Update: August 3, 2023

Pre-T enure Rev iew

Candidate Submission

The following steps describe the process to submit a pre-tenure review application using the university’s

Faculty 1 80 and Rev iew, Promo tion and Tenure (RPT) s ystem .

1 . Candidates will be notified through their University of Toledo email once a pre-tenure case has

been made available. Using the ‘View Case’ link provided in the notification, login and select the

Update: August 3, 2023

3. Next, for candidates submitting pre-tenure reviews for years two through five, select ‘Add’ in
the Past Evaluations section. In the page that appears next select the ‘All’ box and then select
‘Add’ in the lower right-hand corner. This will allow your previous evaluations stored within
Faculty 180 to be viewable to your evaluators.

4. After uploading your proposal, select ‘Fill Out Form’. This step requests confirmation that an
updated and complete dossier is being submitted for review. Save your responses
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