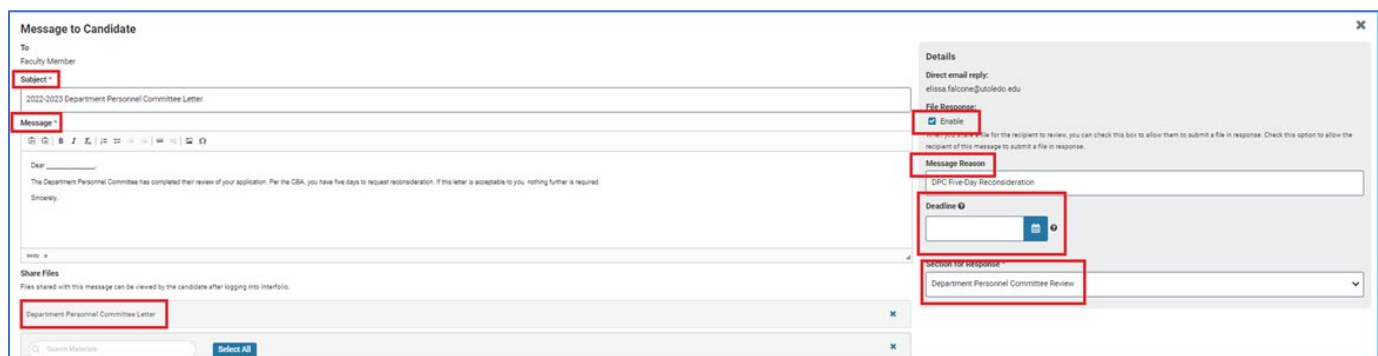
- Subject line:** DPC Letter – Ready for review
- Message:**

“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,

- Type ‘2023’ into the search bar and select, “2022-2023 Department Personnel Committee Letter”
- Check within the ‘Enable’ box
- Message Reason – DPC Five Day Reconsideration
- Deadline – five business days after the letter is shared with the candidate
- Section for Response – Department Personnel Committee Review
- Send



Message to Candidate

To: Faculty Member

Subject: 2022-2023 Department Personnel Committee Letter

Message:

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,

Share Files

Files shared with this message can be viewed by the candidate after logging into Interfolio.

Department Personnel Committee Letter

Details

Direct email reply: elissa.falcone@utoledo.edu

File Response: Enable

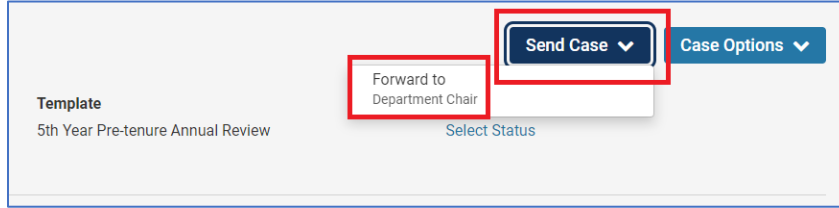
Message Reason: DPC Five-Day Reconsideration

Deadline: Five Business Days

Section for Response: Department Personnel Committee Review

Pre-tenure Reviews – Department Personnel Committee

7. Based on the date on the Academic Personnel Calendar, you will advance the case to the next level, Department Chair. *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 Department Chair'



8. Complete the information within the Send Case Forward window. Suggested verbiage is:
 - a. **Subject** – DPC review is complete
 - b. **Message:**

Dear Department Chair,

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

Sincerely, _____

- c. Select Continue

Send Case Forward ✕

Great job! You're sending the case forward to the next step, Department Chair. The following reviewers will lose access to the case:

Department Personnel Committee | 1 members

The following reviewers will gain access to the case:

Department Chair | 1 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 *

DPC review is complete

Message *

Dear Department Chair,

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

Sincerely, _____

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