eFaculty QuickTip:
Submitting Recommendation Forms and Memos

Recommendation Form 3 (As seen below)

Evaluation Form Committee Chairs ("managers" in eFaculty) are the only ones authorized to submit the evaluation form. During deliberations, managers may submit the form if only to show other members the fields they should fill out.	
Votes Enter committee votes as the number of votes in each category listed. *This field is not requ*	

Required Sections (ERROR Message)

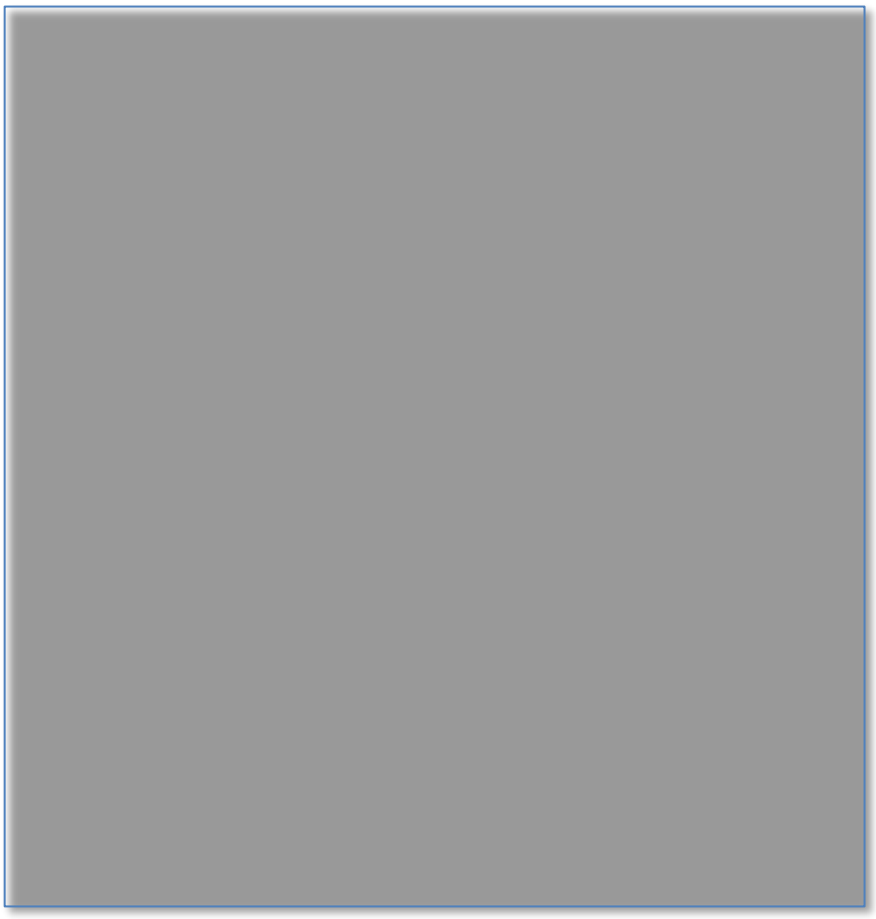
The recommendation is required for each case.

Send Case Forward - Finalize Evaluation

If there is a unique issue to notify the next level of review about, it may be entered into the email message. Be mindful however, that all recipients will see the message.

After entering the subject, click "Continue." The case will move after the confirmation is made.

You're finished.



Congratulations! You have submitted your recommendations.