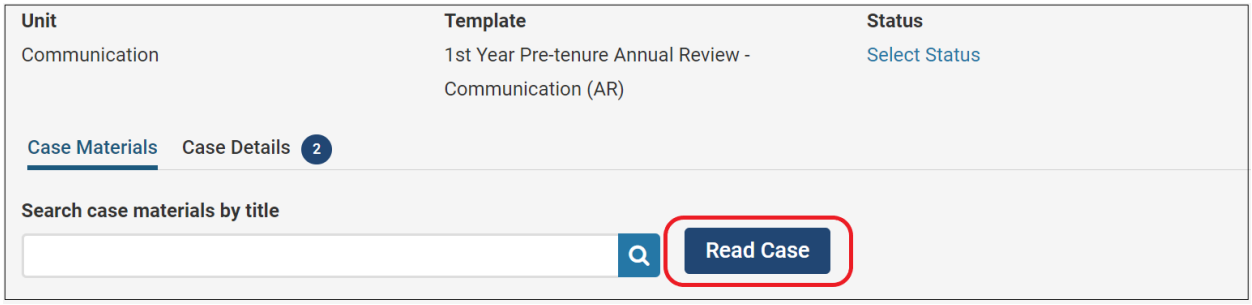
Pre-Tenure Review

College Dean Committee

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

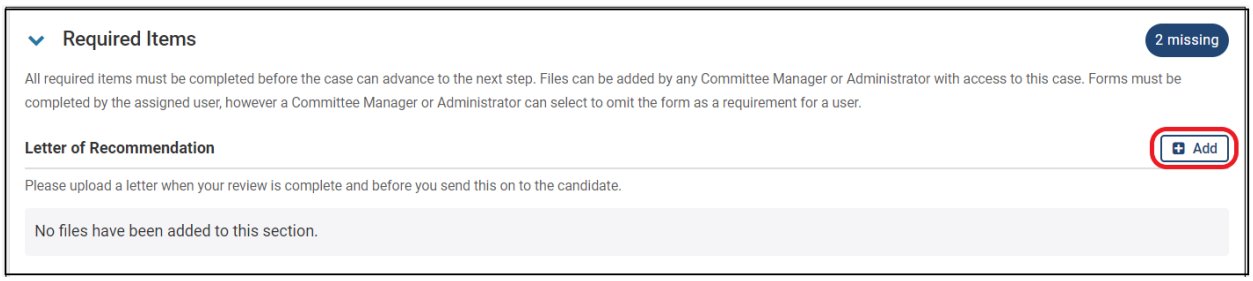
1. College Deans are notified by email when an evaluation has been assigned to them. A notification message is also displayed in the To Do section on their Dashboard in Faculty 180. To view the information the candidate has submitted, select 'Read Case'.



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.

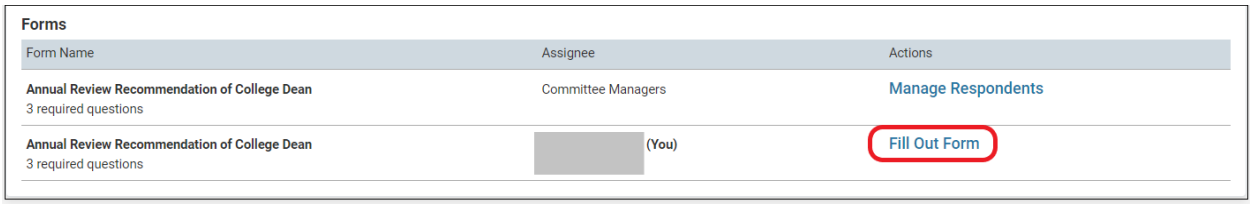
   - Faculty180 Vitae – all information the faculty has entered within Faculty 180
   - Past Evaluations – all evaluations previously submitted within Faculty 180
   - Candidate Confirmation – confirmation from the faculty member regarding information submitted.
   - Previous committee recommendation letters

3. Select the 'Case Details' tab then, in the Required Items section select 'Add' to upload the College Dean's recommendation letter.

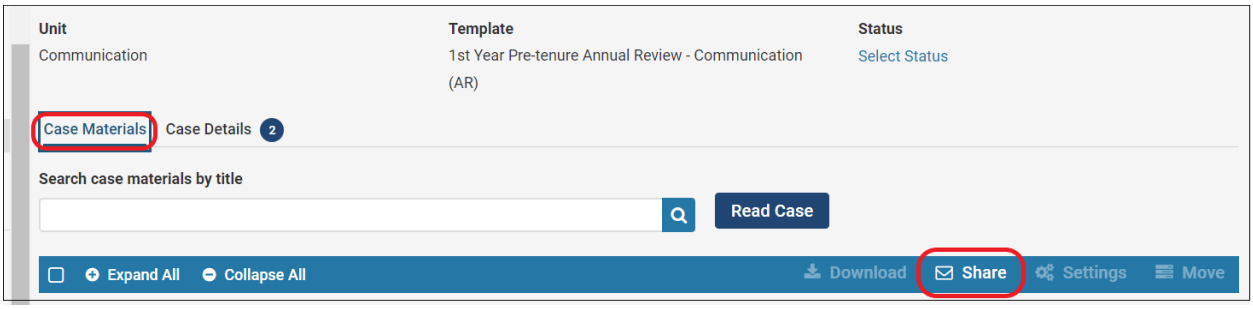


***Troubleshooting tip:** Be sure that you are uploading/completing the case's required documents on the Case Details tab. Uploading information on the Case Materials tab will not satisfy the required document settings and will prevent the case from being moved forward.

4. Next, select 'Fill Out Form' to record the Dean'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 Dean's recommendation must be shared with the candidate to allow for a five-day period to request reconsideration before forwarding to the next step. 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 "Dean's Review – 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 'College Dean Review'.
   - Select 'Add' in the Shared Files section to attach the Dean's recommendation letter.
   - Lastly, consider the following language for your subject line and message:

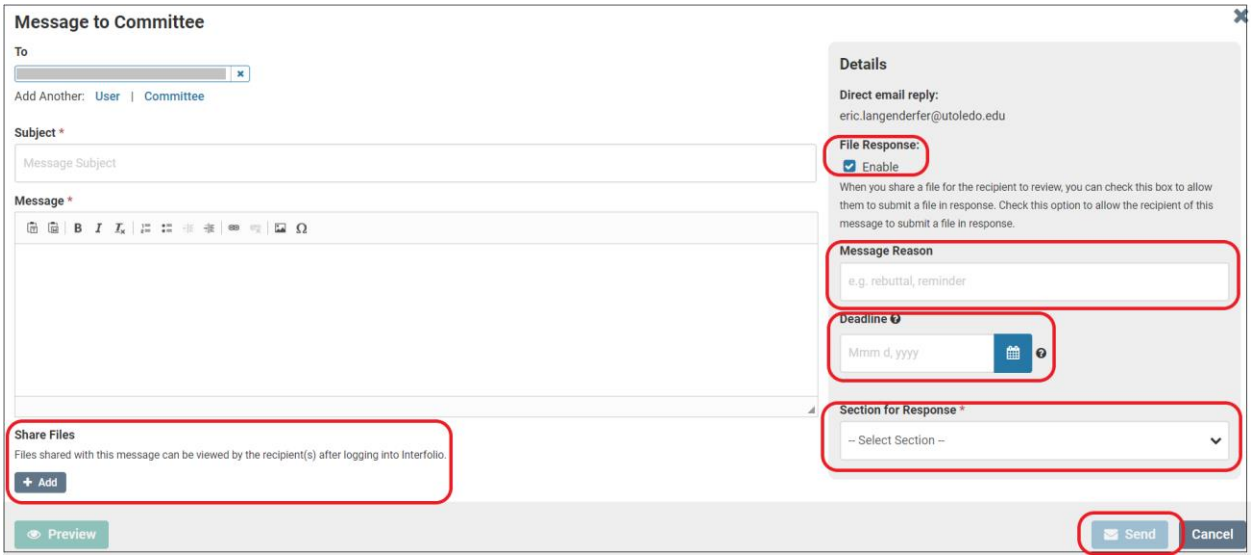
   Subject: College Dean Letter – Ready for Review

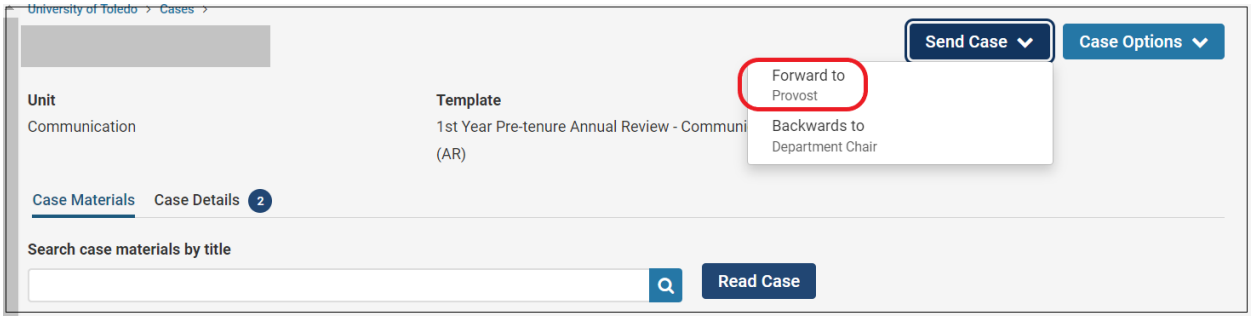
   "Dear _____,

   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’



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 College Dean review step is complete.