

# Case Manager instructions/checklist in Case Details section

Individuals with committee manager access depending on review level: chair, dean, committee chair, admin assistant


Within the case, find the Case Manager Instructions under the [Case Details](#) tab.

Fort Hays State University > Cases >

## Victor E. Tiger

<b>Unit</b>	<b>Template</b>	<b>Sta</b>
Department of Health and Human Performance	Tenure - 3rd & 4th Year	● 1

Case Materials [Case Details](#)



Instructions will vary by review level.

Instructions

If department level review results in request for additional material in the tenure file, the chair will unlock packet so candidate may upload the document(s). Chair will then lock or verify the packet/case is locked prior to moving the case forward.

Refer to the [timeline](#) to complete your processes after review of file(s).

Chair will:

1. Upload initial recommendation letter to the **Case Details** section.
2. Share initial letter with candidate - from **Case Materials Internal Sections** (select letter, then Share button). Required email message should refer candidate to letter for appeal instructions.
3. Share initial letter with prior reviewers - from **Case Materials Internal Sections** (select letter, Share "with committee," "Add another User," search for names, then select "Add Users," Delete any unneeded names in To section.)
4. Upload final letter in same manner
5. Share final letter with candidate and enable a response with the date noted in timeline.
6. Share final letter with prior reviewers in same manner as initial letter.
7. Move case forward after sharing final letter with candidate and reviewers.

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.

**Department Chair initial letter** + Add

No files have been added to this section.

**Department Chair final letter** + Add

No files have been added to this section.

> Committee Members (1) Email Edit

Resources: <https://www.fhsu.edu/academic/provost/digital-portfolio-system> (guides, training, reviewer FAQ)  
8/16/22 step-by-step instruction video <https://app.vidgrid.com/view/IQtHj1WJQHed>.