



Office of the Provost

Reappointment, Promotion and Tenure

eDossier/Interfolio Step-by-Step Instructions – for the Internal Reviewer

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Important/Useful Tips to Remember

- All review letters will be shared in the system (no more need for paper copies) (see “Accessing Subsequent Reviewer Letters, page 50). Committee managers (PRC Chairs, Department Chairs, and Deans) will not lose access to view an eDossier until the review is complete and will have access to view the subsequent reviewer letters in the system.
- It is the responsibility of the committee manager (Chair of the PRC, Department Chair, and Dean) to forward the case to the subsequent reviewer on/before the contractual deadline (see The University Calendar of Key Faculty Contract Events for more details).
- The eDossier system is set up using “soft deadlines” meaning that both the faculty candidate and the reviewers will not be locked out of the system on the posted due date but it will be the responsibility of the reviewer/committee manager (Chair of the PRC, Department Chair, and Dean) to forward the case on/before the contractual deadline.
- It is the responsibility of the committee manager (Chair of the PRC, Department Chair, and Dean) to forward the copy of the review letter to the faculty candidate whom they are reviewing on/before the contractual deadline (see “Share the Review Letter with the Candidate”, page 44).
- Ignore “Voting Results” located on the bottom of the screen where you would upload your review letter. It is a system feature that will not be used.
- Case=eDossier
- Committee manager = Chair of the PRC, Department Chair, and Dean

Receiving Notification Email/Beginning Your Review

As a committee member or committee manager you will receive an email notification once the faculty candidate has submitted their eDossier and it is time for you to begin your review.



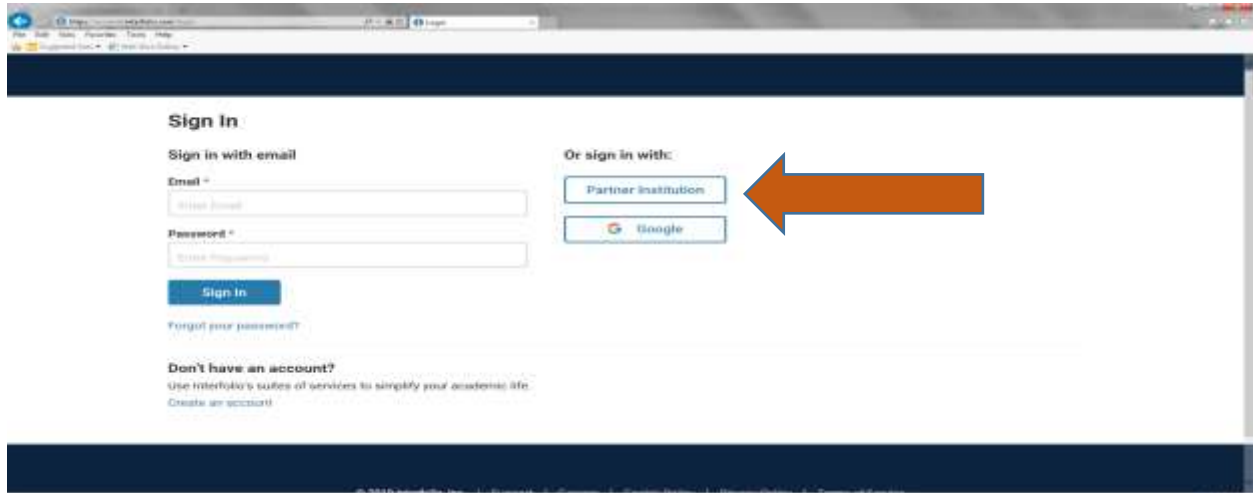
John Smith's case is available for review.

SIGN IN

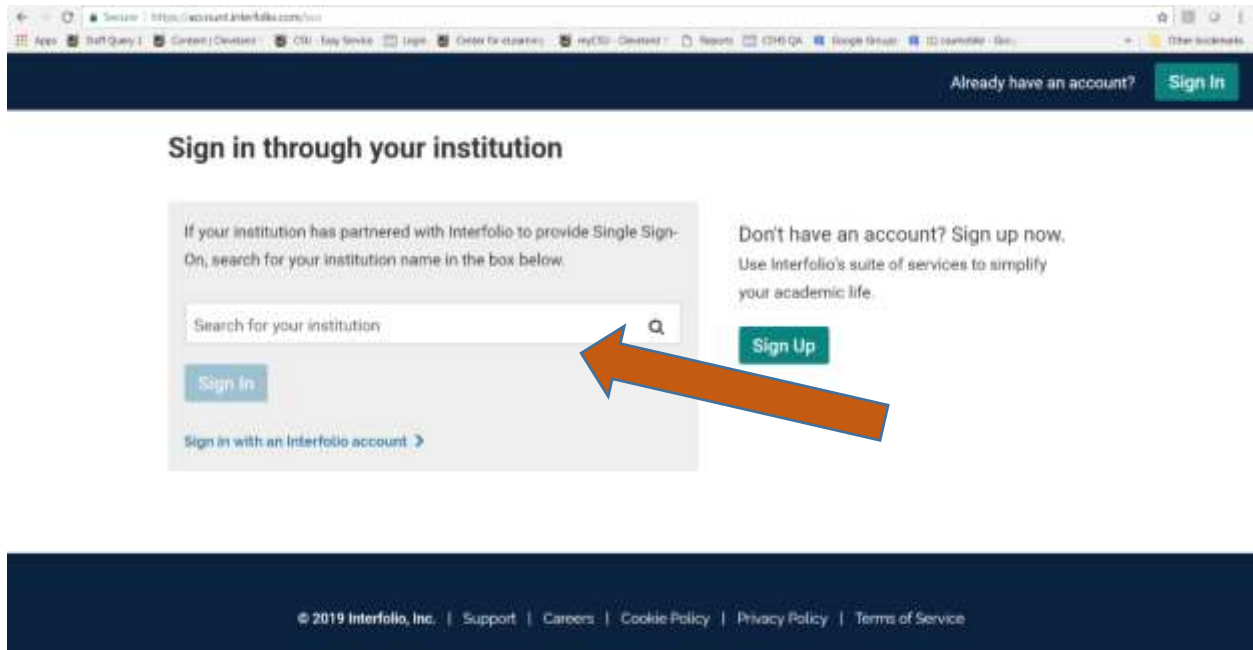
The candidate has submitted their case and it is now available for your committee to review.

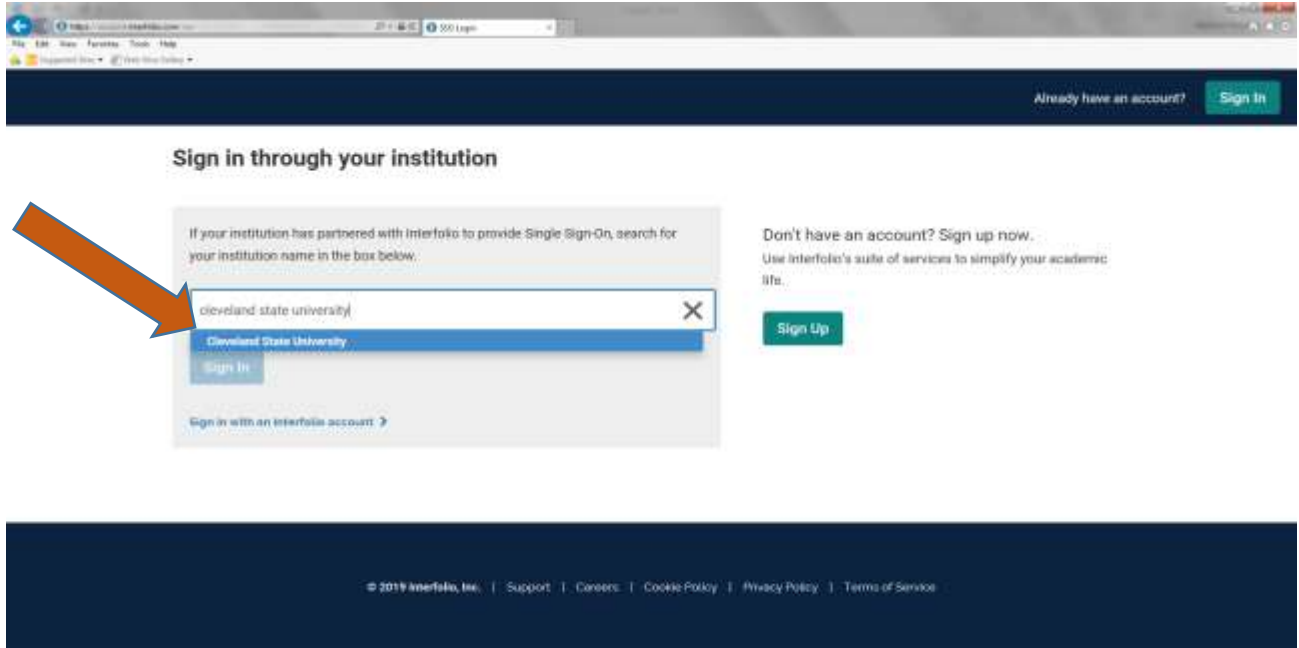
Clicking on “Sign In” will take you to your login page.

This login page may appear and look different from what you are used to. Select “Partner Institution”.

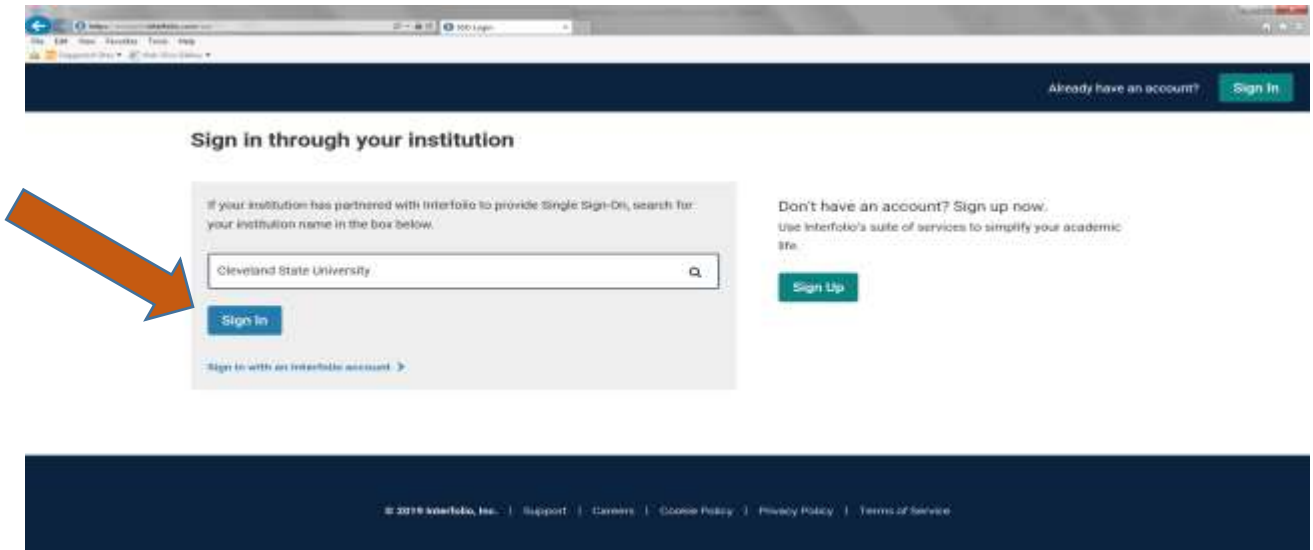


Type in “Cleveland State University” in the “Search for your institution” field.





Select “Sign In” which will take you to your normal login page.



Sign in with your CSU credentials.



The image shows a web browser window displaying the login page for Cleveland State University. The browser's address bar shows a URL starting with 'https://'. The page features the university's logo and name at the top, followed by a sign-in form. The form includes a 'Sign In' button and a 'Forgot Password' link.

Cleveland State University
engaged learning

Type your CSU ID and password.

CSU ID:

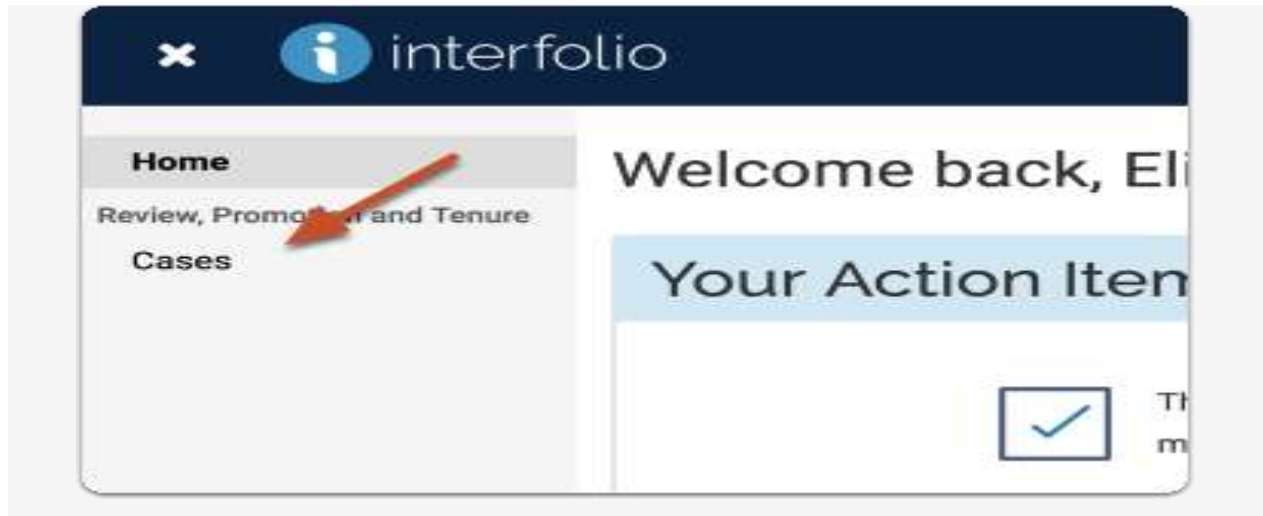
Password:

[Forgot Password](#)

Viewing Faculty Candidate Case/eDossier Materials

This article explains how Committee Members or others who are evaluating a case can access materials and what they can expect to find on the case page of a candidate.

Once logged into your Faculty180 Account, select "Cases" under Review, Promotion & Tenure on the left hand navigation bar.



You will see a list of cases that are available to you.

Click the name of the candidate to view case materials.



Accessing materials:

On the "Case Materials" tab of the case page, you can read documents that were submitted by the candidate or committee members.

Click "Read Case" to load all accessible case materials into our document viewer where they can be viewed online.

You can also click on the title of a document to open that specific document in the document viewer.



The document viewer displays all materials organized by sections.

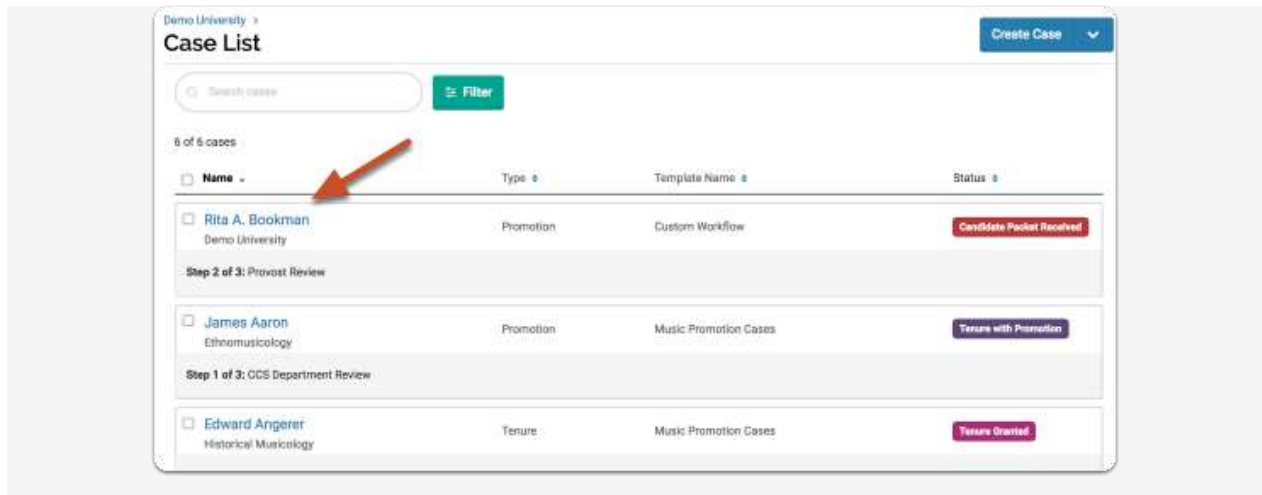
Note: You can search through the PDF files of materials, and leave annotations on the materials.

Making Notes on Case Packet/eDossier Materials and Export Your Annotations

Reviewers can add annotations to materials in a candidate's file and export those annotations in a PDF file for offline access. This makes it easy to highlight the most important parts of a packet and track and revisit thoughts when evaluating materials.

Annotations are private notes and are only visible to the reviewer who adds them. However, much like paper notes, annotations may be "discoverable" as evidence in certain legal proceedings.

Open the case you want to review.

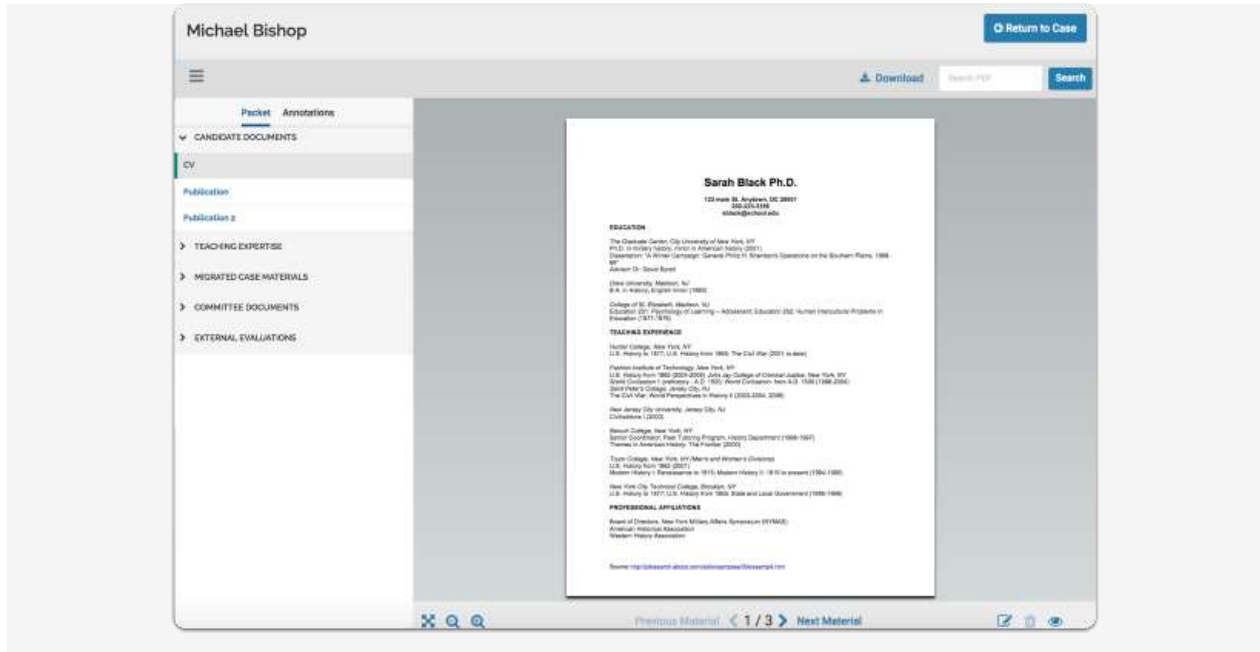


On the "Case Materials" tab of the case page, click "Read Case" to load all accessible case materials into our document viewer where they can be viewed online

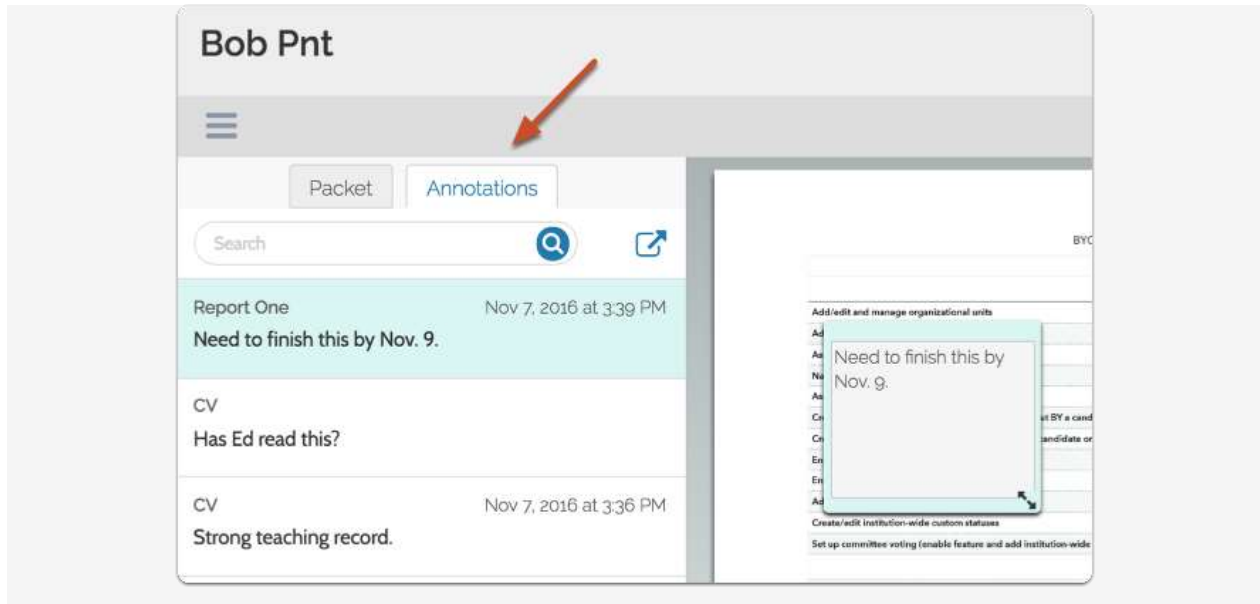
You can also click on the title of a document to open that specific document in the document viewer.



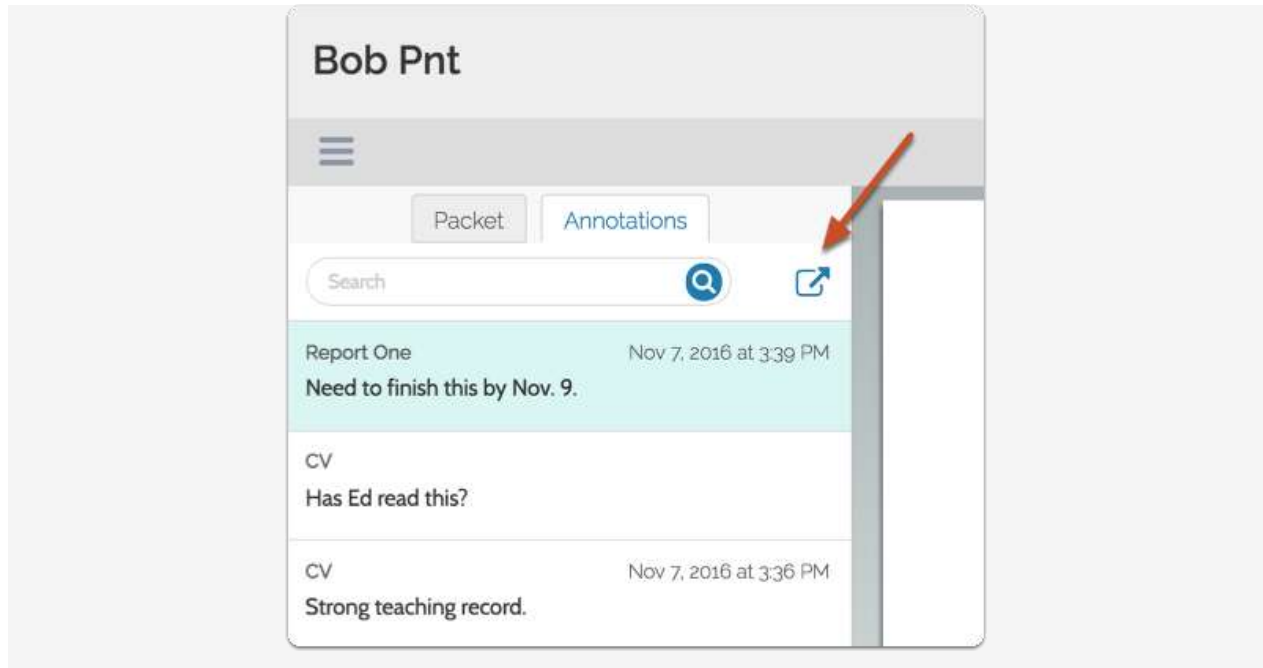
The document viewer displays all materials organized by sections. Note that you can download materials (if enabled), search through the PDF files of materials, and leave annotations on the materials.



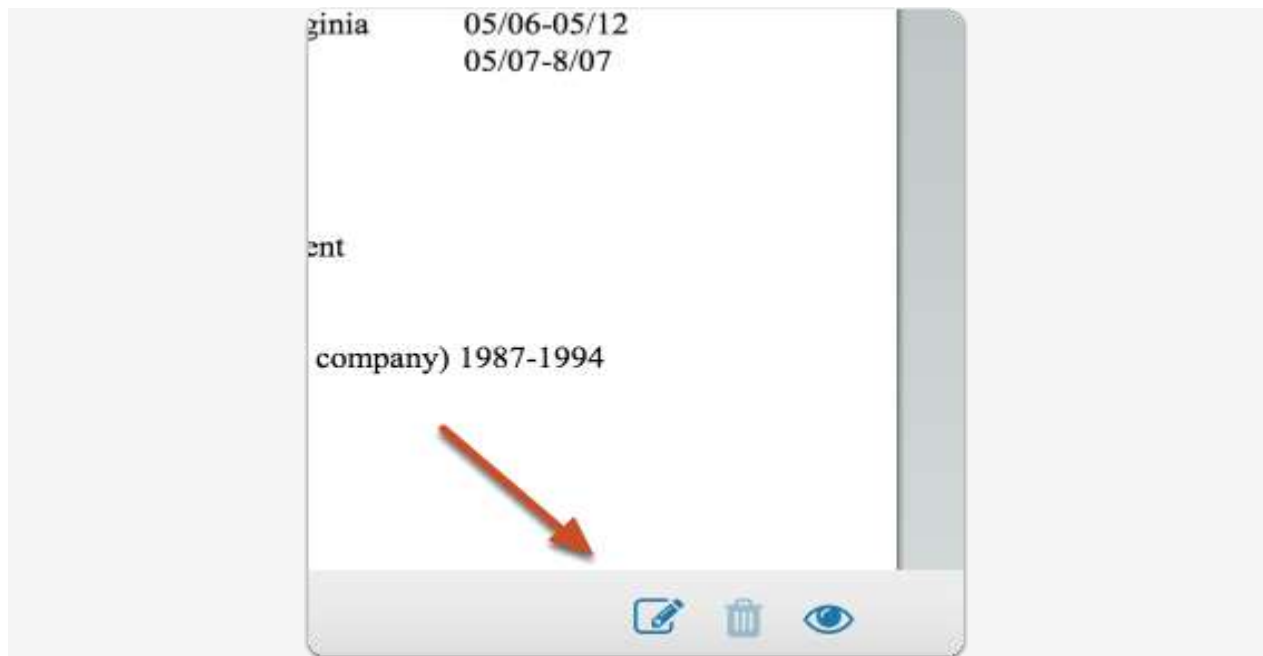
Annotations appear on their own tab in the viewer.



You can click the export icon to generate a PDF of your annotations that can be downloaded and printed.



Annotations are added from the lower right corner of the viewer.



Click the "View" icon to toggle on or off the display of annotations.

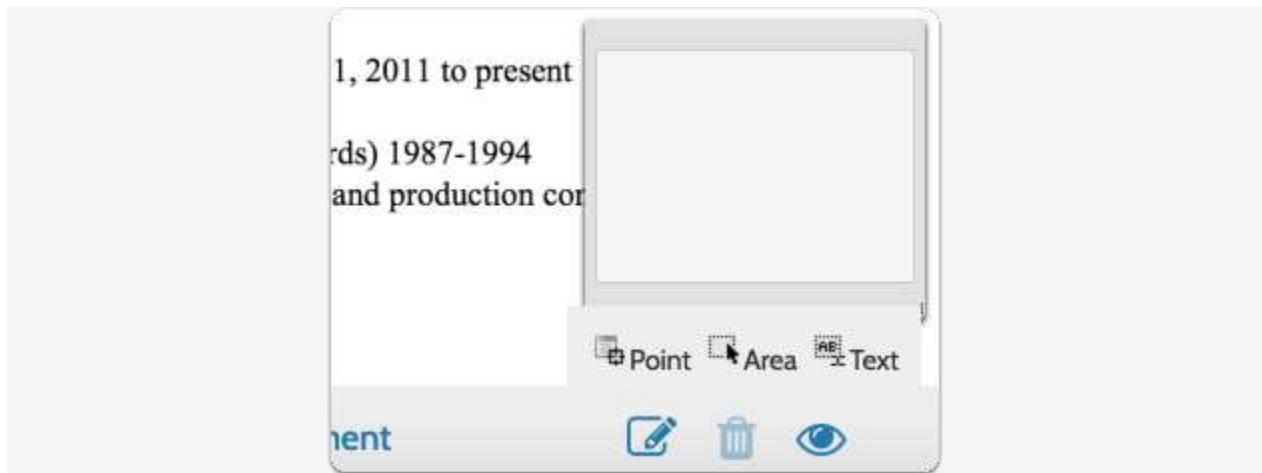


Click the "Note" icon to add an annotation on the currently displayed document.



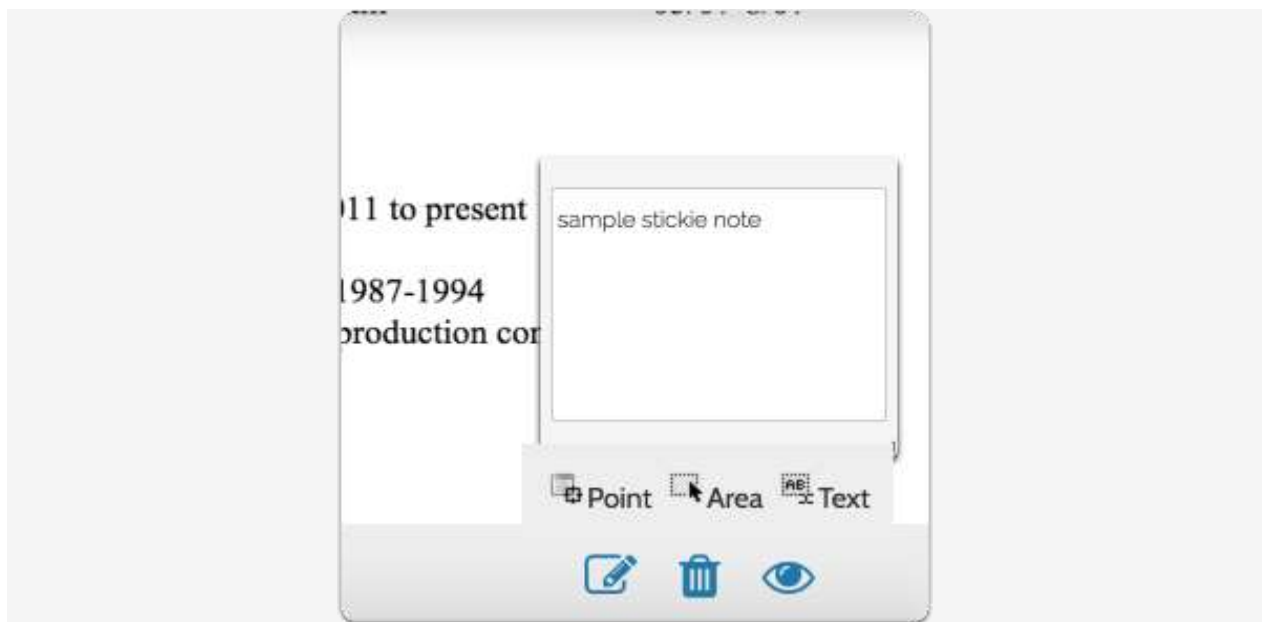
After clicking the "Note" icon, select the type of annotation you want to create

- Make no selection to add a simple "stickie" note to the document
- "Point" adds a note with an arrow pointing to a particular point in the document
- "Area" adds a note about a selected area
- "Text" adds a note about highlighted



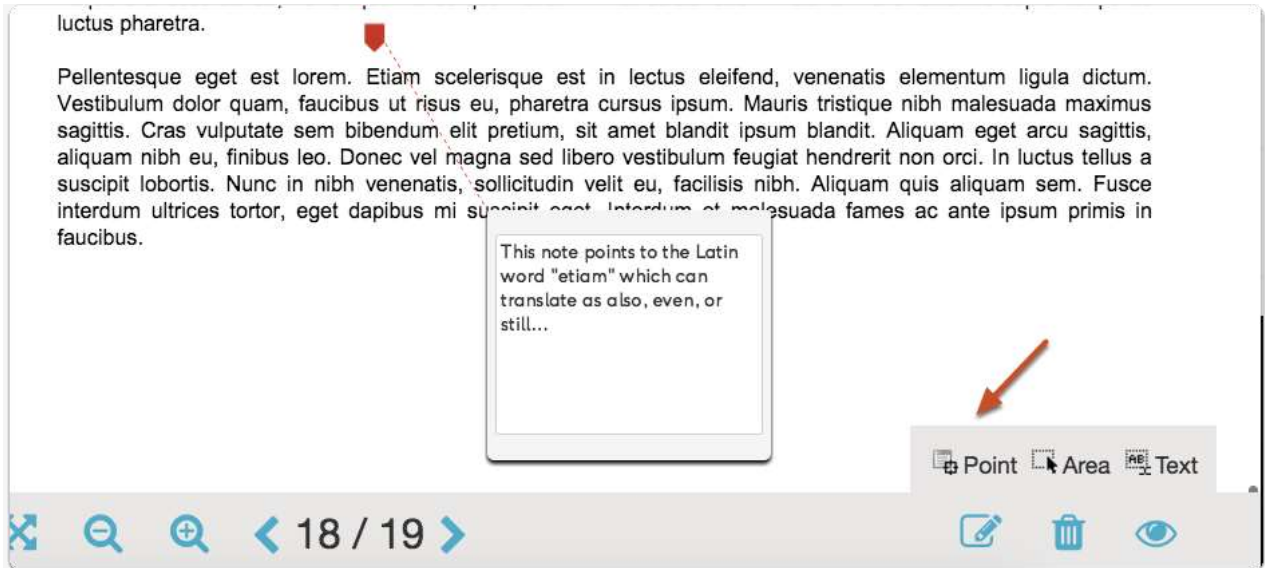
Sticky notes:

Click into the document and add your note where you want it to appear.



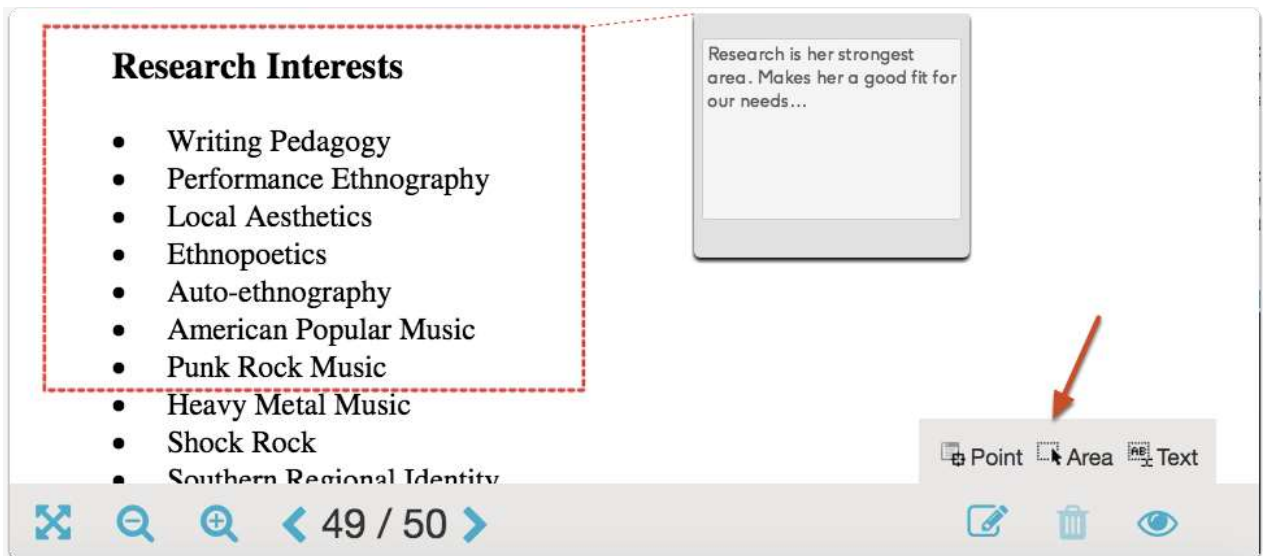
"Point" (arrow) notes:

Select "Point," and add a note with an arrow in the document. You can drag and drop to change the location of the arrow or note.



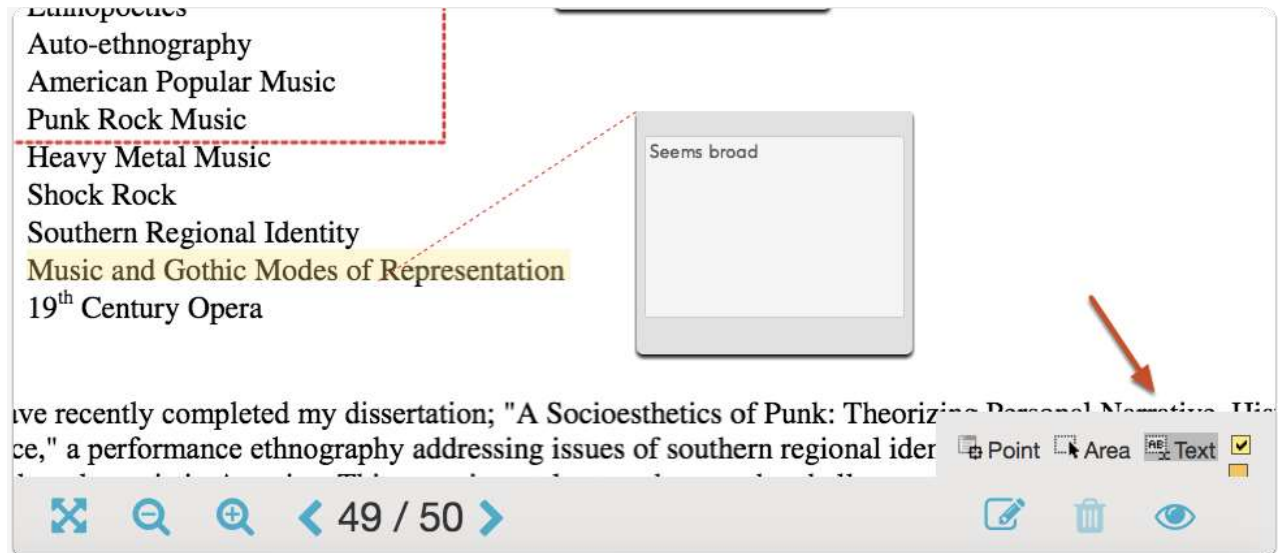
"Area" notes:

Click "Area," and draw to select an area in the document to annotate.

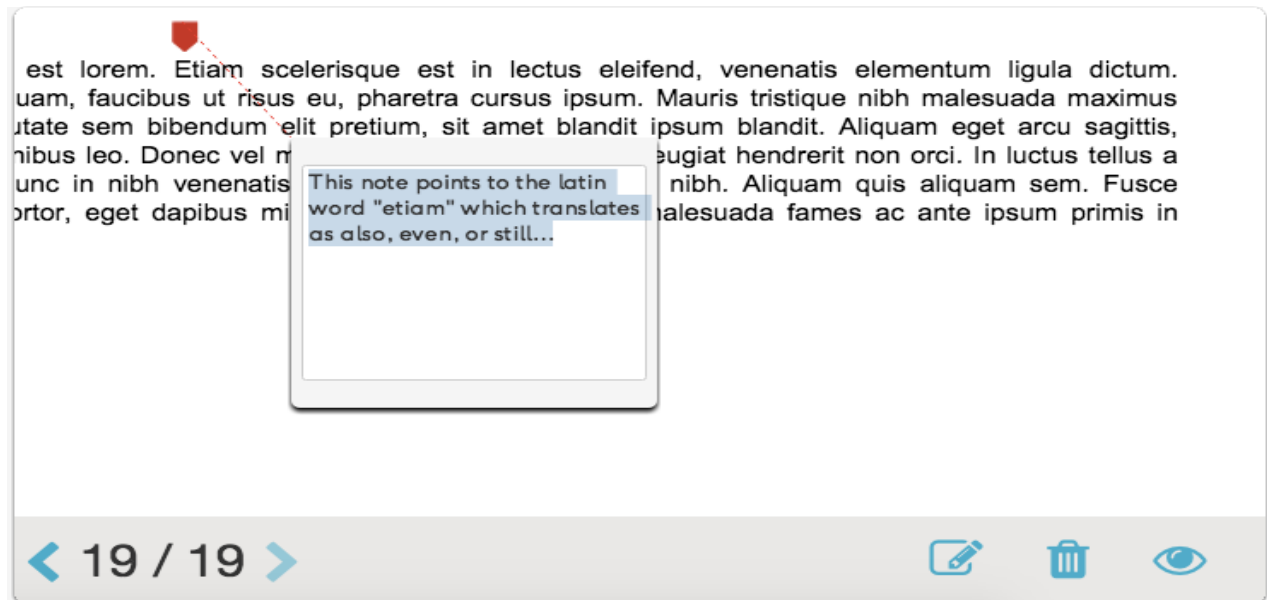


"Text" notes:

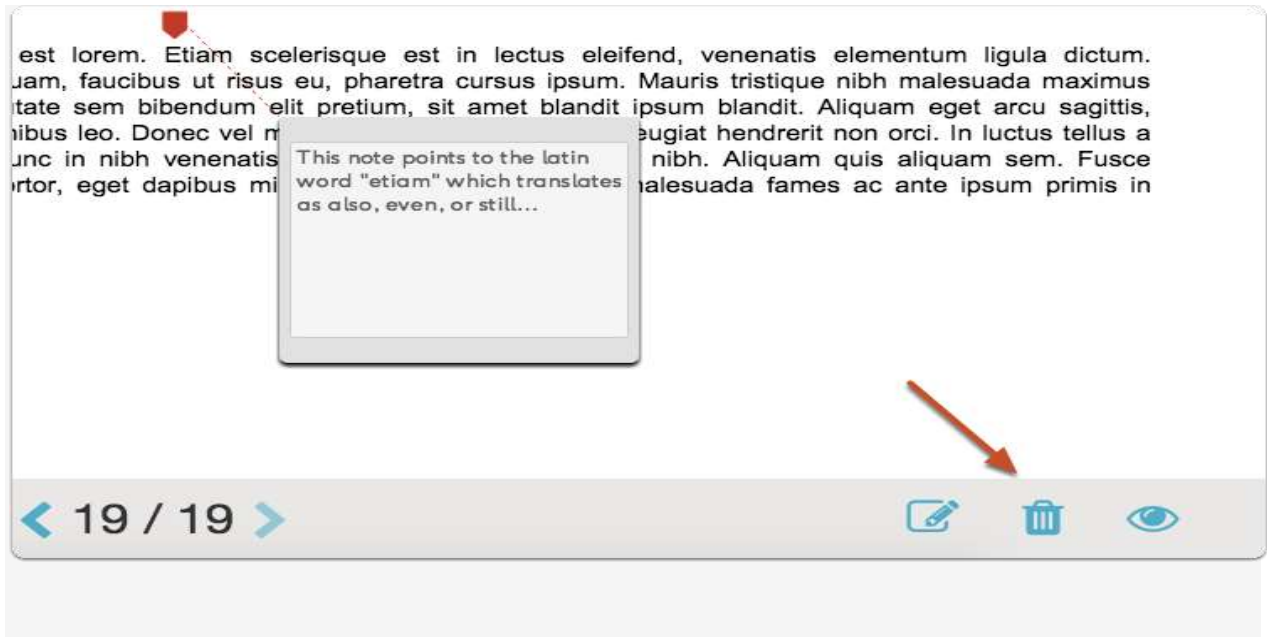
Click "Text" and select text in the document to highlight. Note that you can choose between orange or yellow highlighting.



To edit a note you've added, simply click into the text field.



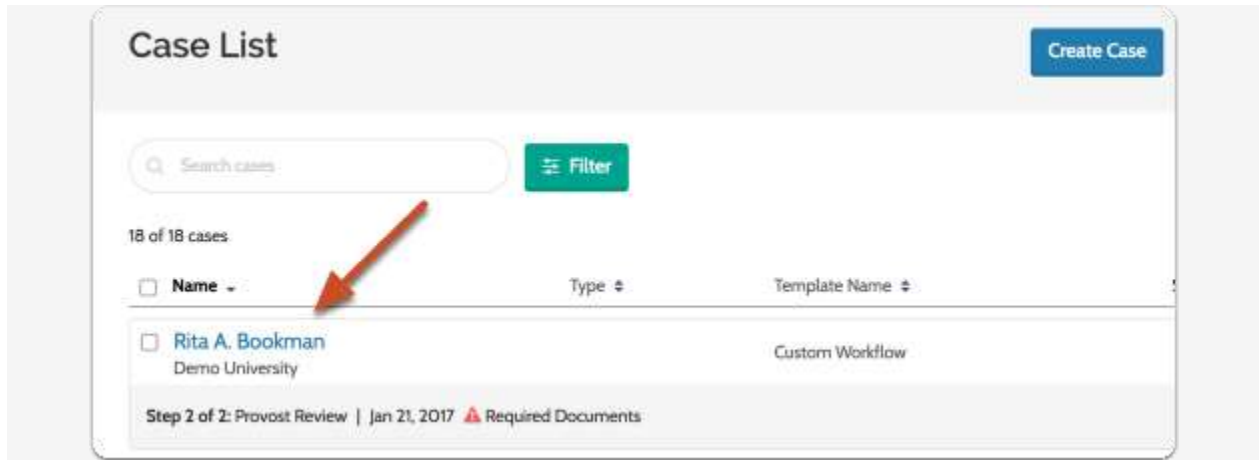
To delete a note, click into the text field and then click the trash icon.



Uploading Internal Review Letters

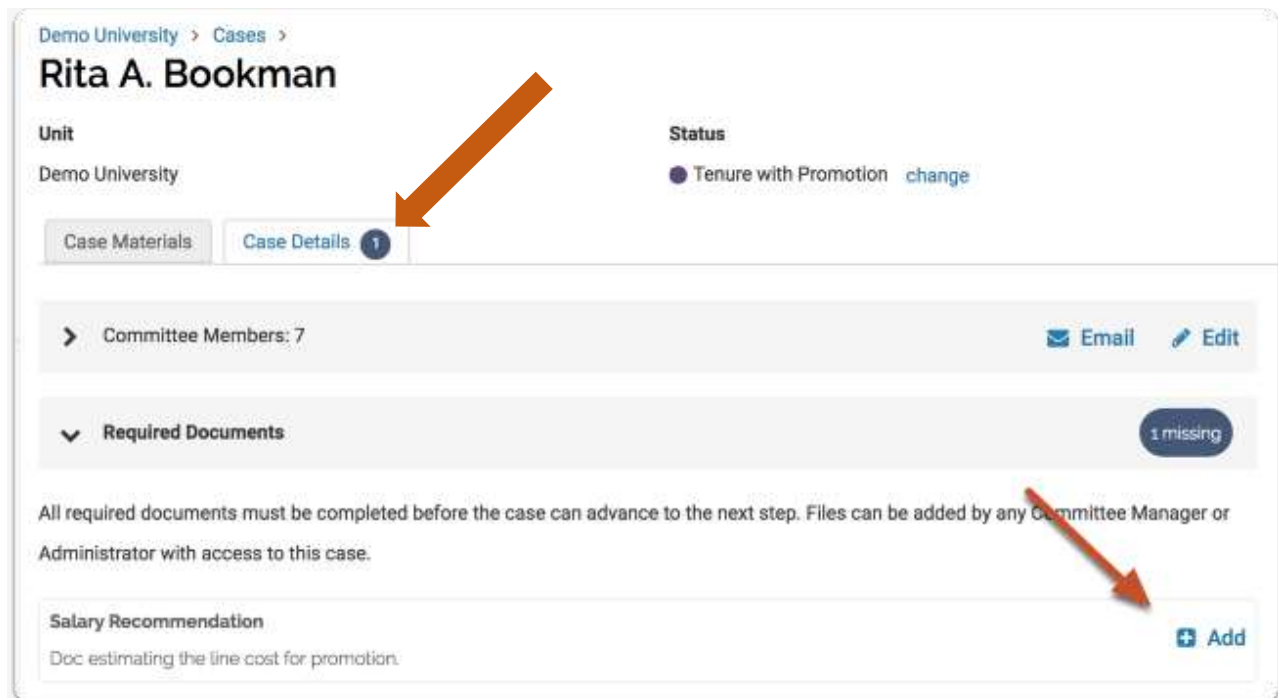
As a committee manager (PRC Chairperson or Department Chairperson/School Director, or Dean), you will be responsible for uploading the signed review letter for the faculty candidate you are reviewing. There is also a space to upload any additional reviewer inserted materials.

Click the candidate's name to open the case with required documents.



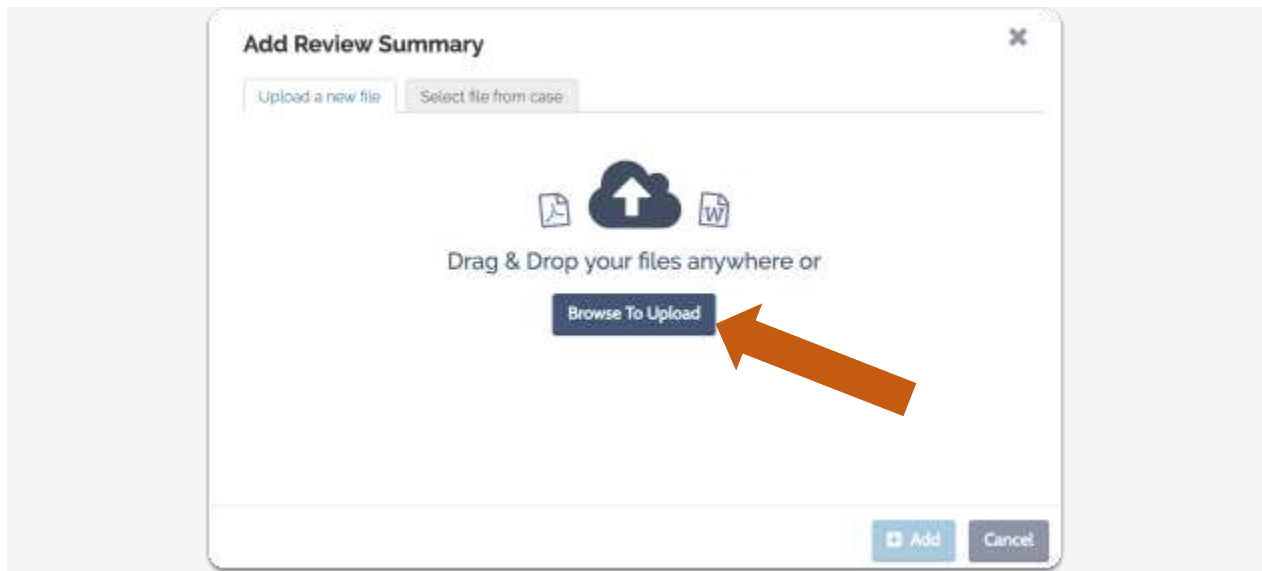
The screenshot shows a 'Case List' interface. At the top right is a 'Create Case' button. Below it is a search bar labeled 'Search cases' and a 'Filter' button. The text '18 of 18 cases' is displayed. The list has columns for 'Name', 'Type', and 'Template Name'. The first entry is 'Rita A. Bookman' from 'Demo University' with a 'Custom Workflow' template. Below the name, it says 'Step 2 of 2: Provost Review | Jan 21, 2017' and 'Required Documents' with a red warning icon. A red arrow points to the name 'Rita A. Bookman'.

Open the "Case Details" tab and click "Add" under "Required Documents".

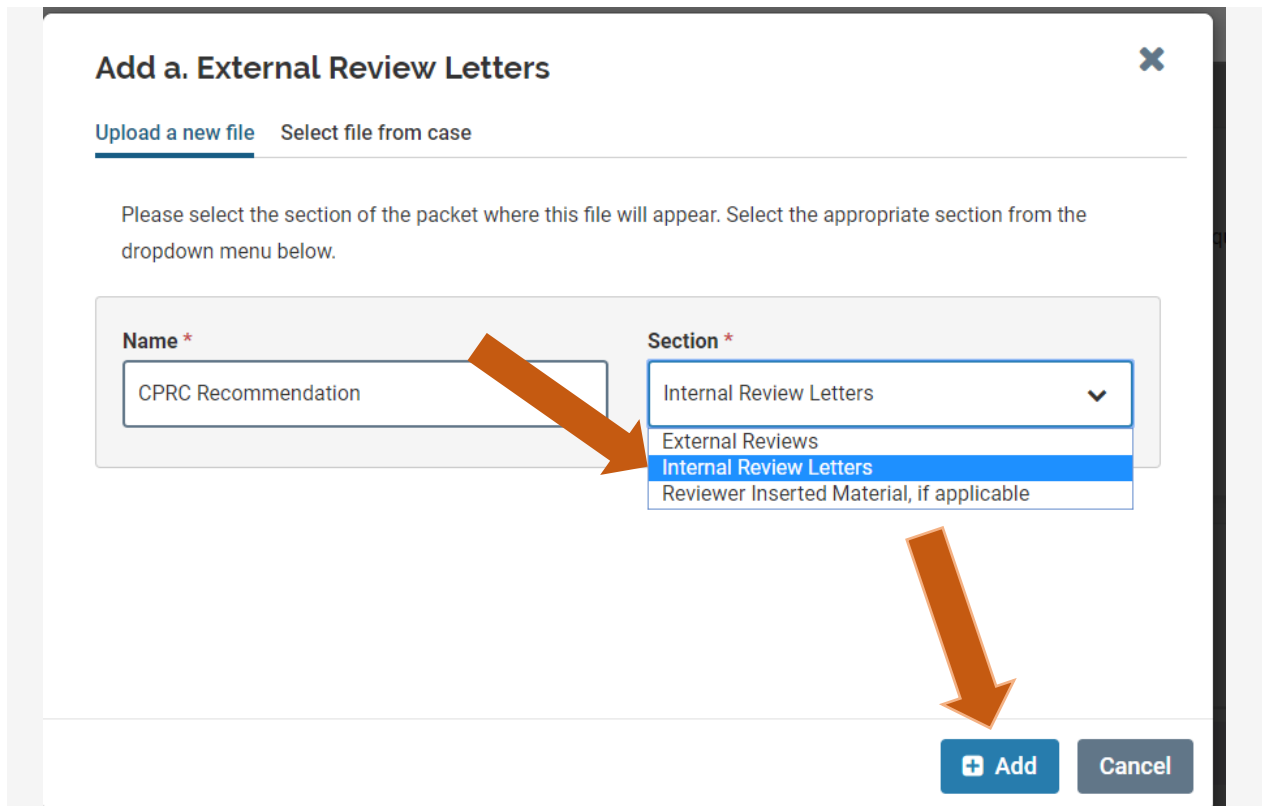


The screenshot shows the 'Case Details' page for 'Rita A. Bookman' at 'Demo University'. The 'Unit' is 'Demo University' and the 'Status' is 'Tenure with Promotion'. There are two tabs: 'Case Materials' and 'Case Details' (which is active and has a '1' notification). Below the tabs is a section for 'Committee Members: 7' with 'Email' and 'Edit' options. The 'Required Documents' section shows '1 missing'. A message states: 'All required documents 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.' Below this is a document entry for 'Salary Recommendation' with the text 'Doc estimating the line cost for promotion.' and an 'Add' button. A red arrow points to the 'Case Details' tab, and another red arrow points to the 'Add' button.

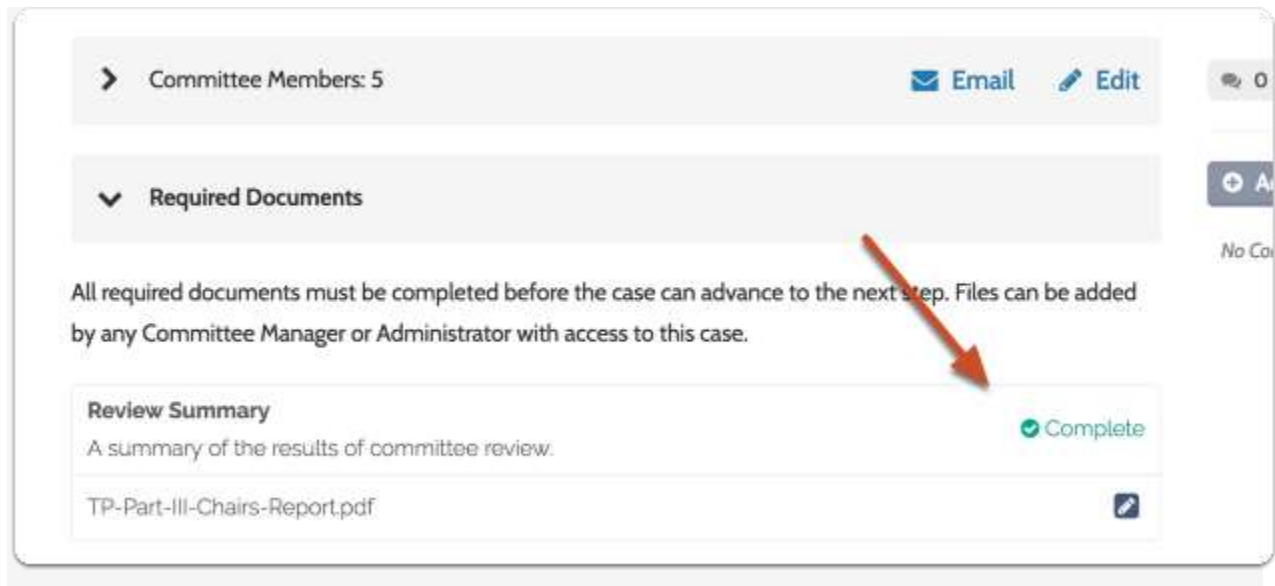
Click “Browse to Upload” a new file.



Select the section of the packet in which to add the document (in this case "Internal Review Letters"). Select “Add”.



Once uploaded, the document requirement will be labeled "Complete".

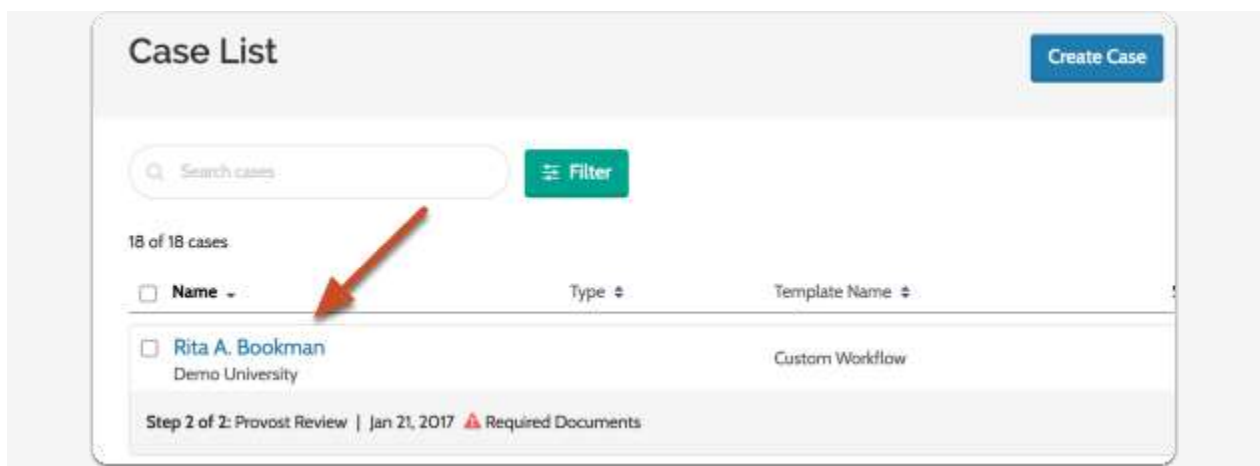


Once you have completed uploading your review letter and additional reviewer material (if applicable), you are now ready to share the results of the review with the faculty candidate and forward the case to the next review step and (see “Share the Review Letter with the Candidate” on page 44 and “Sending a Case/eDossier Forward “on page 47 and).

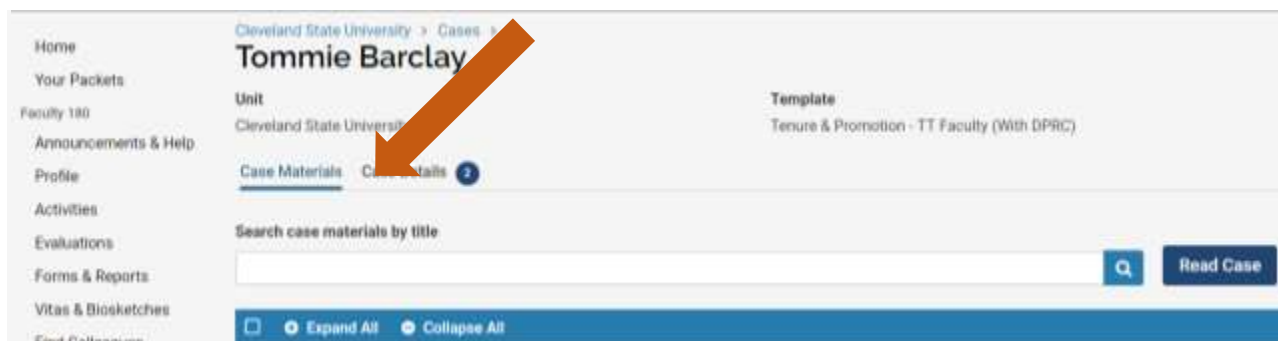
Adding Supplementary Materials

As a committee manager (Chair of the PRC, Chair of Department/School, or Dean) you may wish to add more than the one required reviewer letter to the faculty candidate's eDossier to be accessible/viewed by other reviewers (e.g. supplementary materials such as materials requested by the DPRC/CPRC including missing co-author letters and/or R/S/CA accepted after submission of the eDossier). Below you will find step-by-step instructions on how to do this.

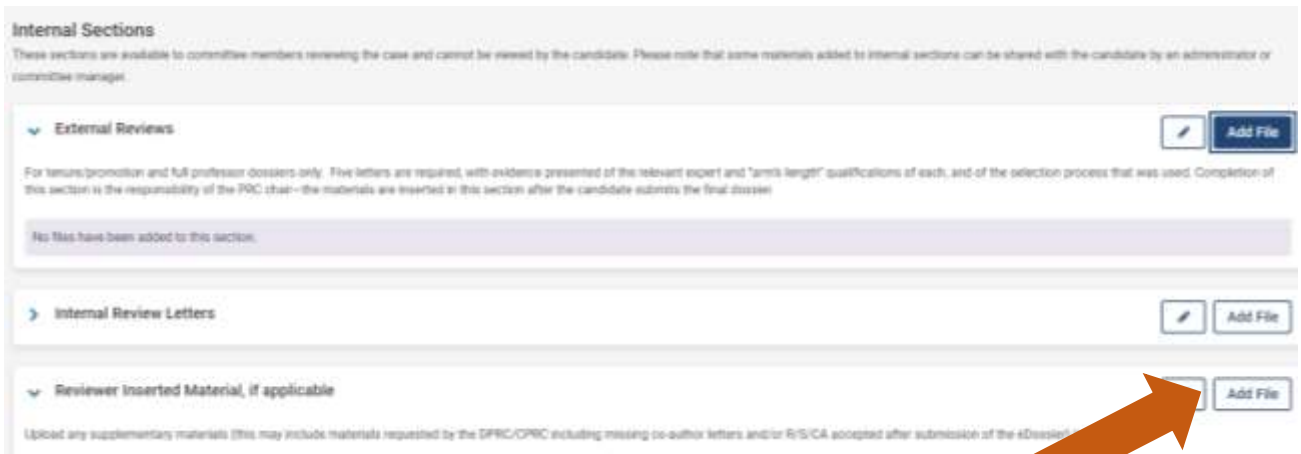
Click the candidate's name to open the case you wish to add/upload supplementary materials.



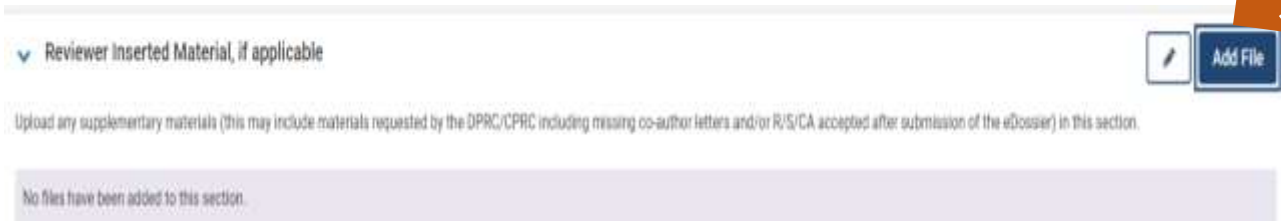
Open the "Case Materials" tab.



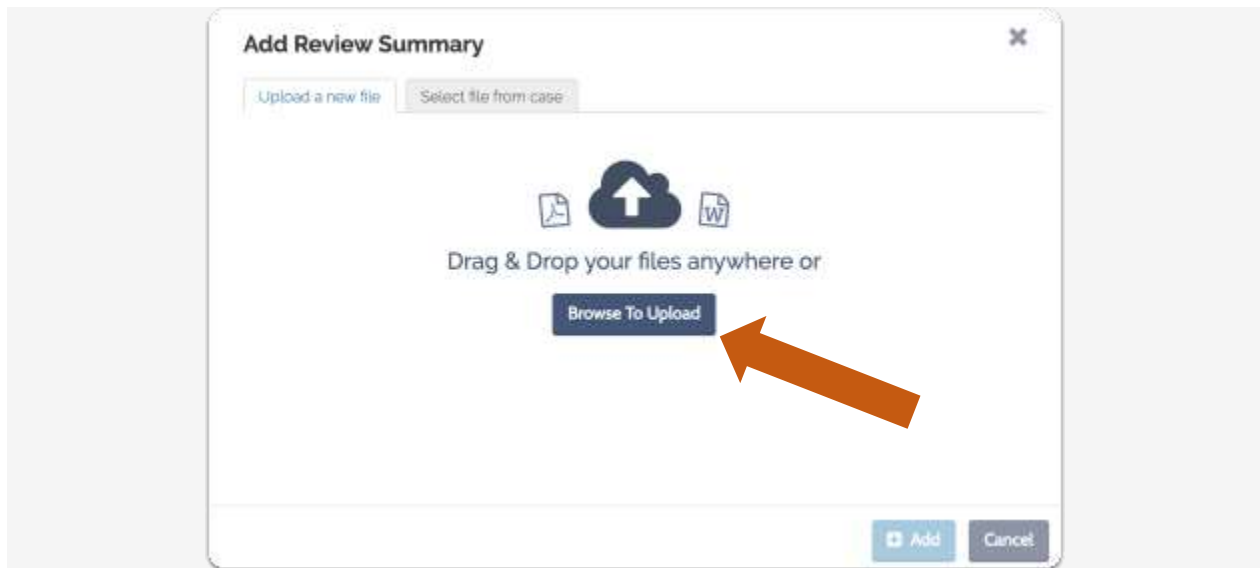
Select “Add File” to add a file to the section you wish to add supplementary materials to (other than the one required reviewer letter) .



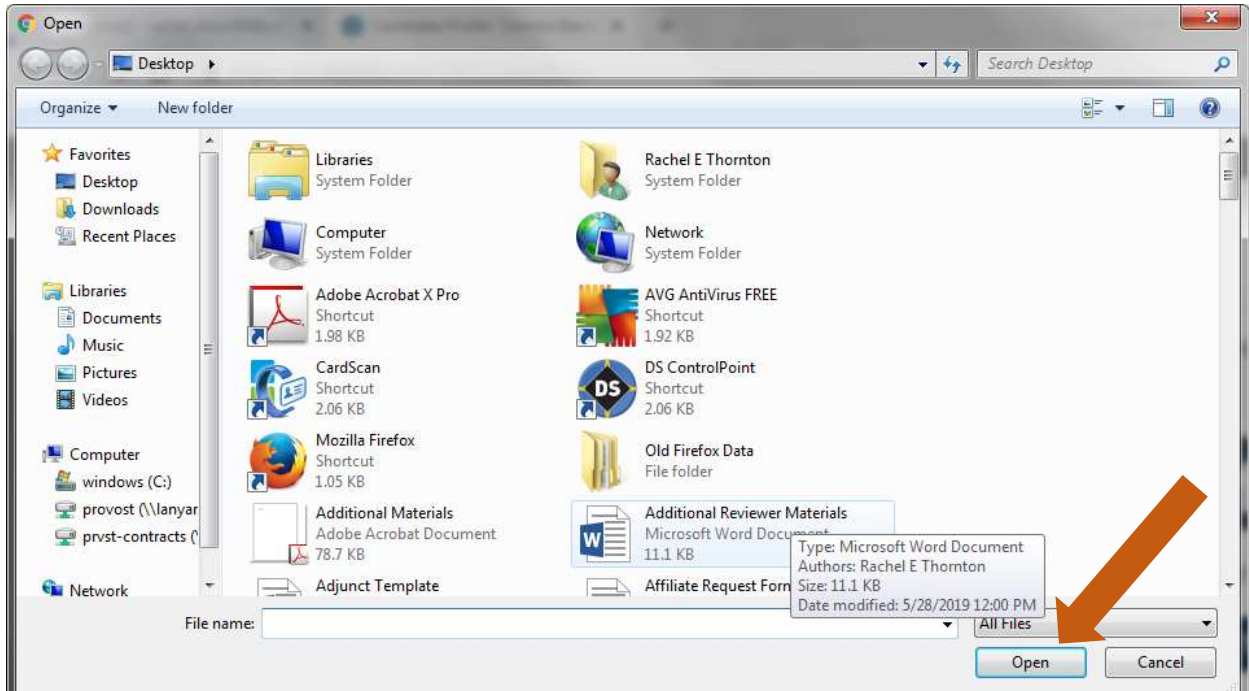
In this case, “Reviewer Inserted Material, if applicable”.



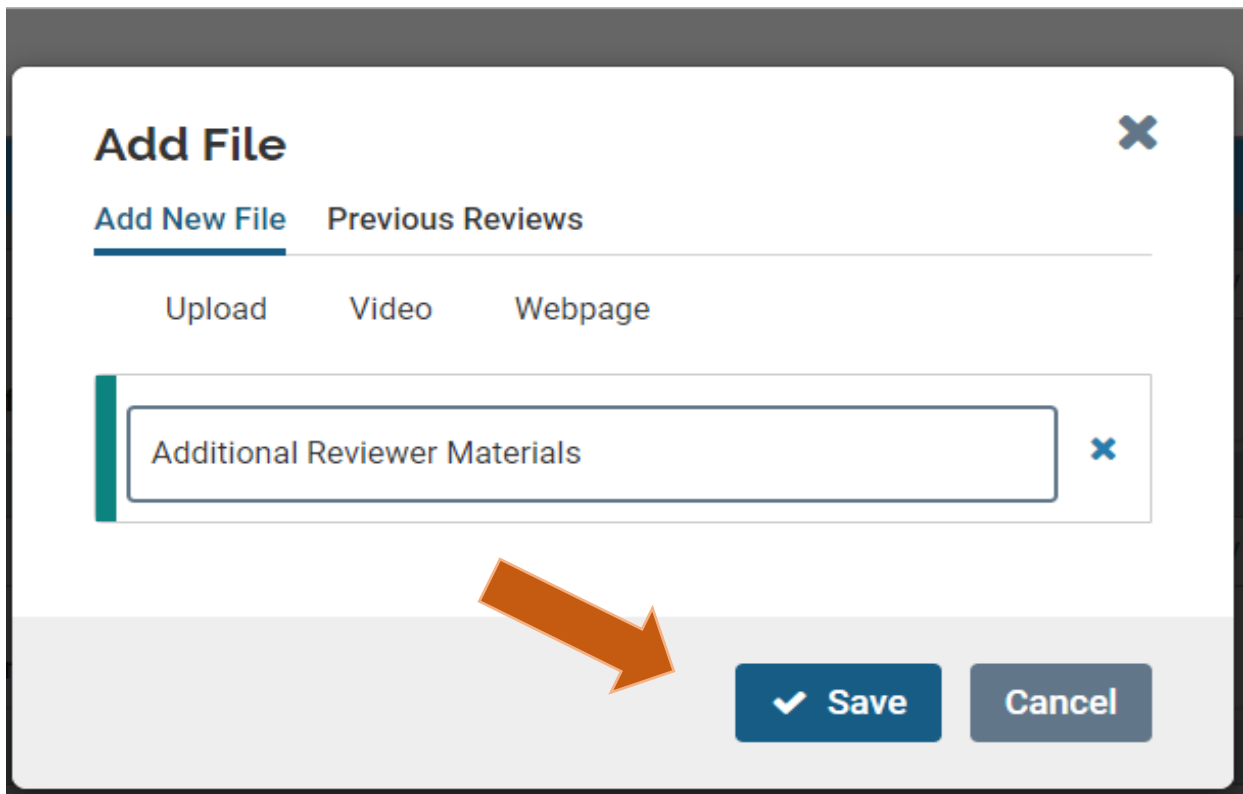
Click “Browse to Upload” a new file.



Choose the file you wish to upload and select “Open”.



Select “Save”.



You can continue adding as many files as you wish by repeating the steps (1-5).

Once you have completed uploading your review letter and additional reviewer material (if applicable), you are now ready to share the results of the review with the faculty candidate and forward the case to the next review step and (see “Share the Review Letter with the Candidate” on page 44 and “Sending a Case/eDossier Forward “on page 47 and).

External Reviewer Evaluations

As a committee manager (PRC Chair or Department Chair) you will receive an email notification once the faculty candidate has submitted their Preliminary Dossier section in their eDossier. You can now login to begin sending the preliminary dossier to external reviewers.



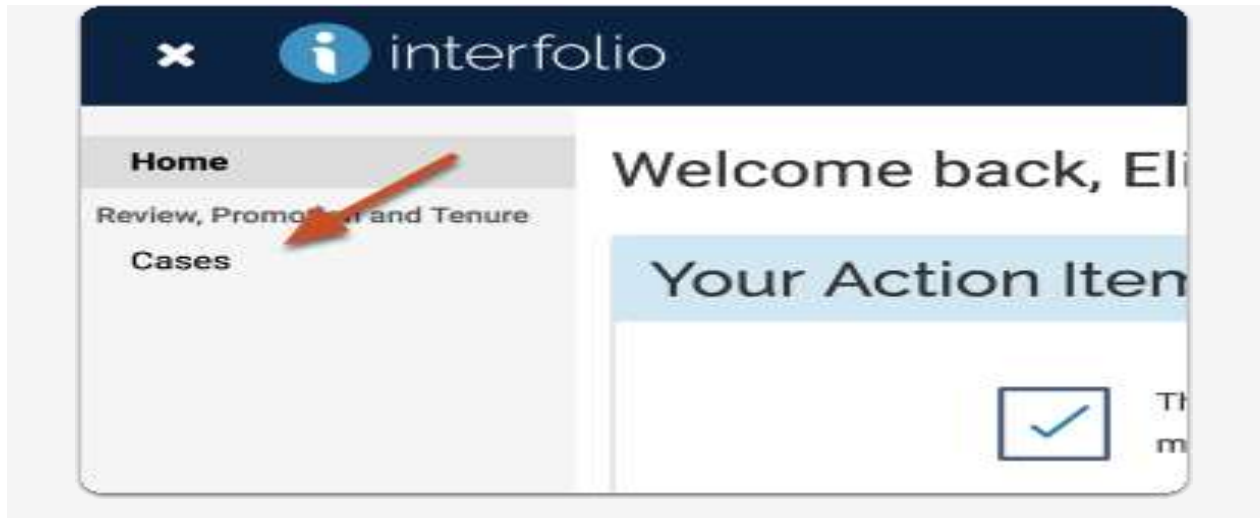
Rachel Thornton's case is available for review.

SIGN IN

The candidate has submitted their case and it is now available for your committee to review.

Powered by Interfolio | Support

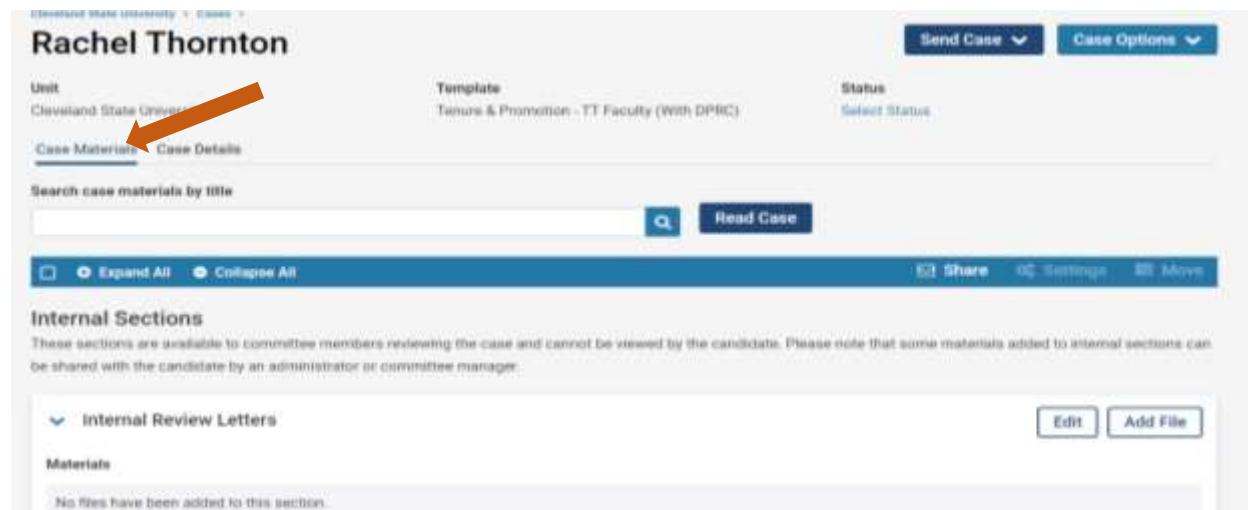
Once logged into your Faculty180 Account, select "Cases" under Review, Promotion & Tenure on the left hand navigation bar.



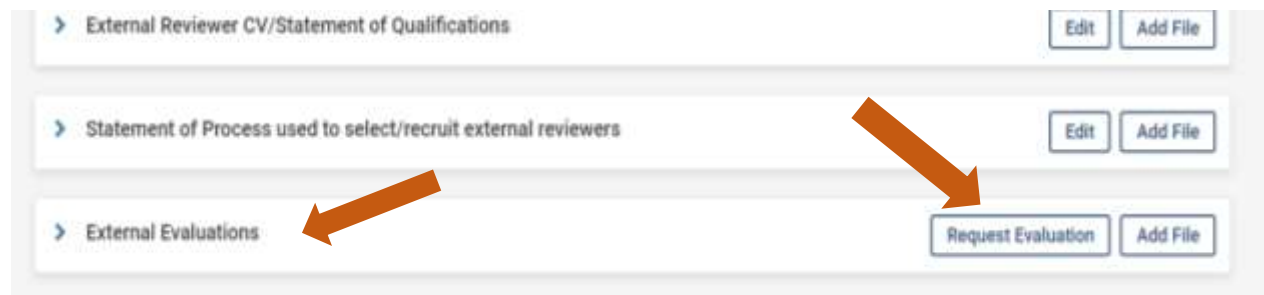
You will see a list of cases that are available to you. Click the name of the candidate to view case materials.



You will automatically be directed to the "Case Materials" tab for the candidate's case you are viewing.

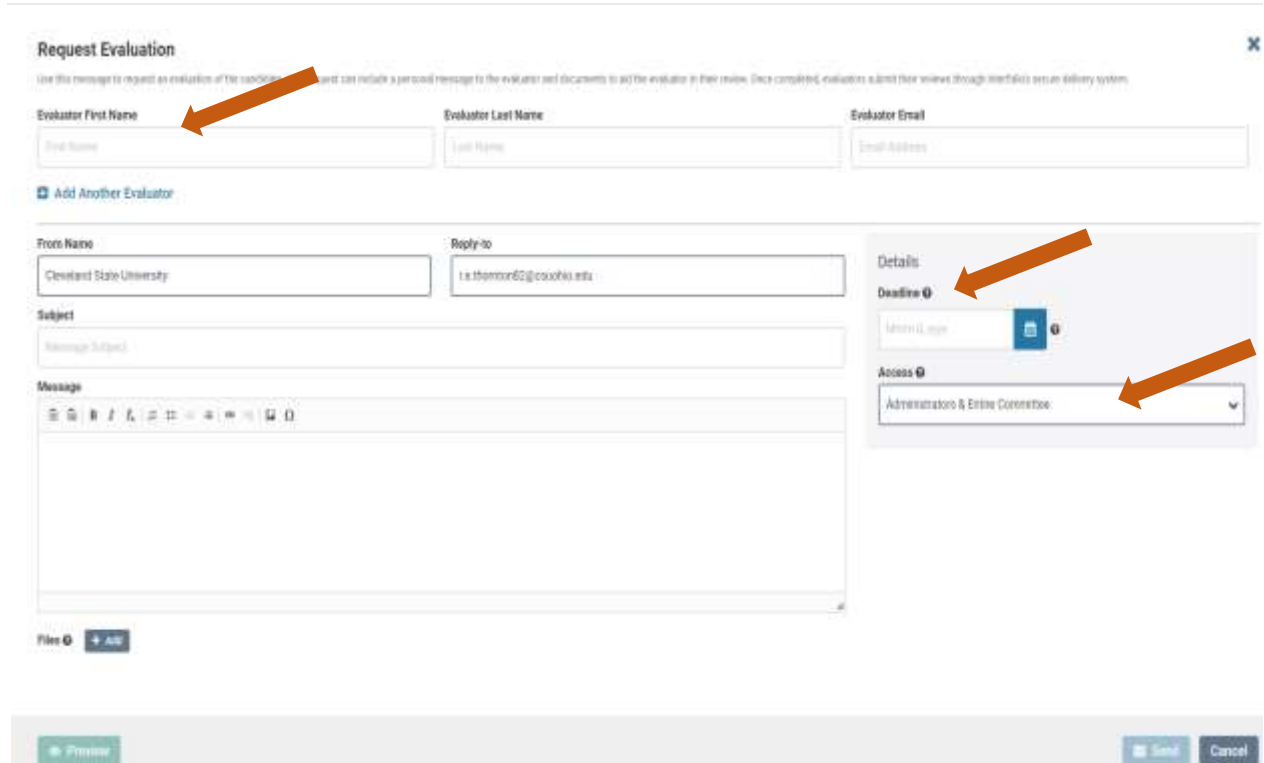


Scroll down to “External Evaluations” and select “Request Evaluation” to begin sending preliminary dossier materials to external reviewers.



Fill out the Request Evaluation form by entering the Evaluator’s first name, last name, and email in the appropriate boxes/fields. (If you choose to add more than one evaluator at a time, see instructions “To send multiple external reviewers the review invite at once on page 38”).

Your email address will automatically populate in the “Reply-to” field so external reviewers can reply directly to you. You can select a deadline for external reviewers to submit their evaluation letter in the box/field titled “Deadline” and give access to who internally you wish to see these letters as they are submitted (choose “Administrators and Committee Managers”).



Fill out the “Subject of the email” to the external evaluator. In the “Message” box/field, you will need to type in your message or paste your letter you saved (from the eDossier Information document – Sample Letters to External Reviewers) as you cannot add any attachments other than the faculty materials to review.

Be sure to notify external reviewers in the message field that they will need to send you their CV and information for honorarium payout OUTSIDE of the system in a separate email.

The screenshot shows a web form titled "Request Evaluation" with a close button (X) in the top right corner. Below the title is a small instruction: "Use this message to request an evaluation of the candidate. Your request can include a personal message to the evaluator and documents to aid the evaluator in their review. Once completed, evaluators submit their reviews through our third-party delivery system." The form is divided into several sections:

- Evaluator Information:** Three input fields for "Evaluator First Name", "Evaluator Last Name", and "Evaluator Email".
- Action:** A button labeled "Add Another Evaluator".
- Message Composition:** Fields for "From Name" (containing "Cleveland State University"), "Reply-to" (containing "j.k.thomson62@csuohio.edu"), "Subject" (containing "Request Subject"), and a large "Message" text area. Two orange arrows point to the "From Name" and "Message" fields.
- Details Panel:** A sidebar on the right containing a "Deadline" field with a calendar icon, an "Access" dropdown menu (set to "Administrators & Entire Committee"), and a "File" section with a "+ Add" button.
- Footer:** A "Preview" button on the left and "Send" and "Cancel" buttons on the right.

Once you have filled out all fields/boxes and included your message to the external evaluators, you can now select “Add” to begin adding materials to send for review.

Request Evaluation

Use this message to request an evaluation of the candidate. Your request can include a personal message to the evaluator and documents to add the evaluator to their system. Once completed, evaluators submit their review through our online report delivery system.

Evaluator First Name
Michael

Evaluator Last Name
Artisan

Evaluator Email
m.artisan@csuohio.edu

Add Another Evaluator

From Name
Cleveland State University

Reply-to
m.artisan@csuohio.edu

Subject
External Evaluation Request - Professor Harold Thomas

Message

It is requested to further request for letter and/or permission to the rank of Associate Professor (Fulltime), the Peer Review Committee of the College/Department of _____ has initiated an external review of Dr. _____, candidate. Having identified you as a leader in the (insert candidate field), the Committee is grateful for your willingness to provide a written evaluation of Dr. _____'s professional accomplishments based on an analysis of teacher curriculum files and a representative sampling of teacher work.

File 

Details


Deadline
Jun 1, 2020






Access
Administrators & Committee Managers

Preview **Send** **Cancel**

To select files individually select the blue plus button located to the left of each file (All faculty have been notified that they should label their materials they wish to have sent as “Preliminary Dossier”).

File 

Search files 

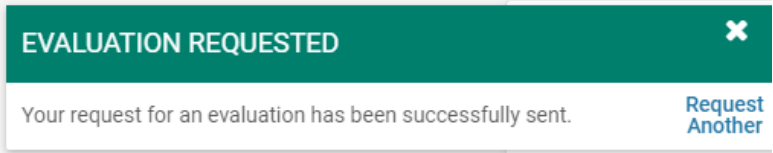
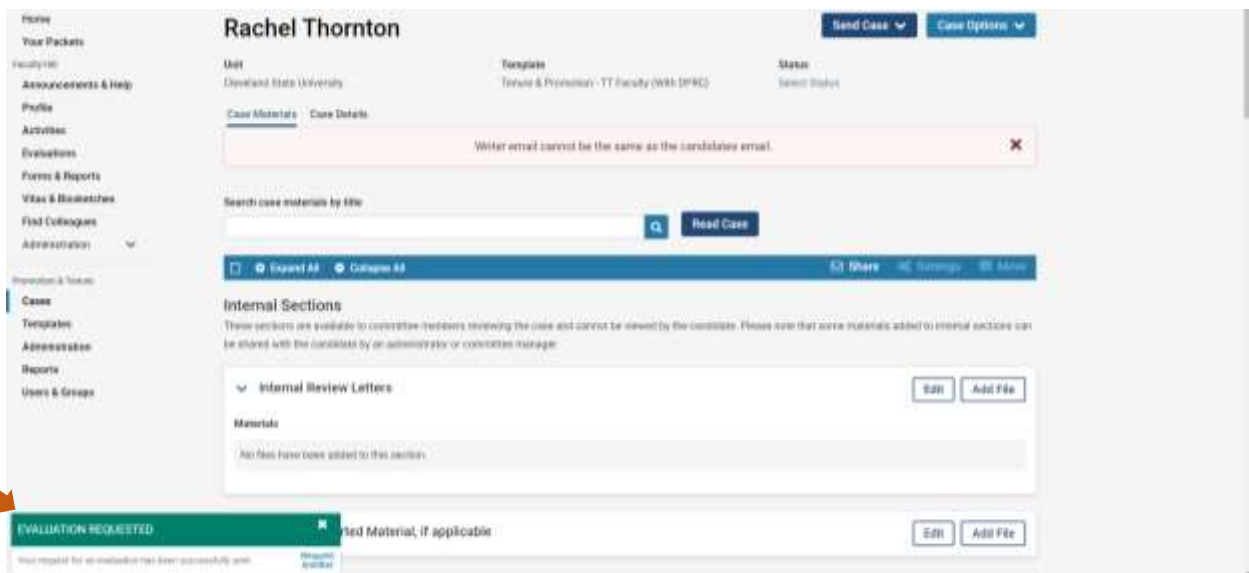
-  MY CV
-  Personal Statement - Thomas
-  Journal Article 2
-  Journal Article 1
-  GRANT AWARD NOTIFICATIONS
-  2019 NEW FACULTY HRES - Credentials
-  Adjunct Template

Preview **Send** **Cancel**

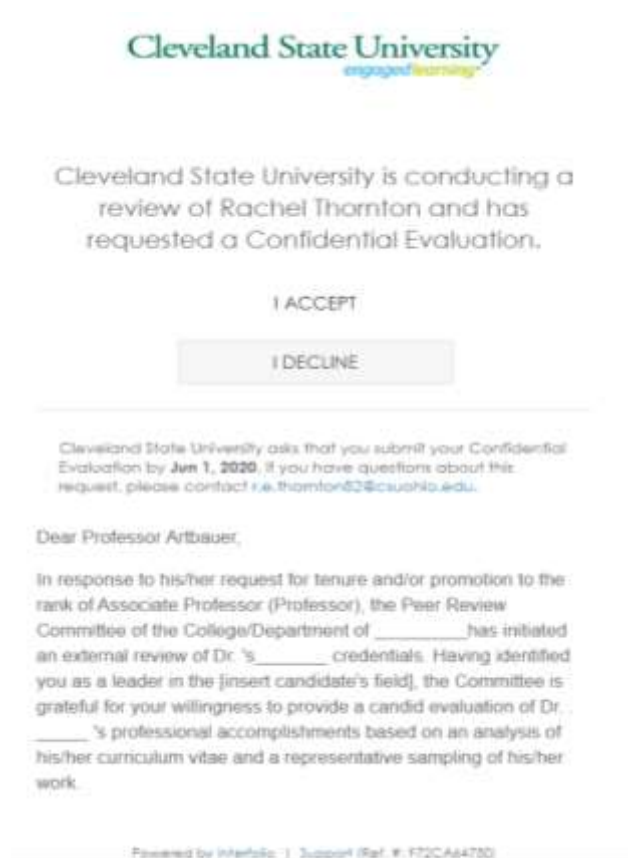
Once you have selected all of the files you wish to share with the external reviewers, select “Send”.



The screen will go back to the dossier of the faculty you are reviewing and you will see a confirmation message that you sent the external reviewer email successfully in the bottom left corner of the screen.



Below is a screenshot of what external reviewers will receive in their email.



If they choose to accept, they will select “I accept” and it will take them to the evaluation. If they decline, you will be notified via email of their decline.

If the external reviewer accepts, they will be redirected to this page and can select “View” or “Download” to the right of each file to view the documents.

Letters to Write | Confidential Evaluation Request for |

Rachel Thornton

Request Details

Type: Confidential Evaluation
Requested by: Cleveland State University

Message from Cleveland State University:

Dear Professor Artbauer,

In response to his/her request for tenure and/or promotion to the rank of Associate Professor (Professor), the Peer Review Committee of the College/Department of _____ has initiated an external review of Dr. 's _____ credentials. Having identified you as a leader in the (insert candidate's field), the Committee is grateful for your willingness to provide a candid evaluation of Dr. _____'s professional accomplishments based on an analysis of his/her curriculum vitae and a representative sampling of his/her work.

I accept, I will submit an evaluation.
I've changed my mind and decide to submit an evaluation.

Due June 1, 2020
You can not submit after the due date.

Supporting Documents

MY CV
ApplicantDocument [Download](#)

Personal Statement - Thornton
ApplicantDocument [Download](#)

Evaluation

[View](#)

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Privacy Policy

Once the external reviewer has viewed the documents/files shared with them, they can submit their evaluation (please note the system only allows one upload or attachment which should be the external evaluator letter, and since we require their CV to be sent to us as well and their information for the honorarium payout, this is why you have requested them to send this information in a separate email to you in the system.

Dear Professor Artbauer,

In response to his/her request for tenure and/or promotion to the rank of Associate Professor (Professor), the Peer Review Committee of the College/Department of _____ has initiated an external review of Dr. 's _____ credentials. Having identified you as a leader in the (insert candidate's field), the Committee is grateful for your willingness to provide a candid evaluation of Dr. _____'s professional accomplishments based on an analysis of his/her curriculum vitae and a representative sampling of his/her work.

I accept, I will submit an evaluation.
I've changed my mind and decide to submit an evaluation.

Due June 1, 2020
You can not submit after the due date.

Supporting Documents

MY CV
ApplicantDocument [Download](#)

Personal Statement - Thornton
ApplicantDocument [Download](#)

Evaluation

[Select File for Upload](#)

Read about our accepted file types.

Once the external reviewer has uploaded their external review letter, it will automatically upload in the eDossier system in the appropriate section labeled “External Evaluations”. You will receive an email letting you know it has been uploaded to the system. You can choose “I accept” which will take you to the eDossier/Faculty180 login page or login to the system the way you normally do.



As the PRC chair or department chair, you will still be responsible for uploading the external reviewers CV/Statement of Qualifications and the Statement of Process used to select/recruit external reviewers after the faculty submission deadline in September. See the next section in the instruction guide titled “Uploading External Reviewers CV/Statement of Qualifications and the Statement of Process used to select/recruit external reviewers” on page 40.

Sending multiple external reviewers the review invite at once

If you wish to send the review invite to more than one external reviewer at a time, you will fill out the fields/boxes as suggested in the steps above, but you will select the blue plus sign to the left of “Add Another Evaluator”. Repeat this step until you have added all external reviewers.


Request Evaluation

Use this message to request an evaluation of the candidate. Your request can include a personal message to the evaluator and documents to set the evaluator in their review. Once completed, evaluators submit their review through our faculty secure review system.

Evaluator First Name:

Evaluator Last Name:

Evaluator Email:

 Add Another Evaluator

From Name:

Reply-to:

Subject:

Message:

Details

Deadline:

Access:

File:

In the “Message” section or body of email, you will add the variables below to the greeting (e.g. Dear Professor %EV_Last% -if you want the last name such as Dear Professor Thornton to appear as the greeting for each separate reviewer).

Message

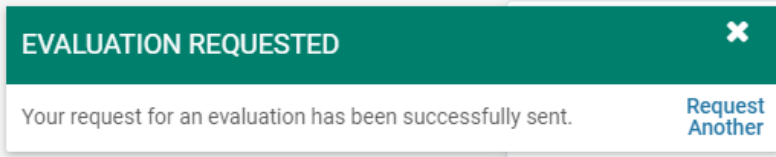
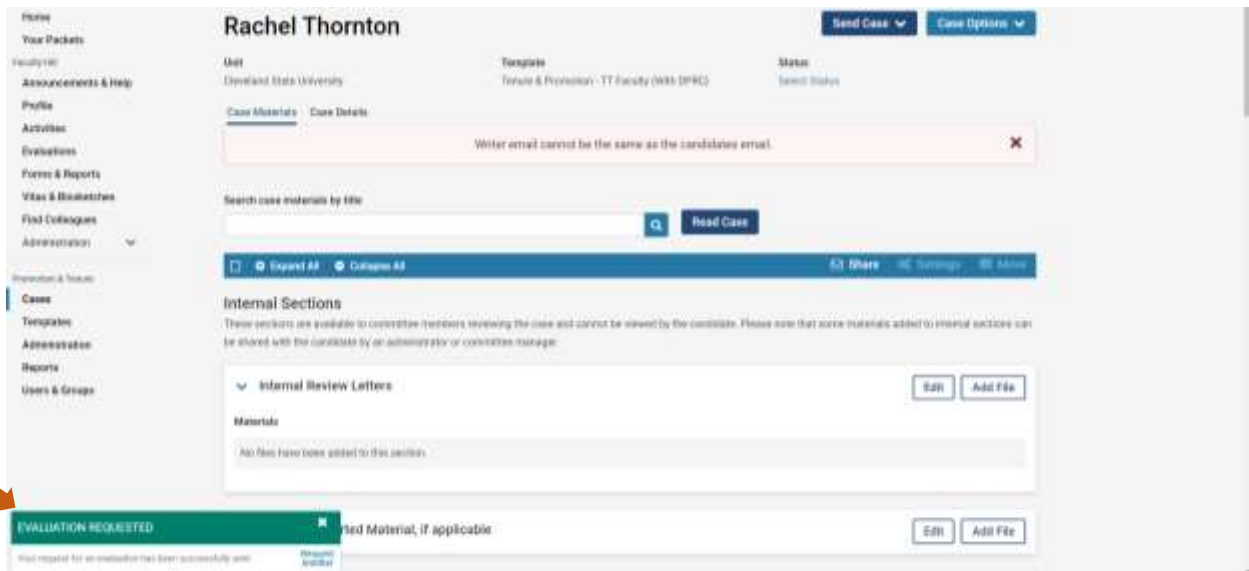
Dear Professor %EV_Last%.

In response to his/her request for tenure and/or promotion to the rank of Associate Professor (Professor), the Peer Review Committee of the College/Department of _____ has initiated an external review of Dr. _____ credentials. Having identified you as a leader in the [insert candidate's field], the Committee is grateful for your willingness to provide a candid evaluation of Dr. _____'s professional accomplishments based on an analysis of his/her curriculum vitae and a representative sampling of his/her work.

Once you have filled out all boxes/fields and have uploaded all files you wish to share with the external reviewers (see steps 3-6 above), select “Send”.



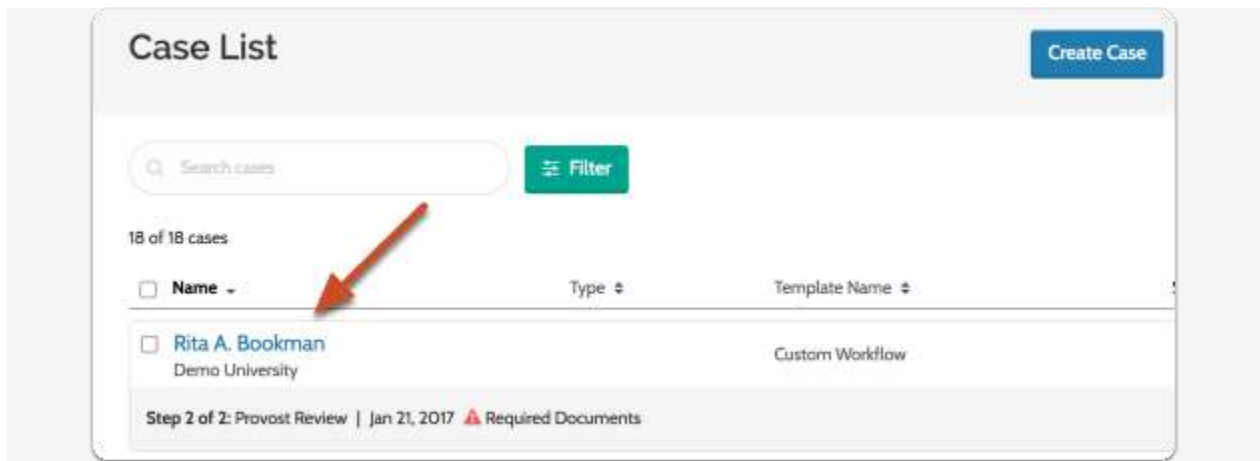
The screen will go back to the dossier of the faculty you are reviewing and you will see a confirmation message that you sent the external reviewer email successfully in the bottom left corner of the screen.



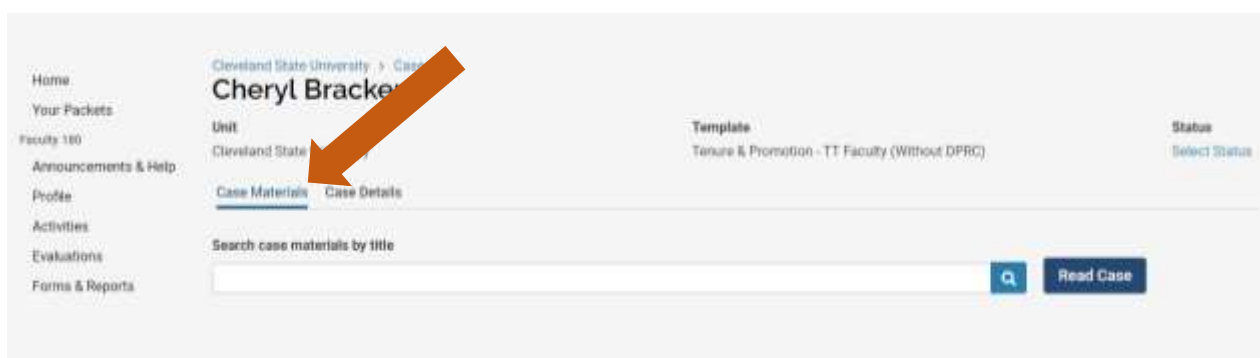
Uploading External Reviewers CV/Statement of Qualification and the Statement of Process used to select/recruit external reviewers

As the PRC Chairperson you will still be responsible for uploading the external reviewer materials (CV/Statement of Qualifications and Statement of Process used to select/recruit reviewers) before all other reviewers gain access to the eDossier and after the September 1 deadline. The system allows for multiple uploads to accommodate the number of external reviewers and their accompanying materials (CV's/Statement of Qualifications and the Statement of Process used to select/recruit reviewers).

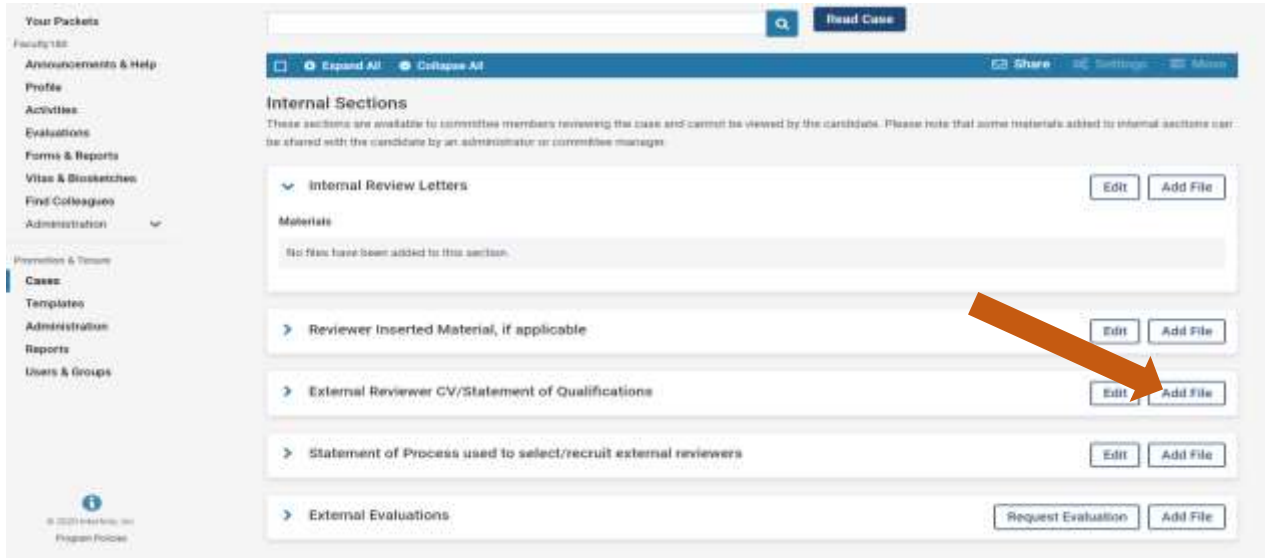
Click the candidate's name to open the case with required documents.



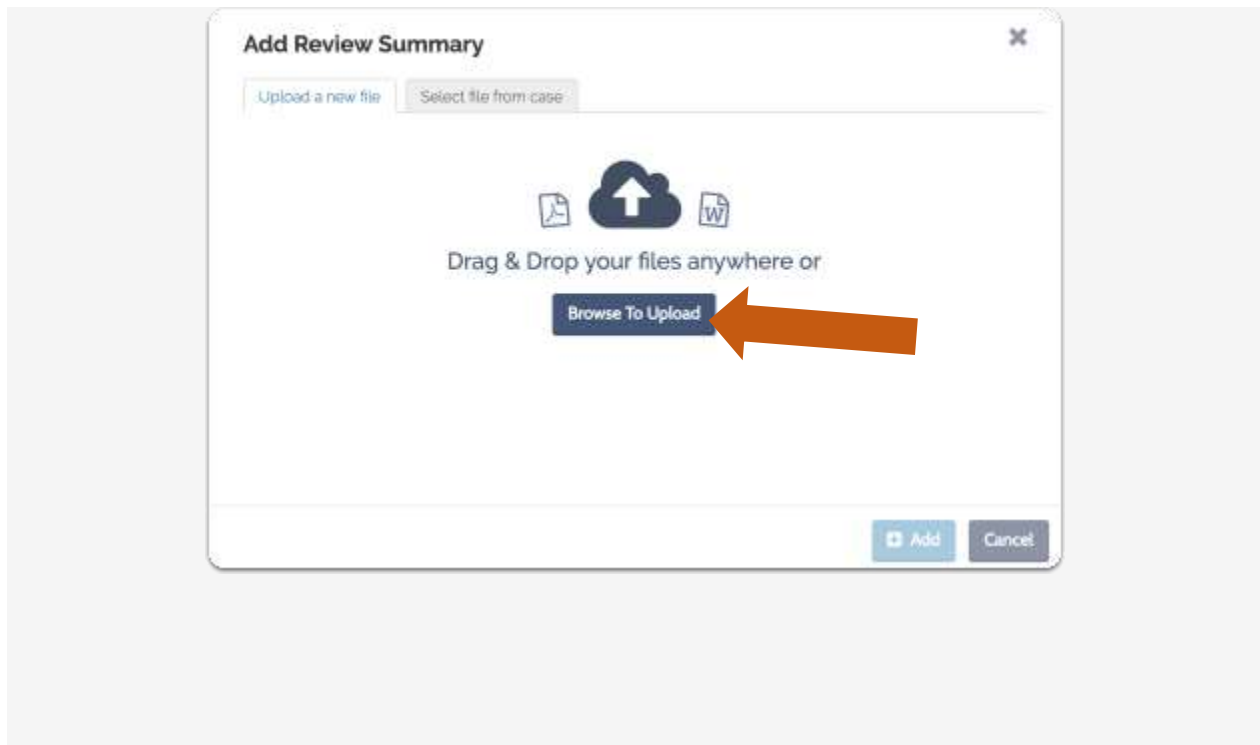
Open the "Case Materials" tab.



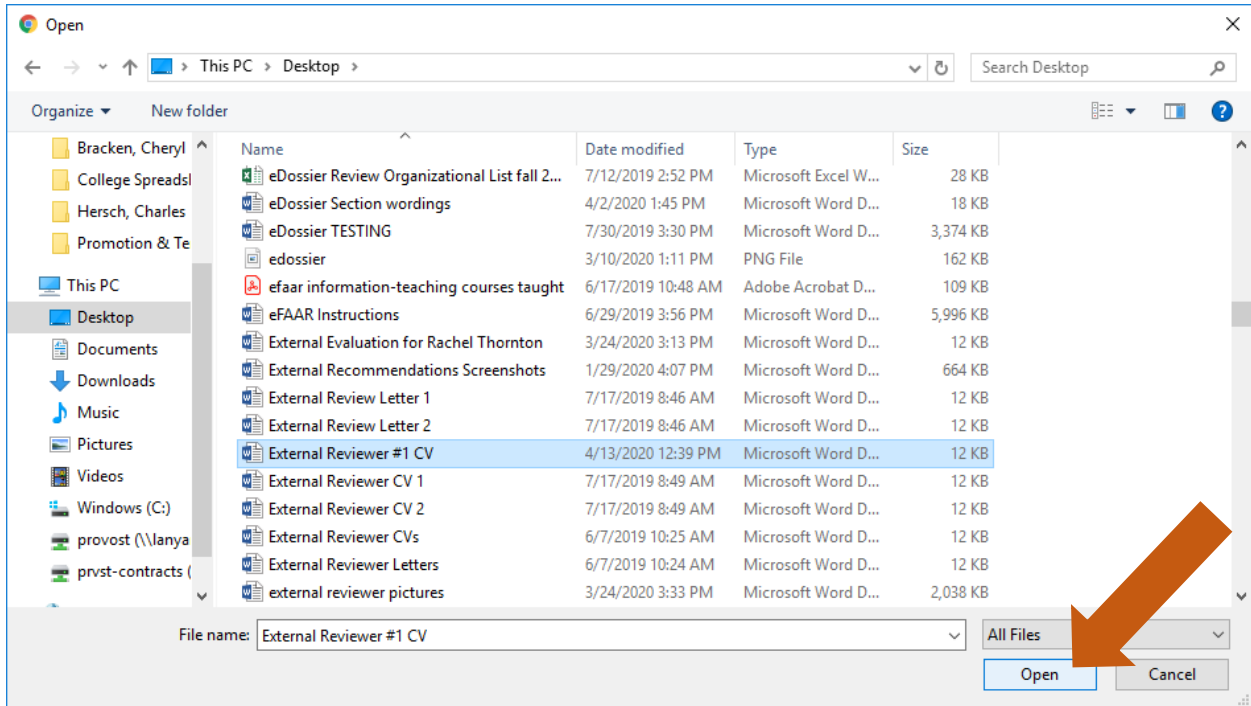
Choose the appropriate section in which you wish to upload the External Review Materials (in this case “External Reviewer CV/Statement of Qualifications”). Select “Add File”.



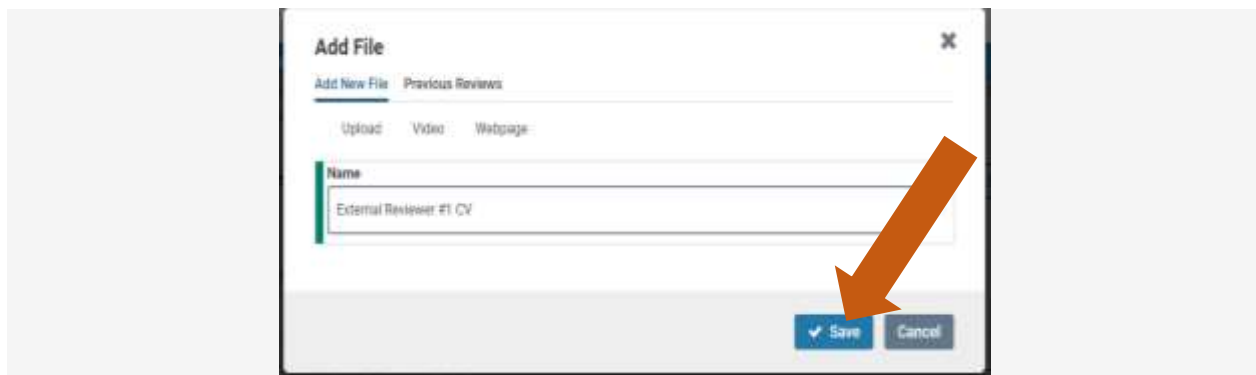
Click “Browse to Upload” a new file.



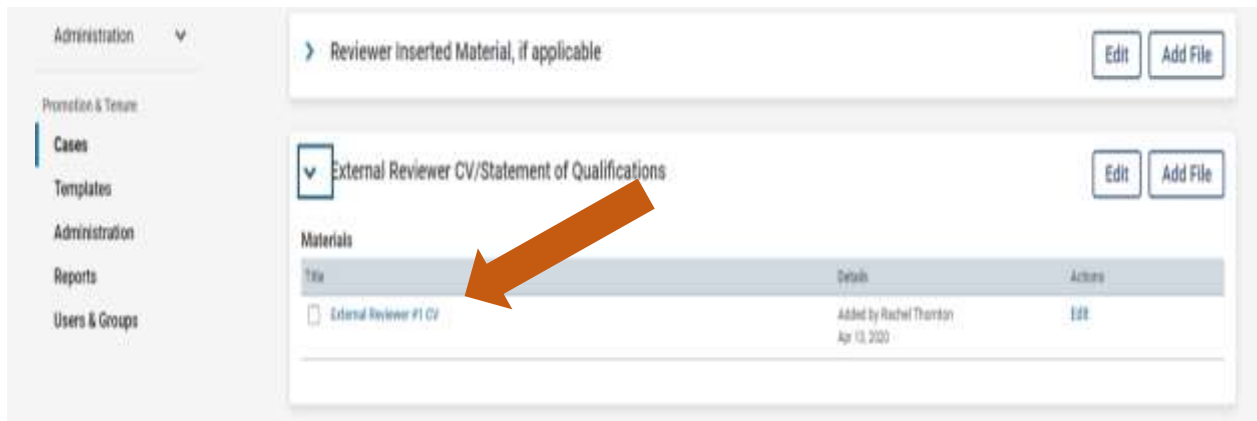
Choose the file you wish to upload and select “Open”.



Select “Save”.



Now the document has been added to the selected section.



The screenshot shows a web application interface with a sidebar on the left containing navigation items: Administration, Promotion & Tenure, Cases, Templates, Administration, Reports, and Users & Groups. The main content area has a header with a dropdown menu set to 'Reviewer Inserted Material, if applicable' and 'Edit' and 'Add File' buttons. Below this is another dropdown menu set to 'External Reviewer CV/Statement of Qualifications' with 'Edit' and 'Add File' buttons. A table titled 'Materials' is displayed with columns for Title, Details, and Actions. The table contains one row with the title 'External Reviewer #1 CV', details 'Added by Rachel Thornton Apr 13, 2020', and an 'Edit' link. A large orange arrow points from the 'External Reviewer CV/Statement of Qualifications' dropdown menu to the 'External Reviewer #1 CV' entry in the table.

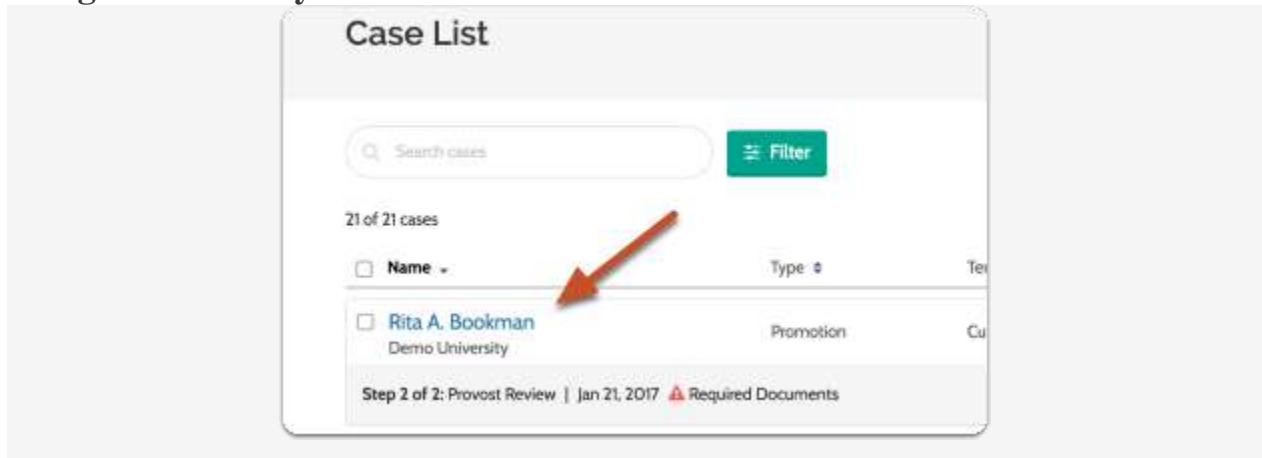
You can continue adding as many files as you wish by repeating the steps (1-5).

Once you have completed uploading the CV/Statement of Qualifications for each external reviewer and the Statement of Process used to Select/Recruit External Reviewers, you are now ready to forward the case/eDossier to the next review step (note that the candidate will not see these documents; only internal reviewers) (see “Sending a Case/eDossier Forward” page 47).

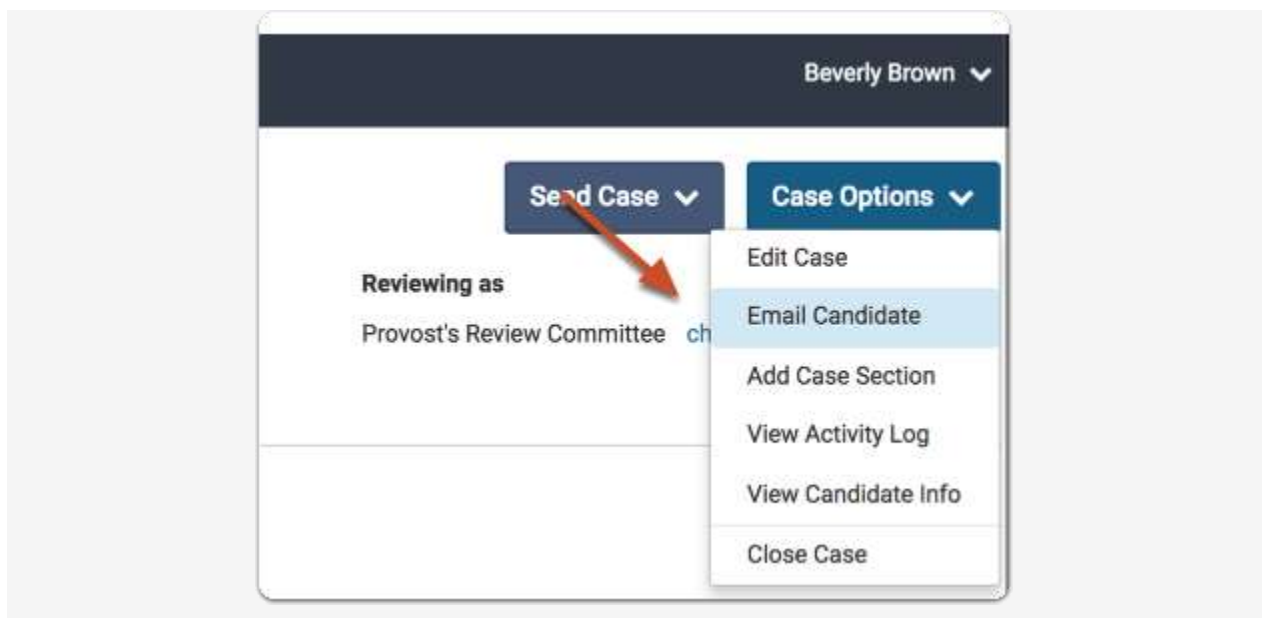
Sharing the Review Letter with Candidate

As the committee manager (PRC Chairperson or Department Chairperson/School Director, or Dean), you are responsible for sharing the results of your (or your committee's) review by sending the review letter to the candidate by the contractual deadline. Once you have shared your signed review letter with the candidate using these instructions, you will be ready to send the case forward to the next review step (see "Sending a Case/eDossier Forward" on page 47).

Navigate to the case you want to edit.



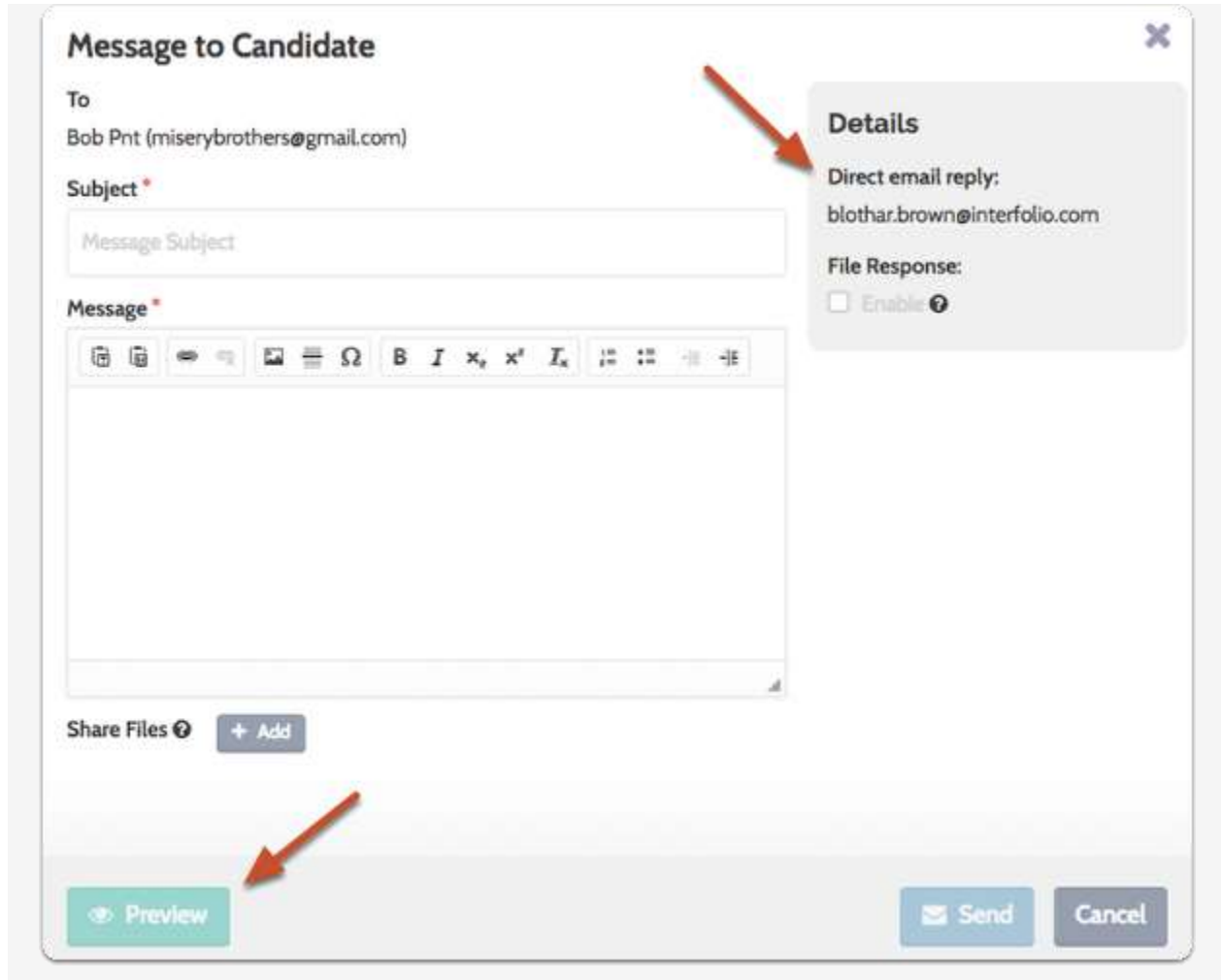
Click the "Case Options" menu at the top right of the page and select "Email Candidate".



Enter subject and message and click "Send".

The current return email address appears to the right of the form.

Click "Preview" to see how the message will look in the candidate's inbox.



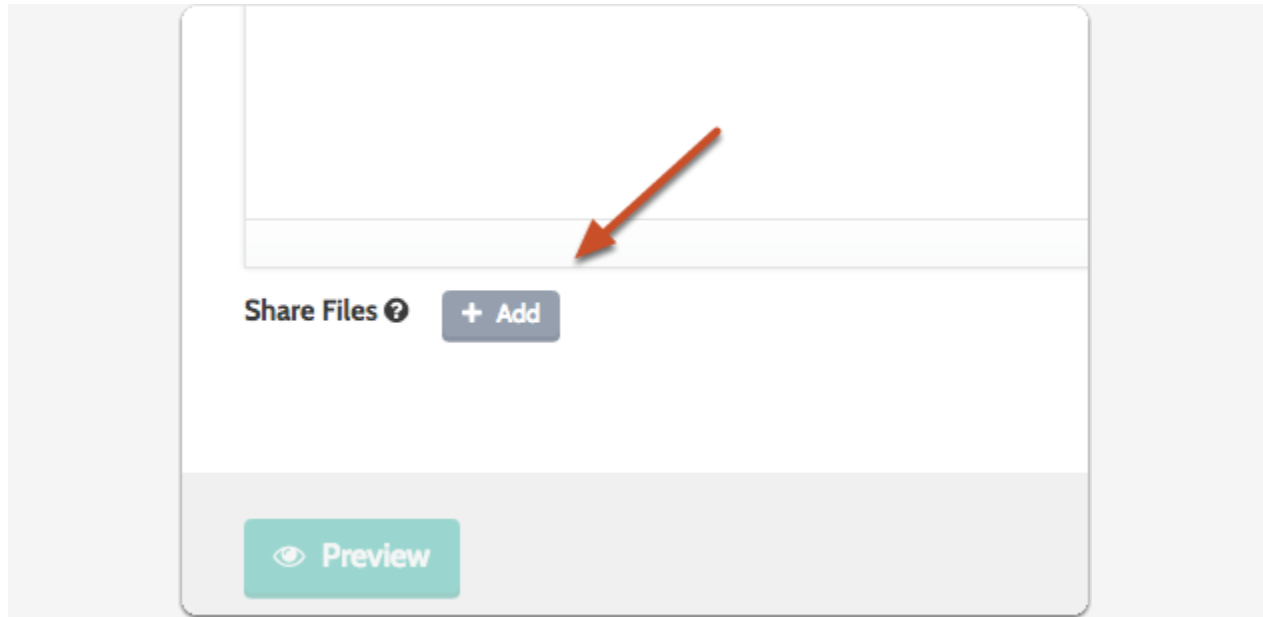
The screenshot shows a web form titled "Message to Candidate" with a close button (X) in the top right corner. The form contains the following fields and elements:

- To:** Bob Pnt (miserybrothers@gmail.com)
- Subject:** A text input field containing "Message Subject".
- Message:** A rich text editor with a toolbar containing icons for undo, redo, bold, italic, strikethrough, link, unlink, bulleted list, numbered list, indent, and outdent.
- Share Files:** A section with a "Share Files" label and an "Add" button.
- Details Panel:** A grey sidebar on the right with a close button (X) in the top right corner. It contains:
 - Details:** Direct email reply: blothar.brown@interfolio.com
 - File Response:** Enable ⓘ
- Buttons:** At the bottom, there are three buttons: "Preview" (teal), "Send" (blue), and "Cancel" (grey).

Two red arrows point to the "Details" panel and the "Preview" button.

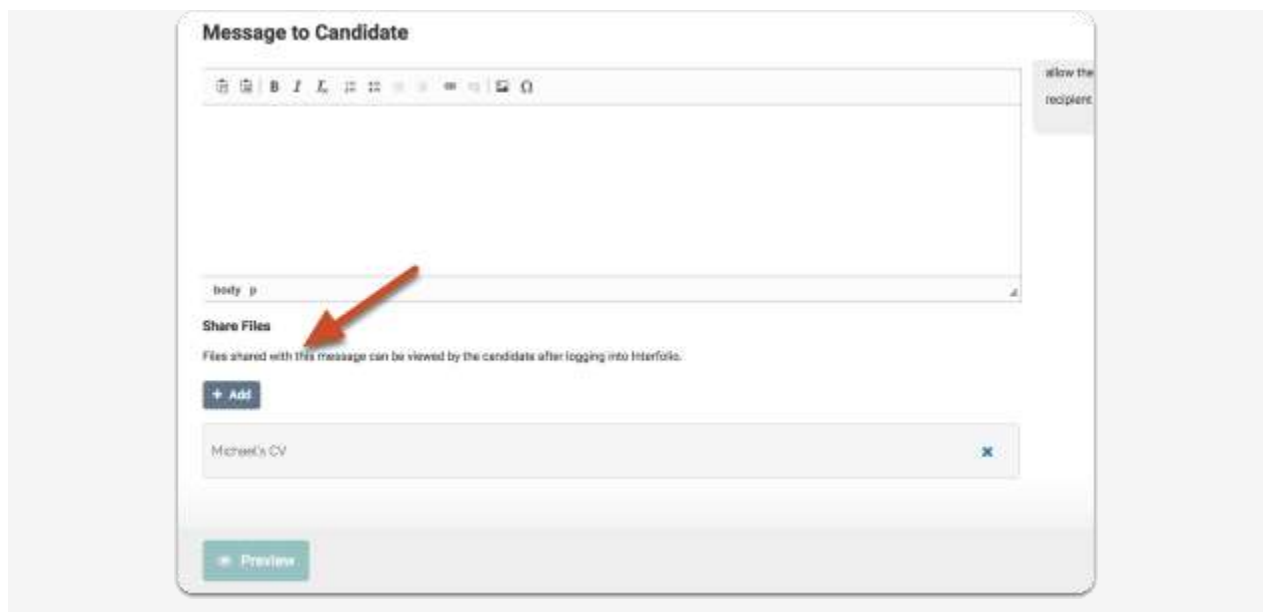
To share files with the candidate:

Click "Add" at the bottom of the form.



Select files to share.

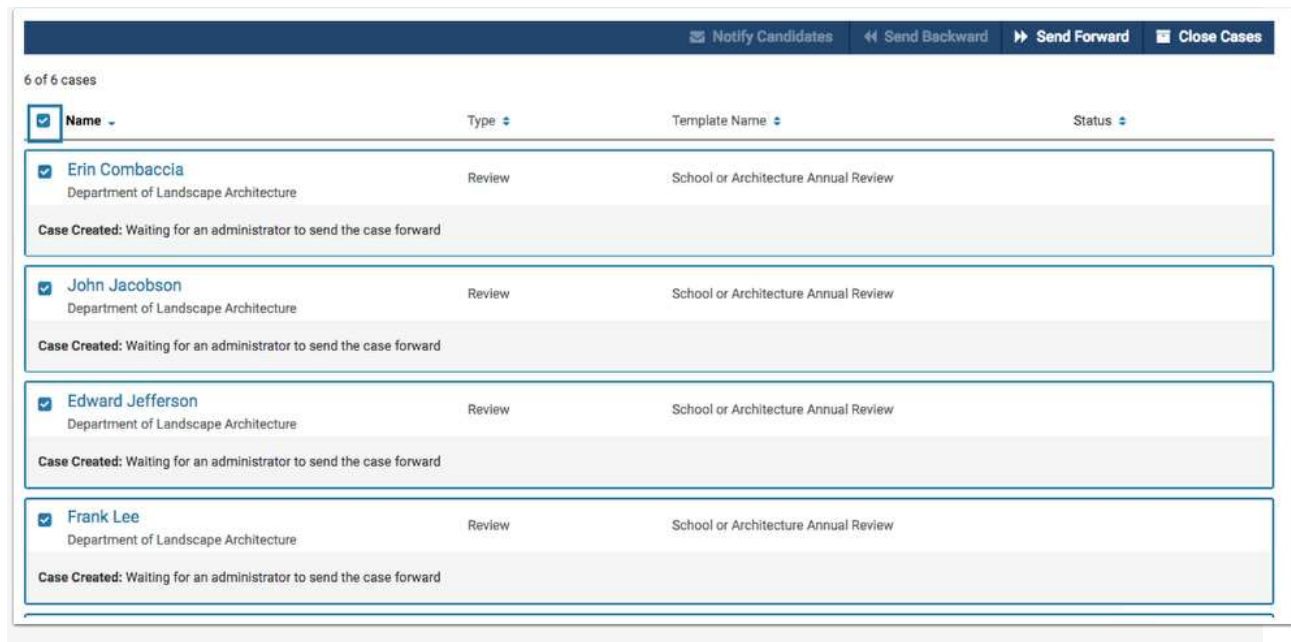
Candidates will receive an email with instructions to sign in and view shared committee files.



Sending a case/eDossier Forward

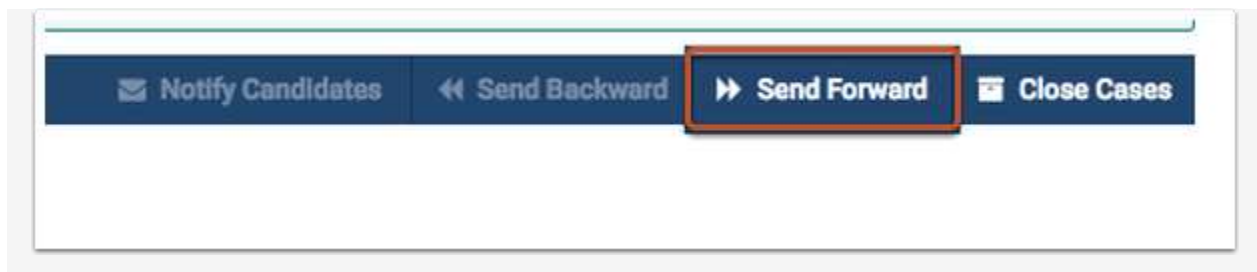
As a PRC Chairperson or Department Chairperson/School Director, or Dean, you are responsible for sending the case/eDossier forward to the next reviewer level so they can begin their review by the contractual deadline. Once you have uploaded your signed review letter, you are now ready to send the case/eDossier forward.

Select the cases/eDossiers you want by putting a check mark next to each one.

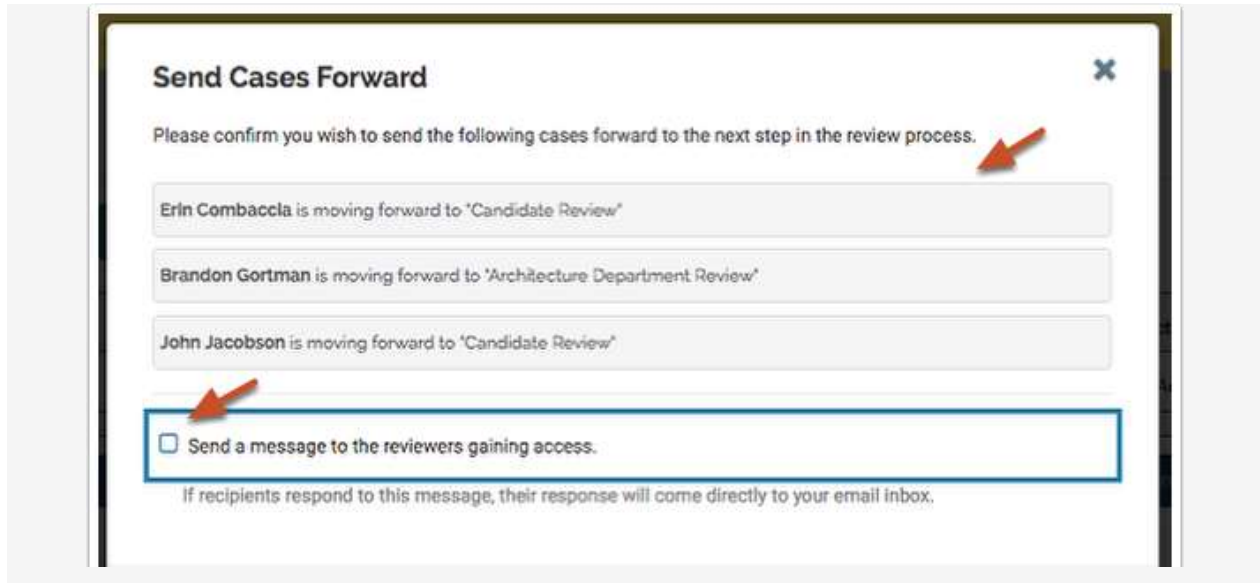


<input checked="" type="checkbox"/>	Name -	Type	Template Name	Status
<input checked="" type="checkbox"/>	Erin Combaccia Department of Landscape Architecture	Review	School or Architecture Annual Review	Case Created: Waiting for an administrator to send the case forward
<input checked="" type="checkbox"/>	John Jacobson Department of Landscape Architecture	Review	School or Architecture Annual Review	Case Created: Waiting for an administrator to send the case forward
<input checked="" type="checkbox"/>	Edward Jefferson Department of Landscape Architecture	Review	School or Architecture Annual Review	Case Created: Waiting for an administrator to send the case forward
<input checked="" type="checkbox"/>	Frank Lee Department of Landscape Architecture	Review	School or Architecture Annual Review	Case Created: Waiting for an administrator to send the case forward

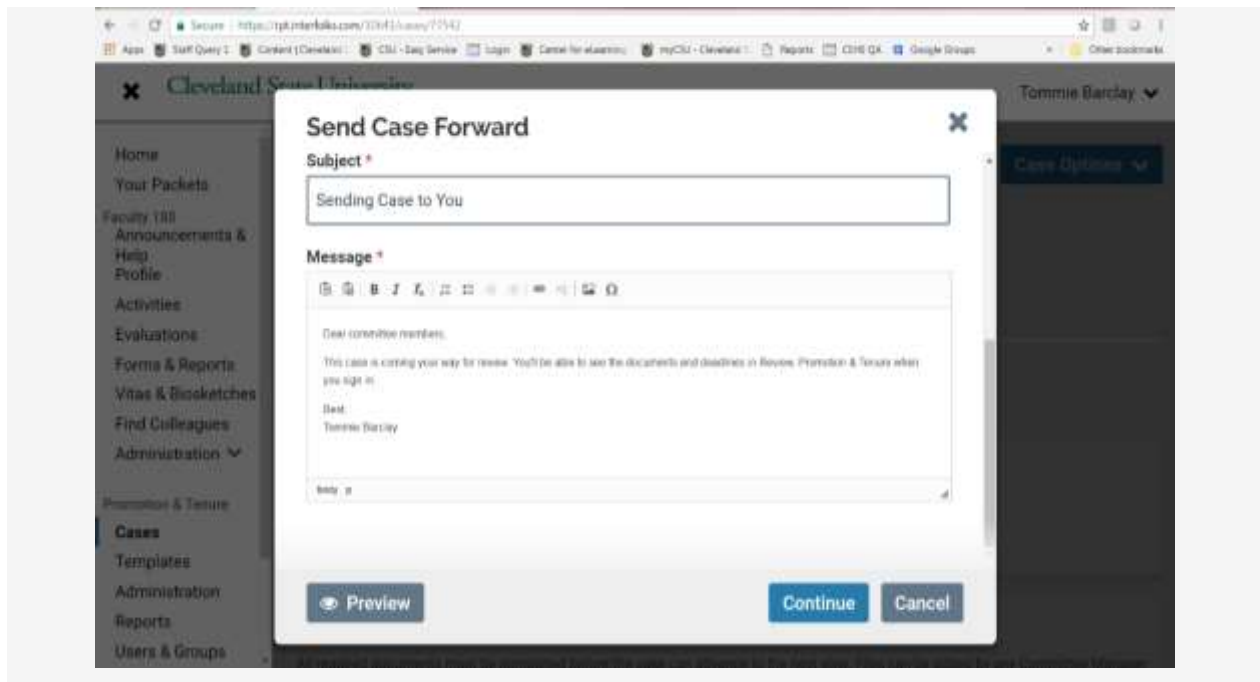
Click Send Forward in the blue ribbon on top of the Case List.



Confirm your choices by reviewing the list of cases/eDossiers in the dialog box. Select the check box next to “Send a message to the reviewers gaining access.” so that the reviewers gaining access to the cases are notified it is time to begin their review.

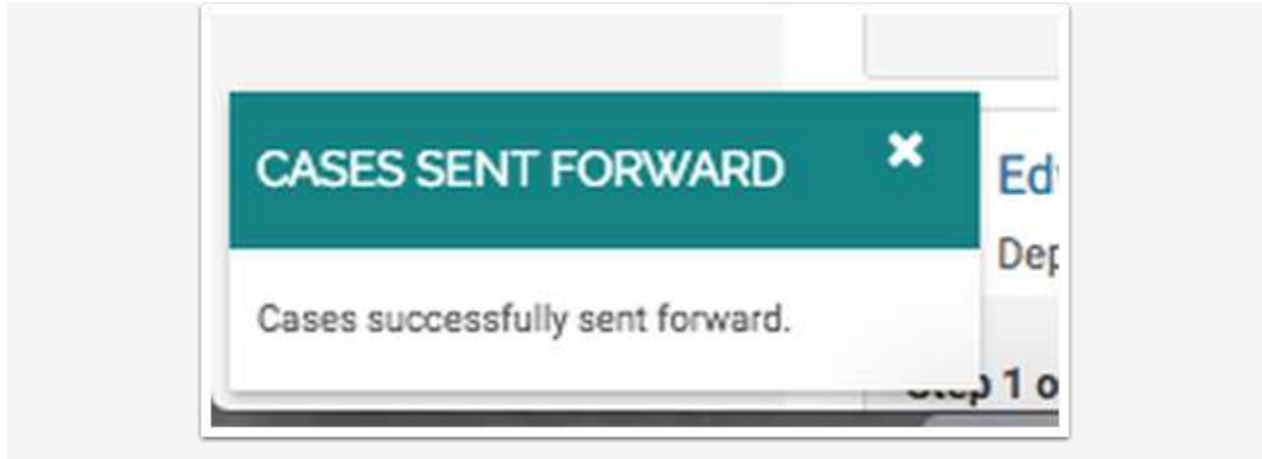


You can either personalize a message sent to the reviewers gaining access or use the default message that appears. When done you can either preview your message and/or send it.



Click “Edit” to go back to the message, or click “Continue” to send message and cases forward.

Sent on-screen confirmation message will appear in lower left-hand corner of your screen.



Once the case/eDossier has been sent forward you will lose access to edit the review letter or other uploaded supplementary materials.

Accessing Subsequent Reviewer Letters

All review letters will be shared with each step of the review electronically (without having to send a paper copy outside of the system). Each step of the review process (**PRC Chairperson, Department Chairperson/School Director, and Dean**) will also not lose access to view the faculty candidate's case/eDossier after completing their review/submitting their review letter until the review completes.

Once logged into your Faculty180 Account, select "Cases" under Review, Promotion & Tenure on the left hand navigation bar.

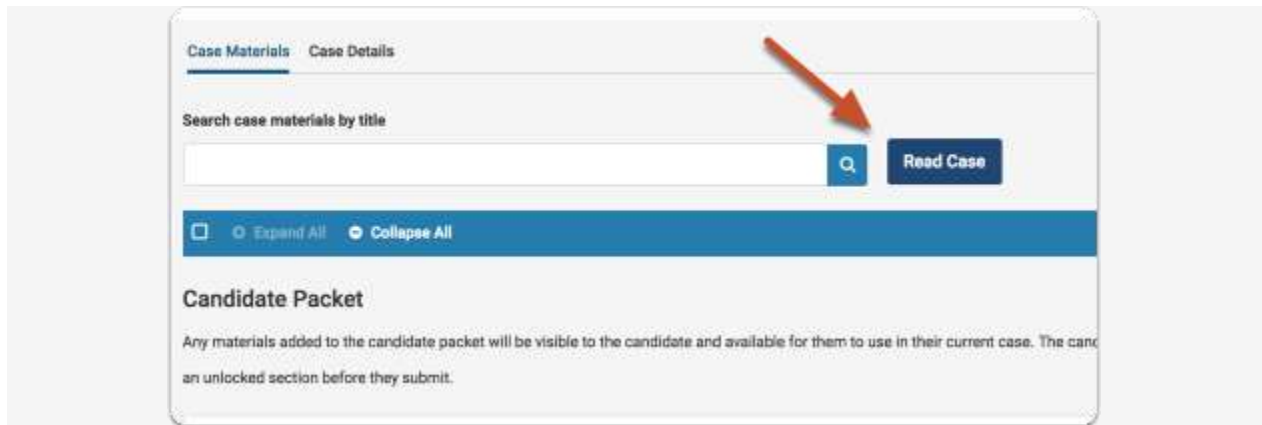


You will see a list of cases that are available to you. Click the name of the candidate to view case materials.



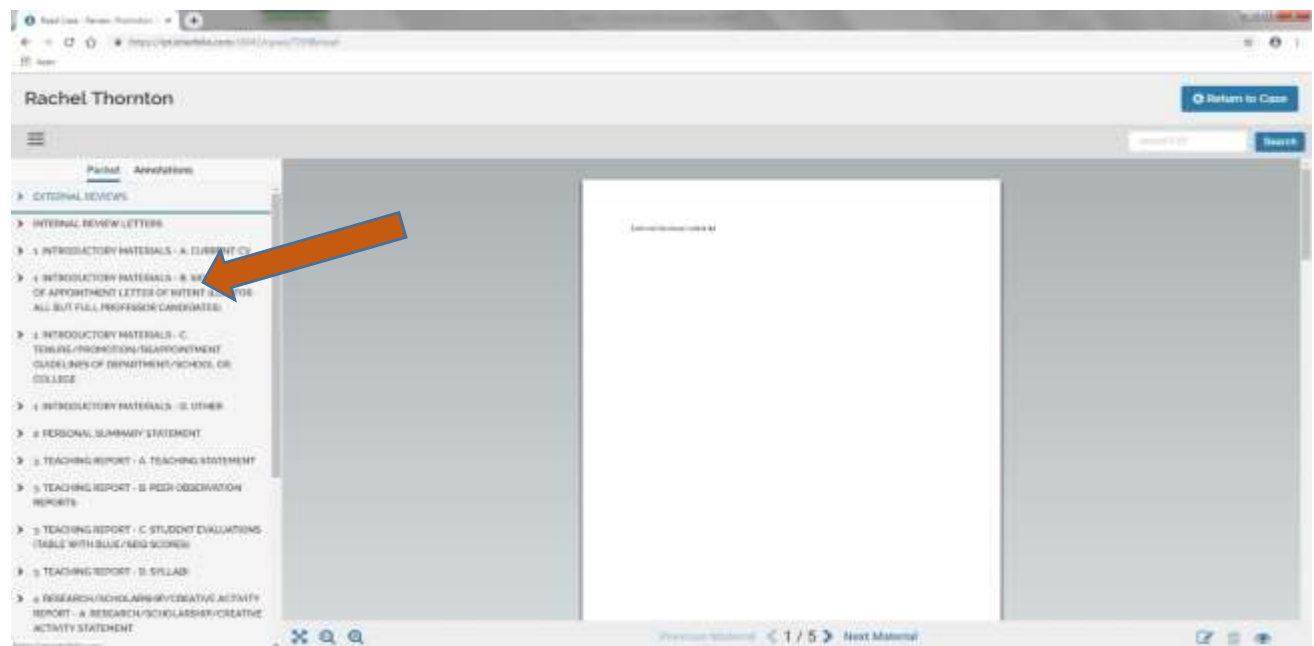
On the "Case Materials" tab of the case page, you can read documents that were submitted by the candidate or committee members.

Click "Read Case" to load all accessible case materials into our document viewer where they can be viewed online.



Any available internal review letters, external review letters, and/or Reviewer Inserted Material, if applicable will appear at the top of the case materials/eDossier.

Click on the case material that you would like to view, and it will display on your screen.



Need Help? - Important Contact Information

College of Arts and Sciences

Jennifer Visocky O'Grady - [216/687-5580](tel:2166875580) or j.visocky@csuohio.edu

Conor McLennan - [216/875-9832](tel:2168759832) or c.mclennan@csuohio.edu

College of Business

Tim Arndt - [216/687-4779](tel:2166874779) or t.arndt@csuohio.edu

College of Engineering

George Chatzimavroudis - [216/687-6899](tel:2166876899) or g.chatzimavroudis@csuohio.edu

College of Health

Sheila Patterson -

College of Law

Brian Ray –

Office of the Provost

Danielle Ruiz - [216/687-9390](tel:2166879390) or

