

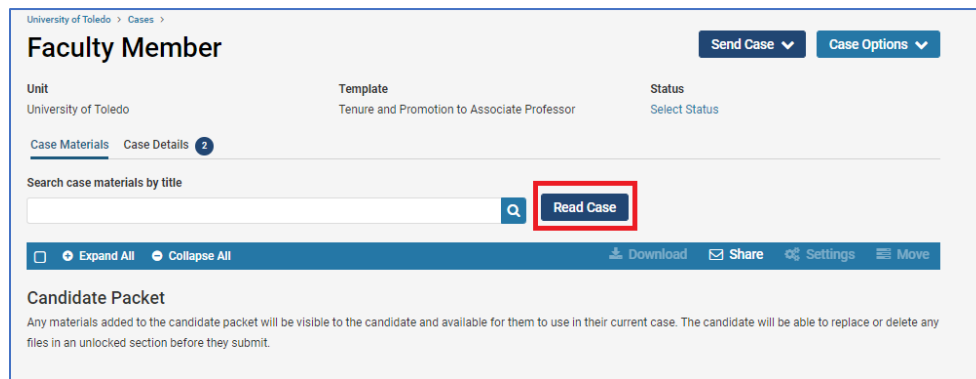
Tenure and/or Promotion Reviews: University Committee on Academic Personnel (UCAP)

Faculty included on the University Committee on Academic Personnel serve either as the committee chair or as a member.

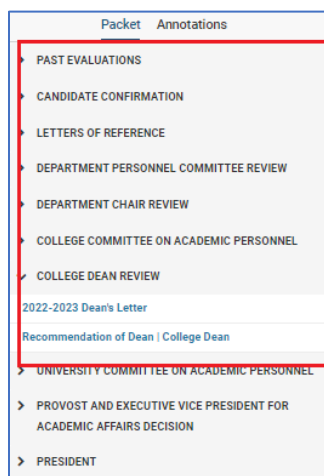
- **Committee Members:** Have read-only access. Can view faculty data related to an evaluation but cannot submit a written evaluation in the system.
- **UCAP Chair/Author:** Has read and write access. Responsible for submitting the written evaluation.

Reading the case: Committee members 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.

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** – a 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** – DPC’s letter and recommendation
 - f. **Department Chair Review** – Department Chair’s letter and recommendation
 - g. **College Committee on Academic Personnel** – CPC’s letter and recommendation
 - h. **College Dean Review** – Dean’s letter and recommendation

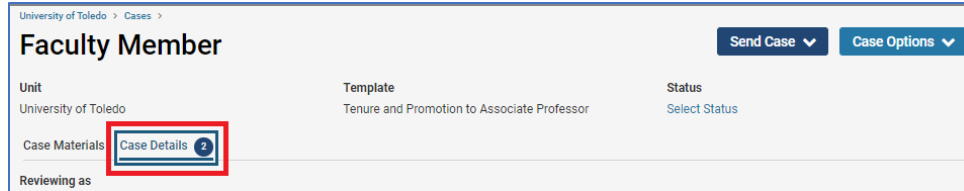


Tenure and/or Promotion Reviews: University Committee on Academic Personnel (UCAP)

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.

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

1. Select 'Case Details'



University of Toledo > Cases >

Faculty Member

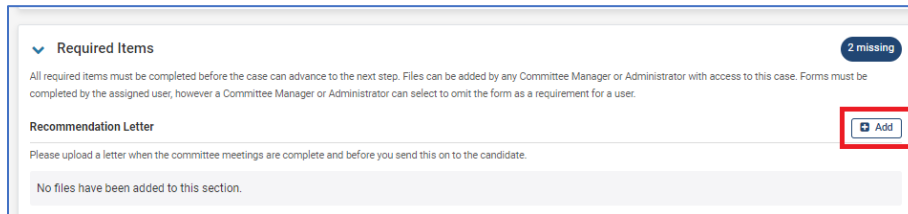
Send Case ▾ Case Options ▾

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

Case Materials: **Case Details** (2)

Reviewing as

2. Select 'Add' within the Required Items section to attach your committee's 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.

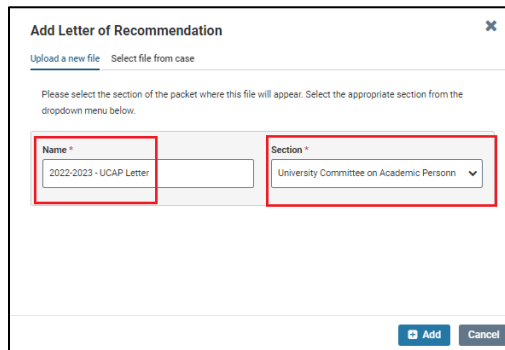
Recommendation Letter Add

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 UCAP Letter

Section – University Committee on Academic Personnel



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 - UCAP Letter

Section *
University Committee on Academic Personnel

Add Cancel

3. Within the same Required Items section, select 'Fill Out Form' to record the committee's 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 the committee meetings are complete and before you send this on to the candidate.

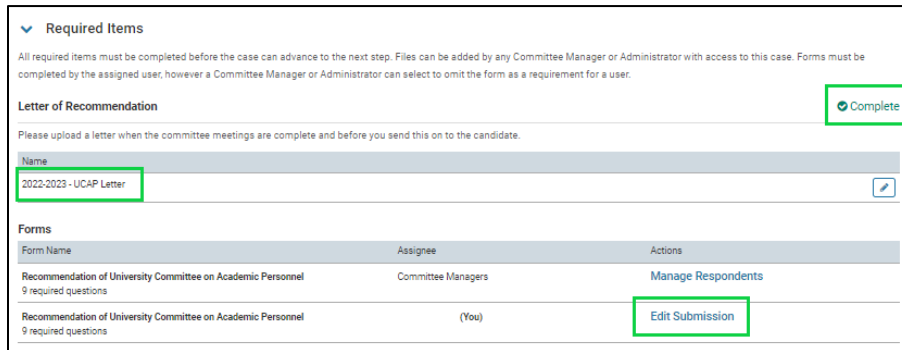
Name
2022-2023 - UCAP Letter

Forms

Form Name	Assignee	Actions
Recommendation of University Committee on Academic Personnel 9 required questions	Committee Managers	Manage Respondents
Recommendation of University Committee on Academic Personnel 9 required questions	(You)	Fill Out Form

Tenure and/or Promotion Reviews: University Committee on Academic Personnel (UCAP)

4. Complete the information within the form and type your name within the ‘Signature of University Committee on Academic Personnel Chair’ section. Select ‘Submit Form’ and ‘Yes’ within the confirmation box.
5. Verify that your letter and form is 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.

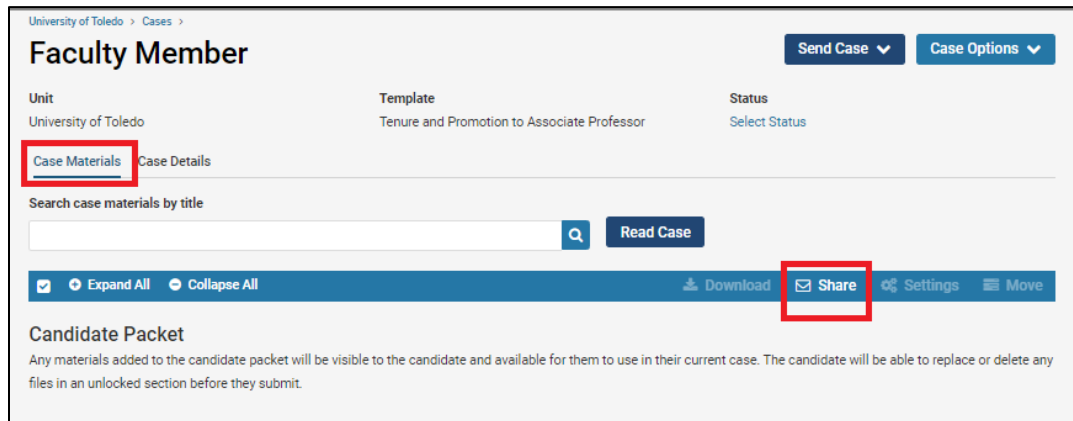
Letter of Recommendation Complete

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

Name
2022-2023 - UCAP Letter

Form Name	Assignee	Actions
Recommendation of University Committee on Academic Personnel 9 required questions	Committee Managers	Manage Respondents
Recommendation of University Committee on Academic Personnel 9 required questions	(You)	Edit Submission

6. Once you 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. Following the [Academic Personnel Calendar](#), UCAP has until January 27, 2023 to complete their review.



University of Toledo > Cases >

Faculty Member

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

Send Case | Case Options

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.

- b. **Subject line:** UCAP letter - ready for review
- c. **Suggested Message:**

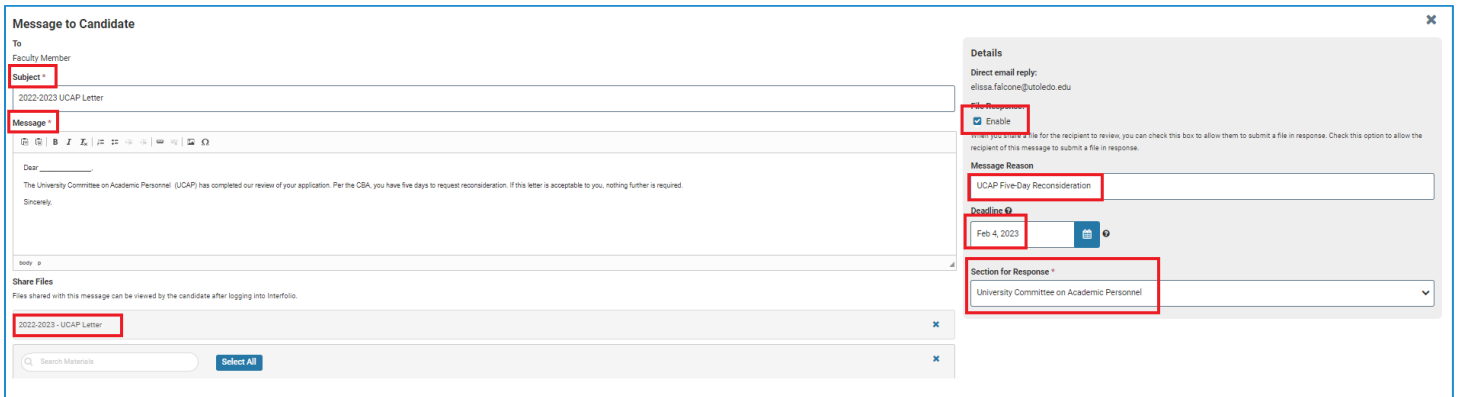
Dear _____,

The University Committee on Academic Personnel (UCAP) has completed our 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.

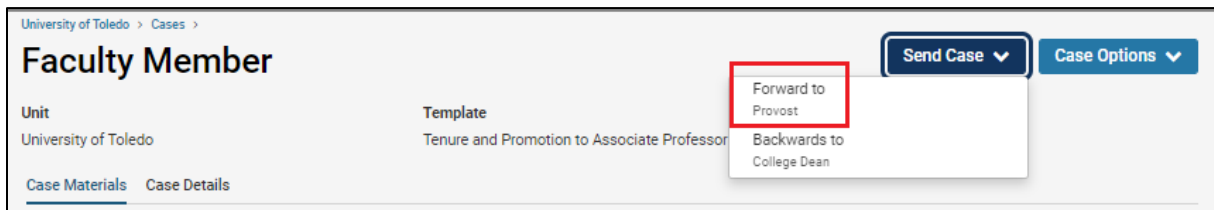
Sincerely,

- d. Under Share Files select Add and type ‘2023’ into the search bar and select, “2022-2023 UCAP Letter”
- e. Check within the ‘Enable’ box
- f. **Message Reason:** UCAP Five Day Reconsideration
- g. **Deadline:** five business days after you share the letter with the candidate.
- h. **Section for Response:** University Committee on Academic Personnel Review
- i. Send

Tenure and/or Promotion Reviews: University Committee on Academic Personnel (UCAP)



7. Based on the date listed on the Academic Personnel Calendar, January 27, 2023, you will advance the case to the next level, Provost. *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 Provost'



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

Dear Provost _____,

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

Tenure and/or Promotion Reviews: University Committee on Academic Personnel (UCAP)

Send Case Forward ✕

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

TEST UCAP | 1 members

The following reviewers will gain access to the case:


TEST Provost | 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 *

UCAP Review is Complete

Message *



Dear Provost _____,

A review for _____ is now available for your review. You will access the information and documents, including UCAP's letter and recommendation in Faculty180 when you sign in. Please complete your review and recommendation by March 3, 2023.

Sincerely, _____

body p