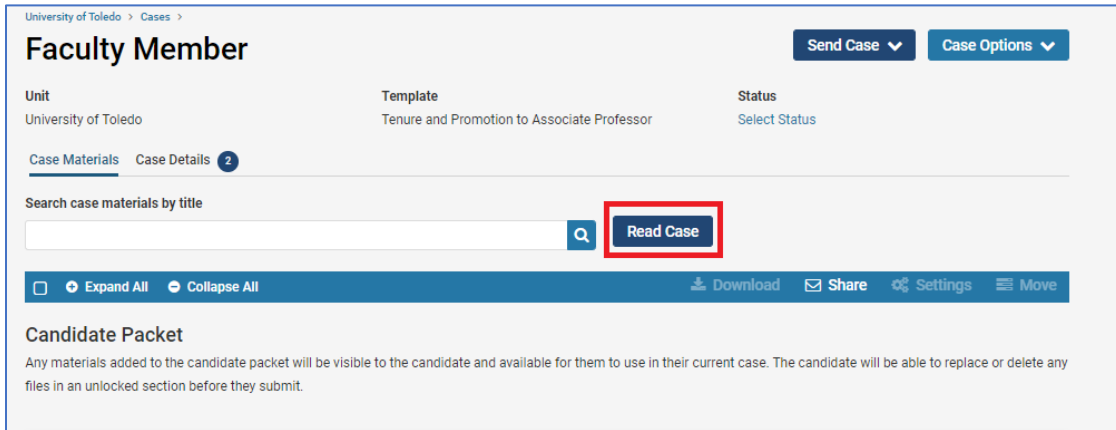


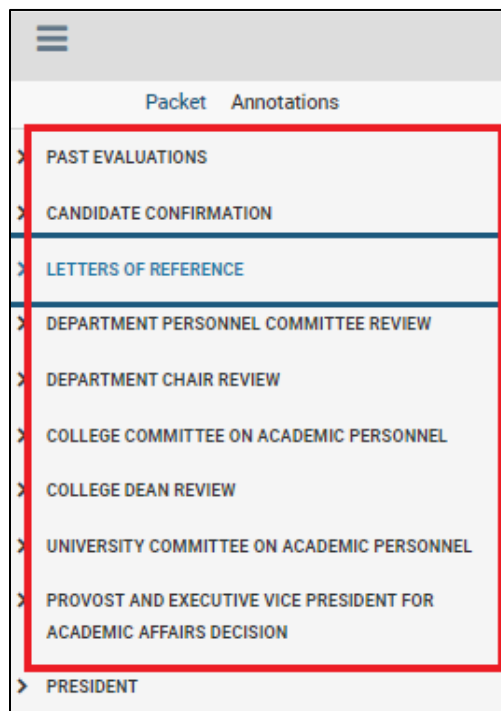
Tenure and/or Promotion Reviews: President

Reading the case: The President 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

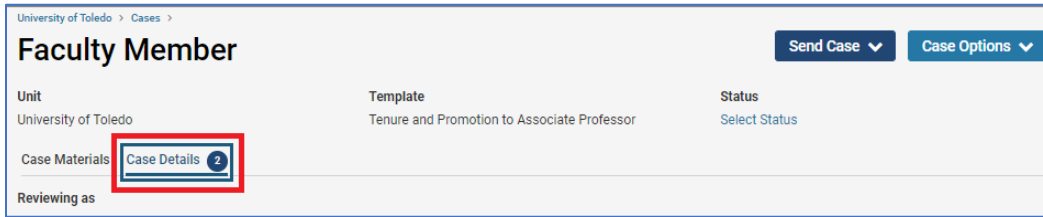


Tenure and/or Promotion Reviews: President

Tenure and/or Promotion Reviews: President

Submitting your recommendation and letter:

3. Select 'Case Details'



University of Toledo > Cases >

Faculty Member

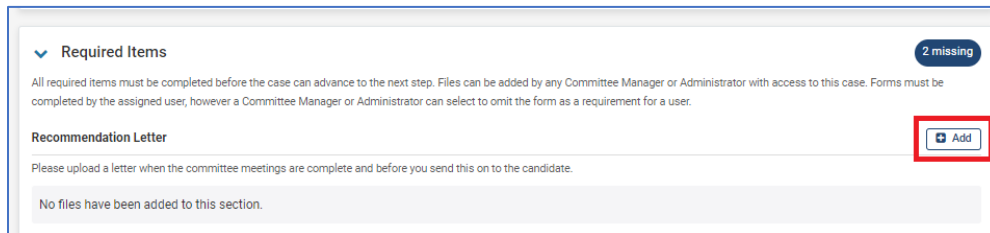
Send Case ▾ Case Options ▾

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

Case Materials: **Case Details** 2

Reviewing as

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



Required Items 2 missing

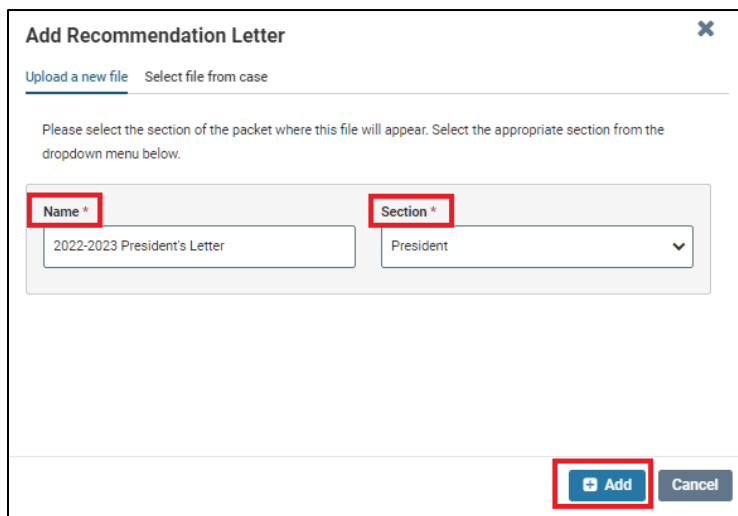
All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement 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 President's Letter, Section – President



Add Recommendation Letter

Upload a new file | Select file from case

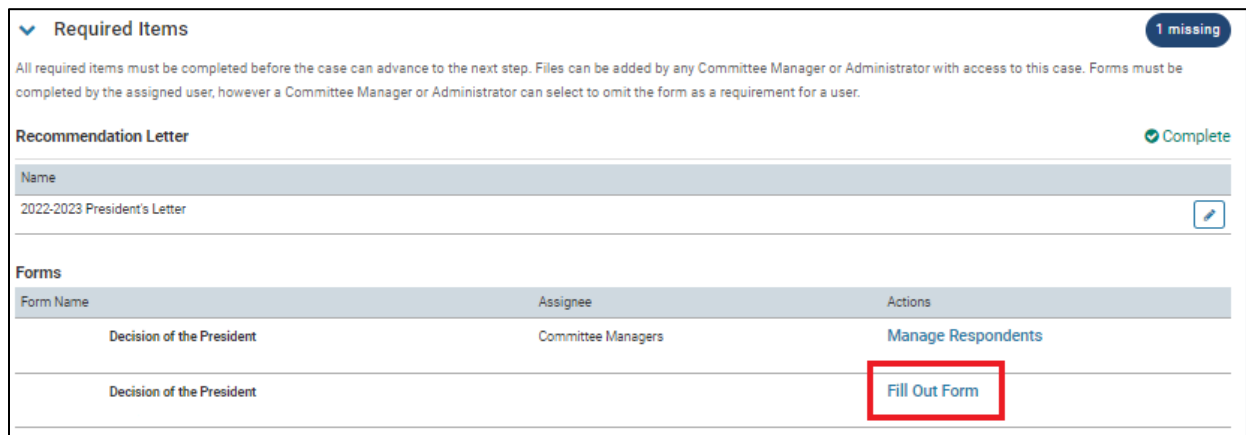
Please select the section of the packet where this file will appear. Select the appropriate section from the dropdown menu below.

Name * **Section ***

2022-2023 President's Letter | President

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.

Recommendation Letter Complete

Name: 2022-2023 President's Letter

Forms

Form Name	Assignee	Actions
Decision of the President	Committee Managers	Manage Respondents
Decision of the President		Fill Out Form

Tenure and/or Promotion Reviews: President

6. Complete the information within the form and type your name within the ‘Signature of President’ 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.

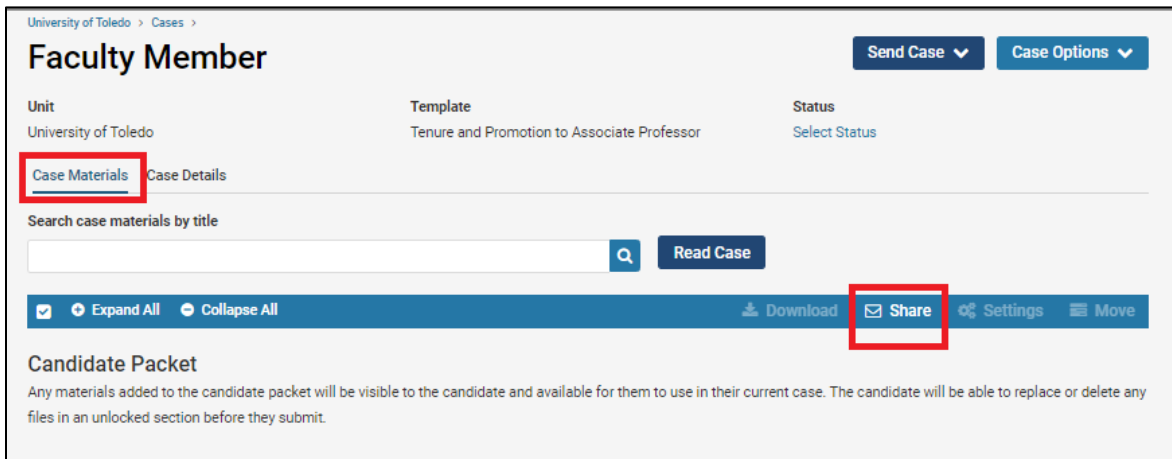
Recommendation Letter Complete

Name
2022-2023 President's Letter

Forms

Form Name	Assignee	Actions
Decision of the President	Committee Managers	Manage Respondents
Decision of the President		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. Following the Academic Personnel Calendar, the President has through April 3, 2023 to complete their review. To share with the candidate, select the ‘Case Materials’ tab, ‘Share’ and ‘With Candidate’.



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.

- a. **Subject line:** President’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,

- c. Type ‘2023’ into the search bar and select, “2022-2023 President’s Letter”
- d. Check within the ‘Enable’ box
- e. **Message Reason:** President’s Review Five Day Reconsideration

Tenure and/or Promotion Reviews: President

- f. **Deadline:** five business days after you share the letter with the candidate.
- g. **Section for Response:** President
- h. Send

Message to Candidate

To: Faculty Member (elissa.falcone@gmail.com)

Subject *
President's Letter – Ready for review

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,

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

2022-2023 President's Letter

Search Materials Select All

Details

Direct email reply:
elissa.falcone@utoledo.edu

File Response
 Enable
When you click 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
President's Review Five Day Reconsideration

Deadline
Apr 10, 2023

Section for Response *
President