

# RPT for Chairs/Directors

## *P&T and Sabbatical Review Instructions*

### Check a case for completion

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- Click the **Review Candidate** link in the notification email.
- Alternatively, log in to FAAR/RPT: <https://www.faculty180.com/sysadmin/login.php?dbID=nau> and find the case on your **Home** page or by clicking **Cases** under Review, Promotion & Tenure (RPT).
- In a case, click the **Read Case** button next to the search bar.
- Check that the submitted documents meet unit criteria. (This is where the FSC letter will be found later.)

### Request or upload external evaluations (two options)

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#### Request through RPT

- In a case, scroll down to **Internal Sections** › **External Evaluations** and click **Request Evaluation**.
- Enter information of evaluator(s) and an optional message, choose any candidate files to send, and set the response settings. Click **Send Request**.
- Evaluators receive an email to view request. They can accept or decline the request, view any provided documents, and submit a confidential evaluation without having to create an account.

#### Upload to RPT

- In a case, scroll down to **Internal Sections** › **External Evaluations** and click **Add File**.
- Upload the file, change the document name if needed, and set access (candidates never have access).

### Send case forward to first review committee

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- Refer to the personnel action calendar for the date of the first committee review.
- On the main **Cases** screen, select case checkbox(es) and press **Send Forward** on the toolbar.
- Optionally, send a notification email to reviewers with a subject and message, then press **Send**.

### Evaluate a Case (after FSC completes review) and submit recommendation

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- Follow instructions in first part above to review the case. Then click **Case Details** at the top.
- Click the **+Add** button to add recommendation letter to Required Items, *selecting the appropriate review level* in the Section dropdown during upload.
- Click **Fill Out Form** link under Required Items › Forms to select the recommendation choice.

### Share decision letter to candidate and invite to respond

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#### *This step is only done if the dean's office designates this task to reviewers*

- Go to **Case Materials** tab › **Internal Section** and select the decision letter.
- Select **Share** from the blue toolbar and click **With Candidate**. Add a subject and message.
- For P&T cases, select **Enable** in the Details box, and enter "Candidate rebuttal."
- Set the deadline to 12 days from now.
- Select the current **Internal Section** relevant to the response. View **Preview**, then press **Send**.