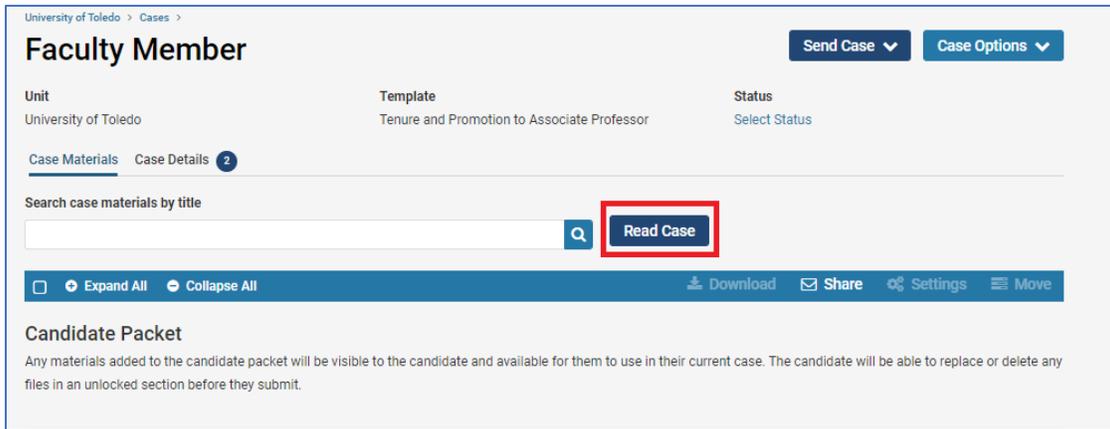


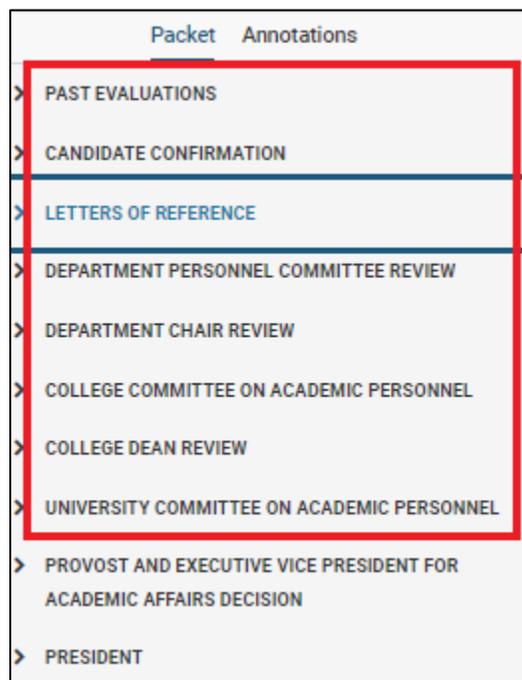
Tenure and/or Promotion Reviews: Provost

Reading the case: The Provost is 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.

1. To view the information the candidate has submitted, select 'Read Case'

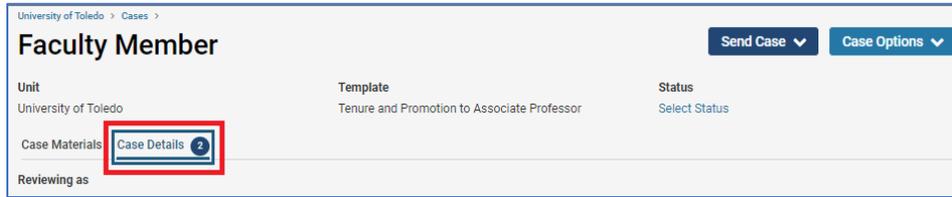


2. All information that the faculty member has entered will appear in the window that opens. Unlike Faculty180, you no longer need to download the attachments the faculty has included. All information will be viewable within a document reader. Utilize the left-hand menu bar to navigate to the varying 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
 - d. **Letters of Reference** – external reference letters (uploaded by the Department Chair)
 - e. **Department Personnel Committee Review** –committee letter and their recommendation
 - f. **Department Chair Review** – Chair’s letter and their recommendation
 - g. **College Personnel Committee Review** –committee letter and their recommendation
 - h. **College Dean** – Dean’s letter and recommendation



Tenure and/or Promotion Reviews: Provost
Submitting your recommendation and letter:

3. Select 'Case Details'



University of Toledo > Cases >

Faculty Member

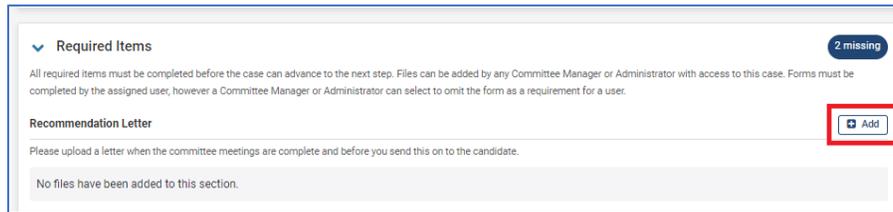
Send Case Case Options

Unit: University of Toledo | Template: Tenure and Promotion to Associate Professor | Status: Select Status

Case Materials: **Case Details** (highlighted)

Reviewing as

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

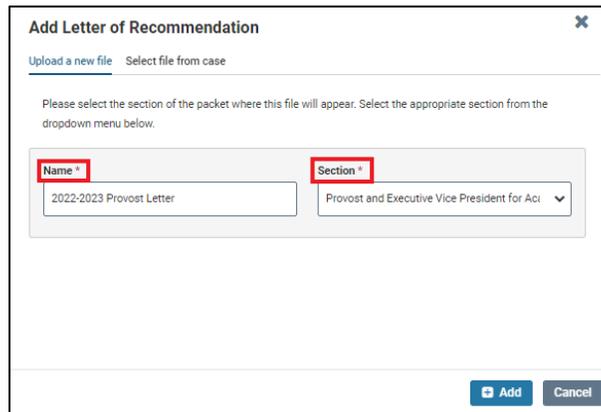
Recommendation Letter Add (highlighted)

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.

Name – 2022-2023 Provost’s Letter

Section – Provost and Executive Vice President for Academic Affairs Review



Add Letter of Recommendation

Upload a new file | Select file from case

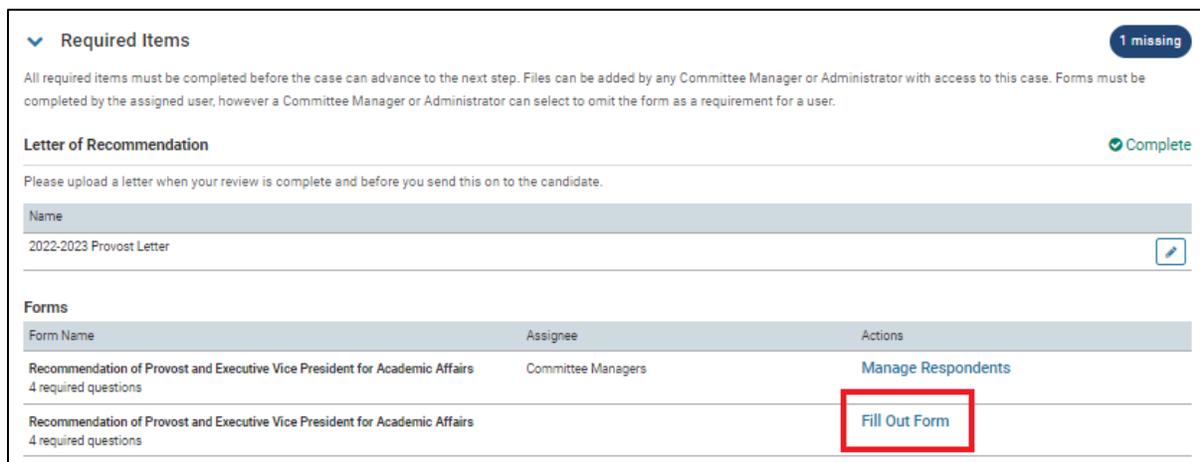
Please select the section of the packet where this file will appear. Select the appropriate section from the dropdown menu below.

Name: 2022-2023 Provost Letter (highlighted)

Section: Provost and Executive Vice President for Academic Affairs Review (highlighted)

Add Cancel

5. 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 Provost Letter

Forms

Form Name	Assignee	Actions
Recommendation of Provost and Executive Vice President for Academic Affairs 4 required questions	Committee Managers	Manage Respondents
Recommendation of Provost and Executive Vice President for Academic Affairs 4 required questions		Fill Out Form (highlighted)

Tenure and/or Promotion Reviews: Provost

6. Complete the information within the form and type your name within the ‘Signature of Provost’ section. Select ‘Submit Form’ and ‘Yes’ within the confirmation box.

7. 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 Provost Letter ✎

Forms

Form Name	Assignee	Actions
Recommendation of Provost and Executive Vice President for Academic Affairs 4 required questions	Committee Managers	Manage Respondents
Recommendation of Provost and Executive Vice President for Academic Affairs 4 required questions	(You)	Edit Submission

8. Once you submit 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
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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.

- a. **Subject line:** Provost’s Letter – Ready for review
- b. **Suggested 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,

Tenure and/or Promotion Reviews: Provost

- c. Type '2023' into the search bar and select, "2022-2023 Provost's Letter"
- d. Check within the 'Enable' box
- e. **Message Reason:** Provost's Review Five Day Reconsideration
- f. **Deadline:** five business days after you share the letter.
- g. **Section for Response:** Provost and Executive Vice President for Academic Affairs Decision
- h. Send



Message to Candidate

To: Faculty Member

Subject *

Provost's Letter - Ready for review

Message *

Dear _____

I completed my review of your application. For 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.

2022-2023 Provost Letter

Details

Direct email reply:
elissa.falcone@utoledo.edu

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

Provost's Review Five Day Reconsideration

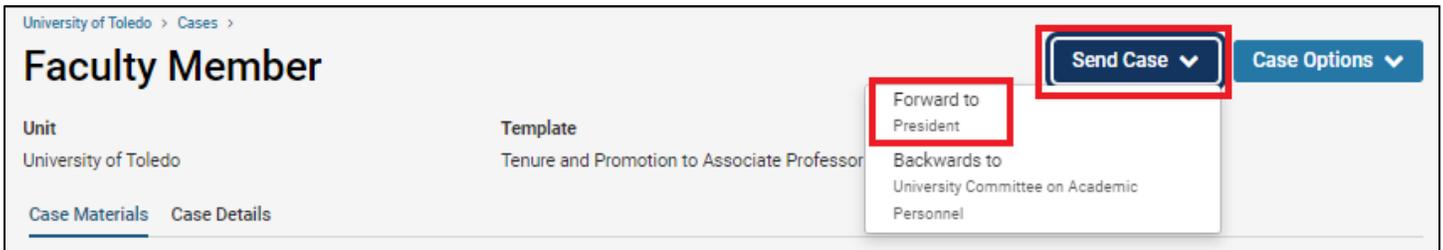
Deadline

Mar 10, 2023

Section for Response *

Provost and Executive Vice President for Academic Affairs Decision

- 9. After the five day review window passes, forward the material to the President.
 - a. Select 'Send Case' near the top of the page
 - b. Select 'Forward to President'



University of Toledo > Cases >

Faculty Member

Unit: University of Toledo

Template: Tenure and Promotion to Associate Professor

Send Case Case Options

Forward to President

Backwards to University Committee on Academic Personnel

Case Materials Case Details

- 10. Complete the information within the Send Case Forward window. Suggested verbiage is:
 - a. **Subject:** Provost's Review is Complete
 - b. **Message:**

Dear President _____,

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. This review will be available to you through the date listed on the Academic Personnel Calendar.

Best, _____

- c. Select Continue

Tenure and/or Promotion Reviews: Provost

Send Case Forward ✕

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

TEST Provost | 1 members

The following reviewers will gain access to the case:

TEST President | 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 *

Provost's Review is Complete

Message *



Dear President _____,

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 April 3, 2023.

Sincerely, _____

body p

[Preview](#) [Continue](#) [Cancel](#)