

# Reviewer eDossier Instructions

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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, pages 43-45). 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”, pages 37-39).**

- **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.



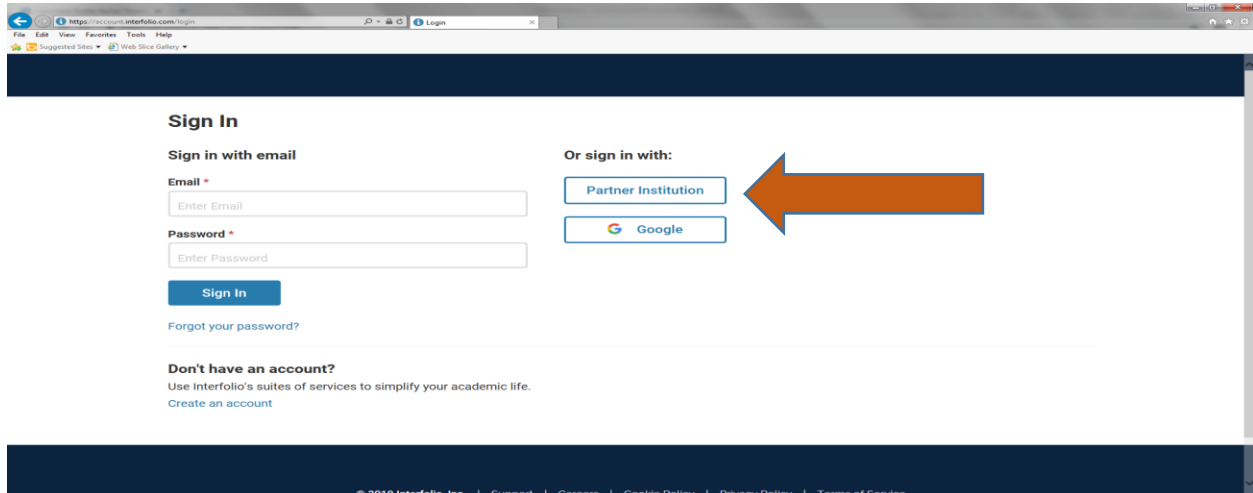
Tommie Barclay's case is available for review.

**SIGN IN**

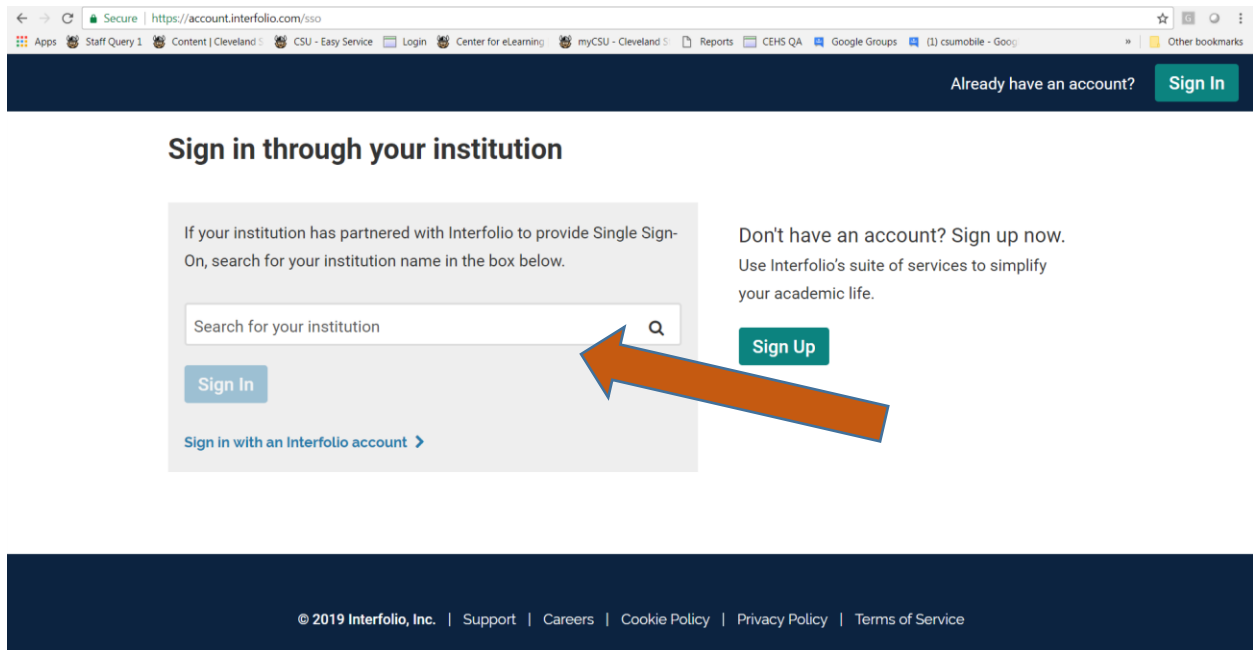
The candidate has submitted their case and it is now available for your committee to review.

**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”.

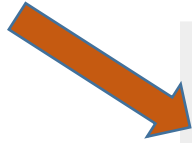


Type in “Cleveland State University” in the “Search for your institution” field.





### Sign in through your institution

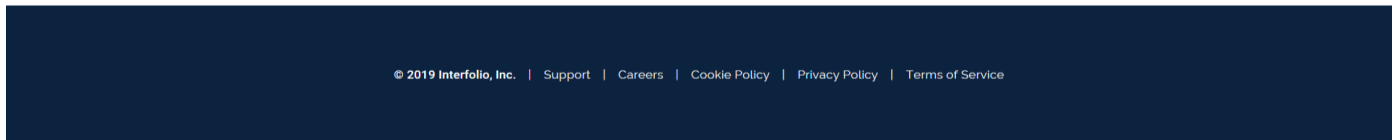


If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

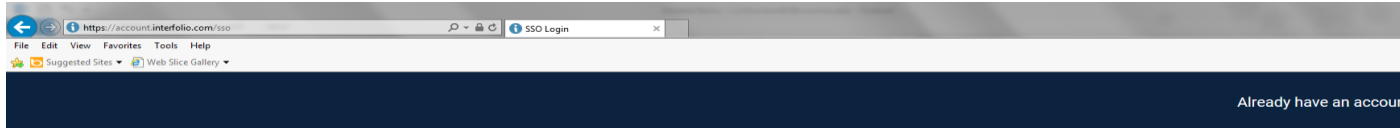
  
**Cleveland State University**  
Sign In  
[Sign in with an Interfolio account >](#)

Don't have an account? Sign up now.  
Use Interfolio's suite of services to simplify your academic life.

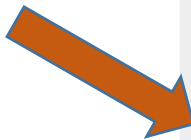
Sign Up



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



### Sign in through your institution

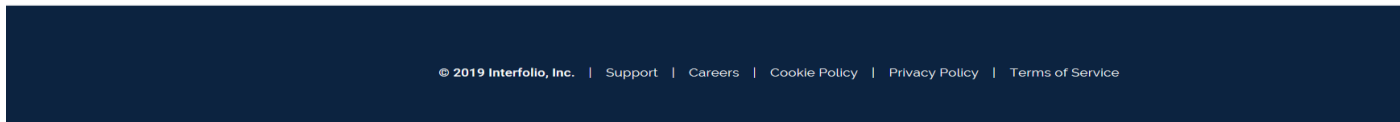


If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

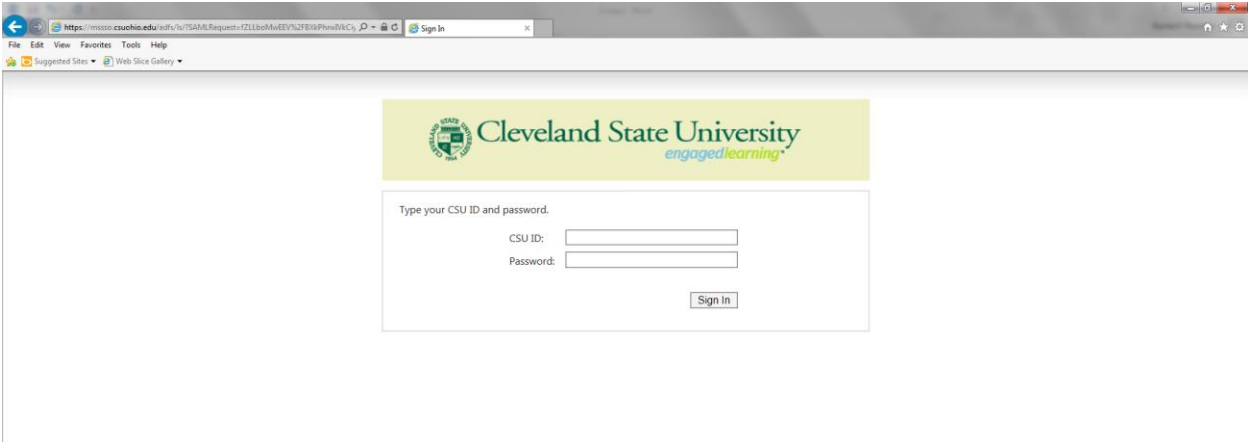
  
**Cleveland State University**  
**Sign In**  
[Sign in with an Interfolio account >](#)

Don't have an account? Sign up now.  
Use Interfolio's suite of services to simplify your academic life.

Sign Up



Sign in with your CSU credentials.

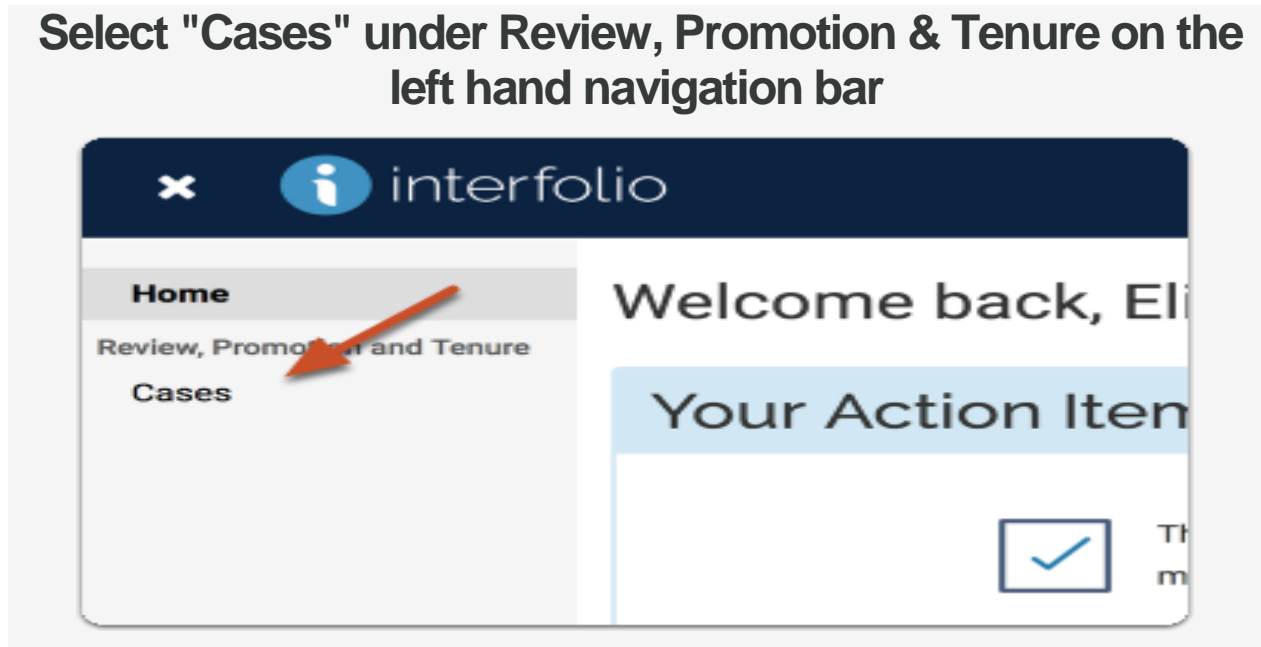


# View Faculty Candidate Case/eDossier Materials

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.

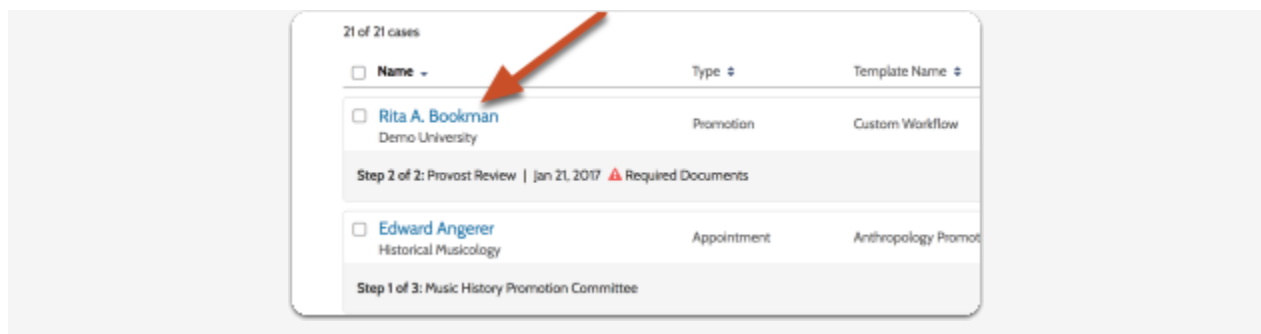
Once logged into your Faculty180 Account,

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



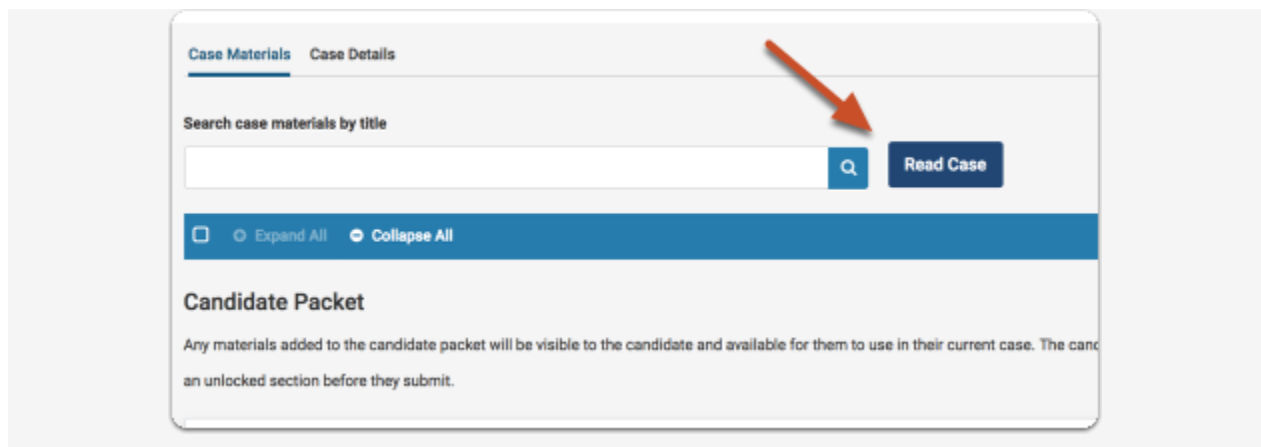
## Accessing materials:

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.



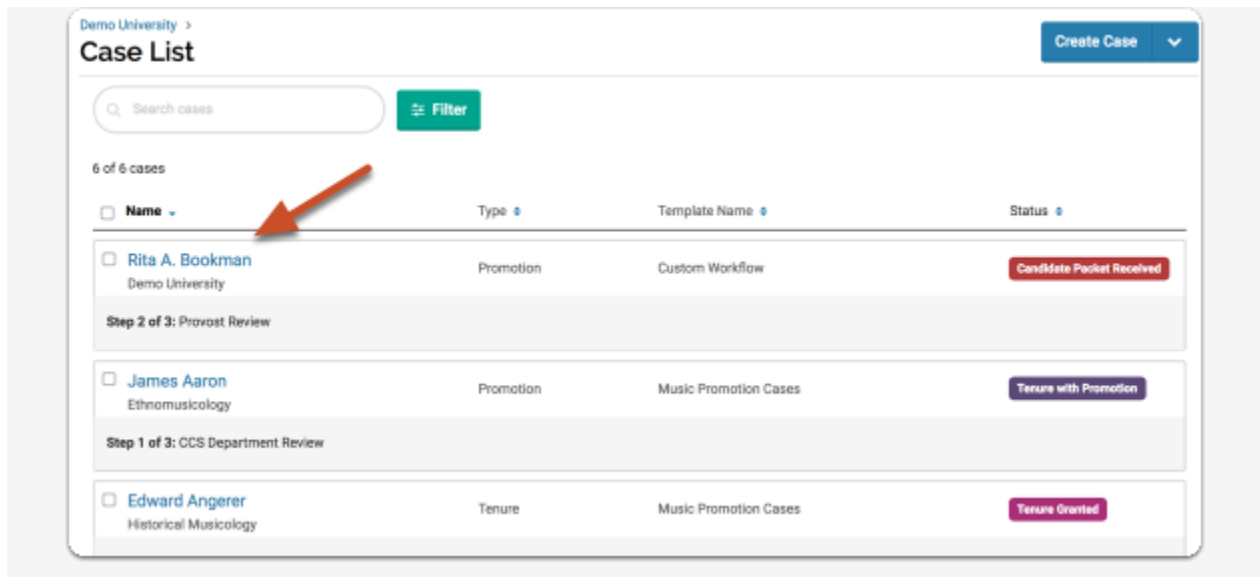
The document viewer displays all materials organized by sections. Note that you can search through the PDF files of materials, and leave annotations on the materials.

# Make 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.

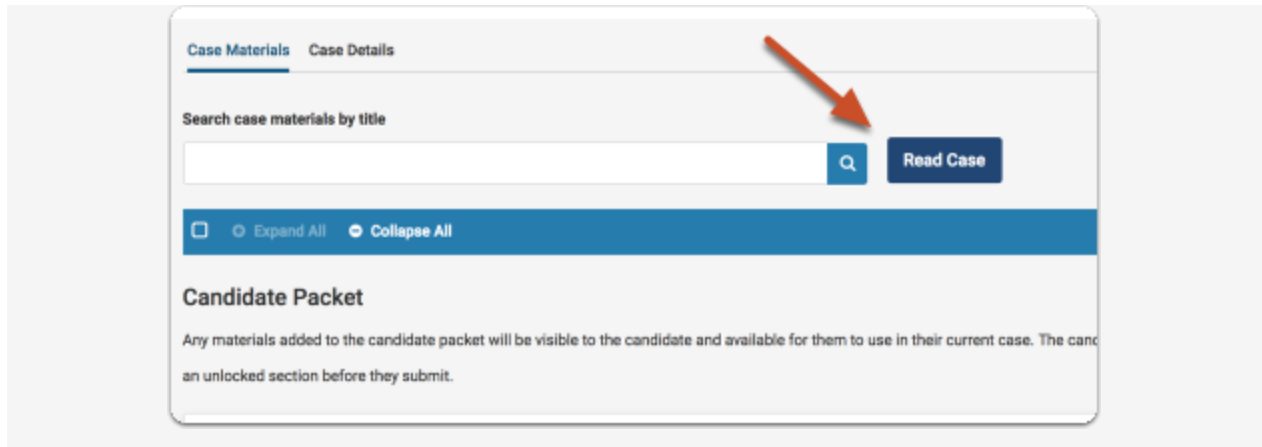
Annotations are private notes and are only visible to the reviewer who adds them. However, much like paper notes, annotations may be "discoverable" as evidence in certain legal proceedings.

## Open the case you want to review

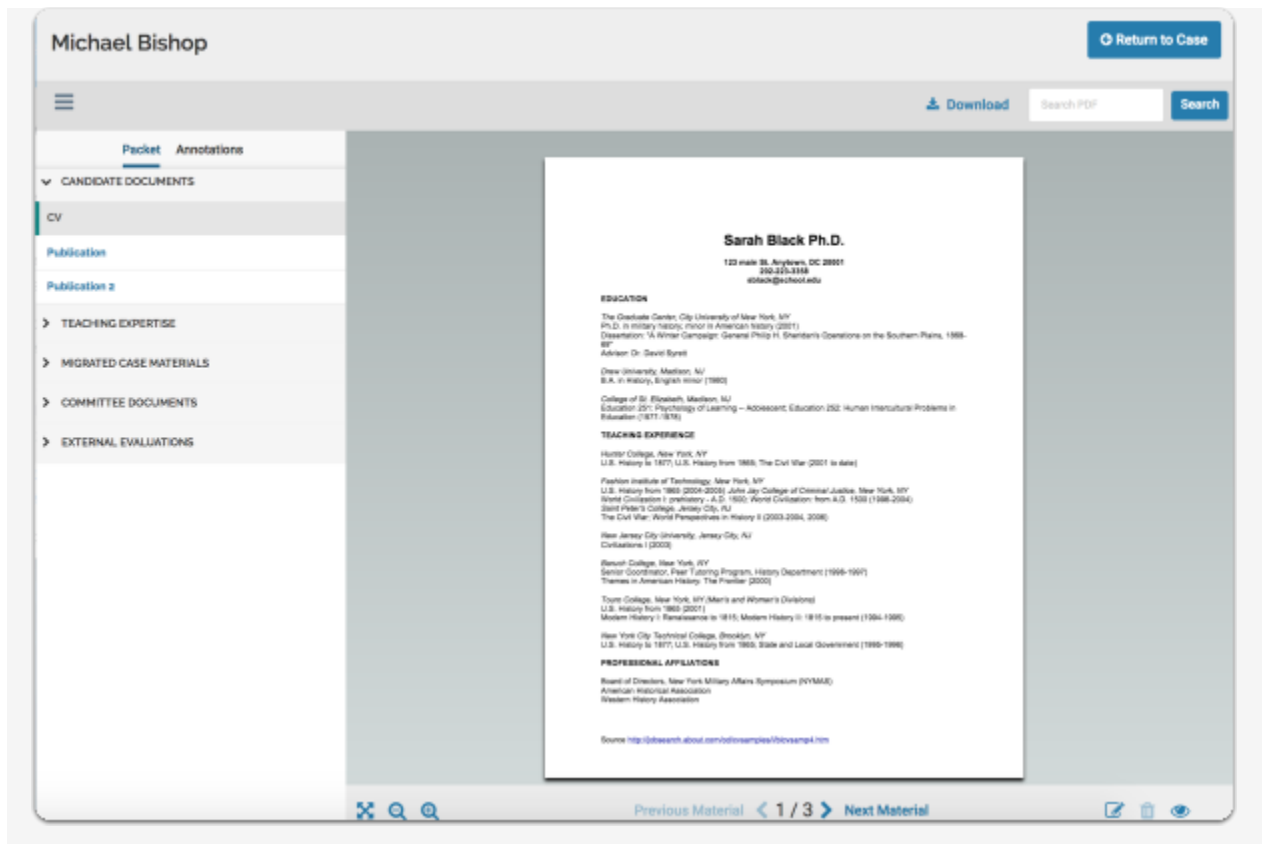


**On the "Case Materials" tab of the case page, click "Read Case" to load all accessible case materials into our document viewer where they can be viewed online**

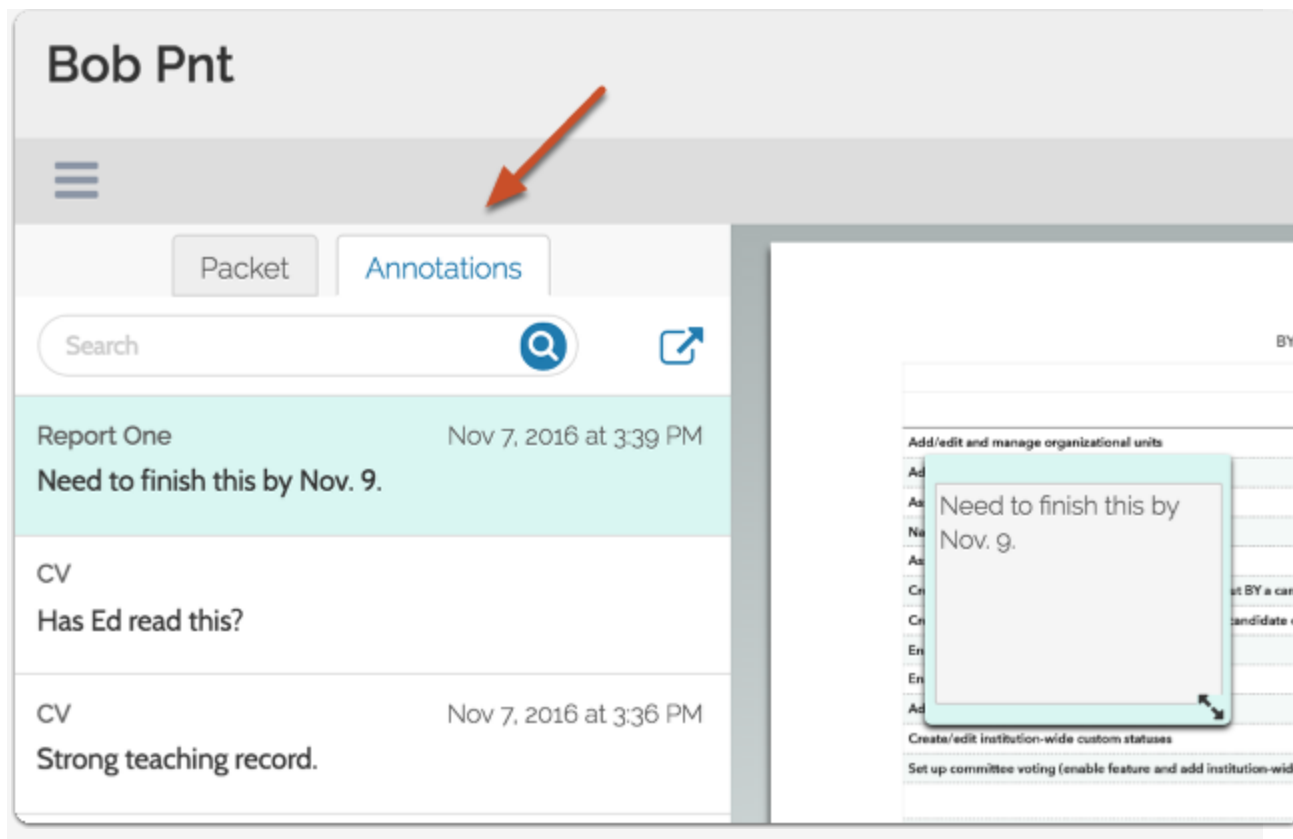
You can also click on the title of a document to open that specific document in the document viewer.



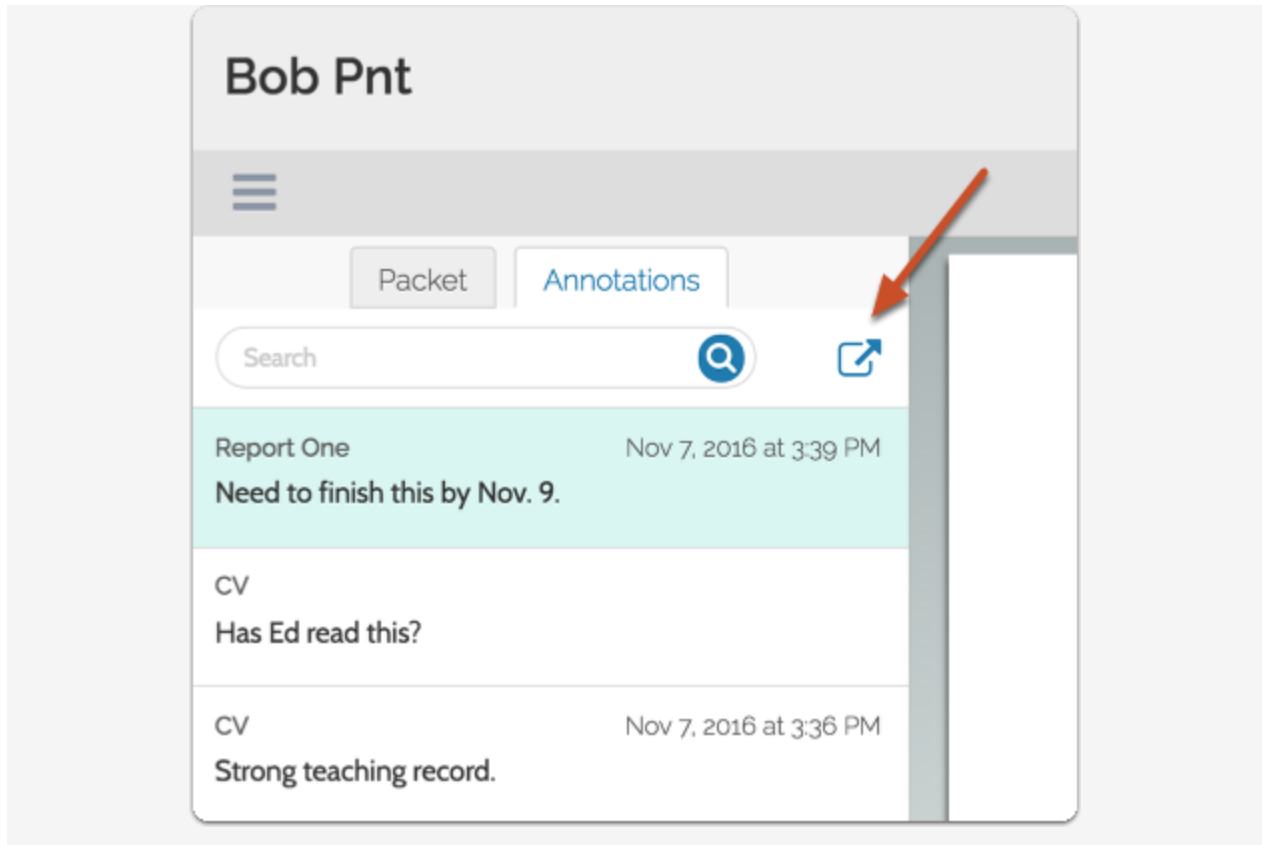
The document viewer displays all materials organized by sections. Note that you can download materials (if enabled), search through the PDF files of materials, and leave annotations on the materials.



**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

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

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

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- 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



### Stickie notes:

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



### "Point" (arrow) notes:

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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.

luctus pharetra.

Pellentesque eget est lorem. Etiam scelerisque est in lectus eleifend, venenatis elementum. Vestibulum dolor quam, faucibus ut risus eu, pharetra cursus ipsum. Mauris tristique nibh magna. Vestibulum sagittis. Cras vulputate sem bibendum elit pretium, sit amet blandit ipsum blandit. Aliquam erat volutpat. Aliquam nibh eu, finibus leo. Donec vel magna sed libero vestibulum feugiat hendrerit non orci. Vestibulum suscipit lobortis. Nunc in nibh venenatis, sollicitudin velit eu, facilisis nibh. Aliquam quis aliquam interdum ultrices tortor, eget dapibus mi suscipit eget. Interdum et malesuada fames ac ante ipsum nibh faucibus.

This note points to the Latin word "etiam" which can translate as also, even, or still...



### "Area" notes:

---

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



## Research Interests

- Writing Pedagogy
- Performance Ethnography
- Local Aesthetics
- Ethnopoetics
- Auto-ethnography
- American Popular Music
- Punk Rock Music
- Heavy Metal Music
- Shock Rock
- Southern Regional Identity

Research is her strongest area. Makes her a good fit for our needs...



### "Text" notes:

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

Ethnopoetics

Auto-ethnography

American Popular Music

Punk Rock Music

Heavy Metal Music

Shock Rock

Southern Regional Identity

Music and Gothic Modes of Representation

19<sup>th</sup> Century Opera

Seems broad

I've recently completed my dissertation; "A Socioesthetics of Punk: Theorizing Performance," a performance ethnography addressing issues of southern regional identity.






49 / 50



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

est lorem. Etiam scelerisque est in lectus eleifend, venenatis elementum ligula dictum. uam, faucibus ut risus eu, pharetra cursus ipsum. Mauris tristique nibh malesuada maximus utate sem bibendum elit pretium, sit amet blandit ipsum blandit. Aliquam eget arcu sagittis, nibus leo. Donec vel n eugiat hendrerit non orci. In luctus tellus a unc in nibh venenatis nibh. Aliquam quis aliquam sem. Fusce ortor, eget dapibus mi malesuada fames ac ante ipsum primis in

This note points to the latin word "etiam" which translates as also, even, or still...

< 19 / 19 >   

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

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est lorem. Etiam scelerisque est in lectus eleifend, venenatis elementum ligula dictum. Jam, faucibus ut risus eu, pharetra cursus ipsum. Mauris tristique nibh malesuada maximus tate sem bibendum elit pretium, sit amet blandit ipsum blandit. Aliquam eget arcu sagittis, nibus leo. Donec vel nunc in nibh venenatis augiat hendrerit non orci. In luctus tellus a nibh. Aliquam quis aliquam sem. Fusce malesuada fames ac ante ipsum primis in

This note points to the latin word "etiam" which translates as also, even, or still...

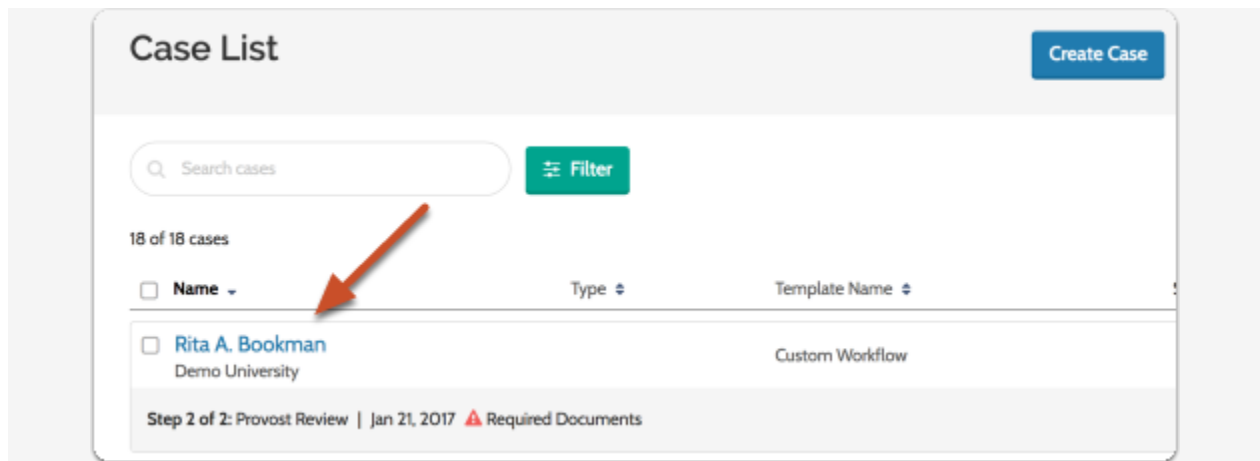
< 19 / 19 >



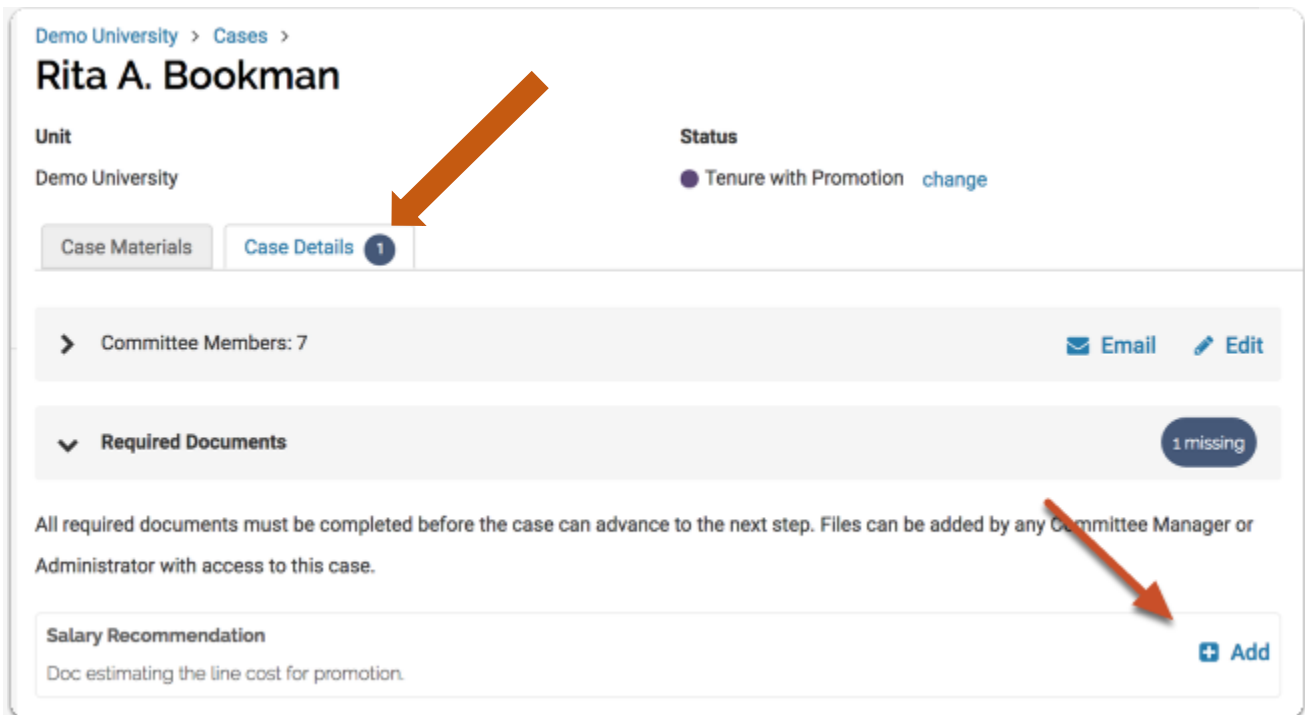
# Uploading Internal Review Letters

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.

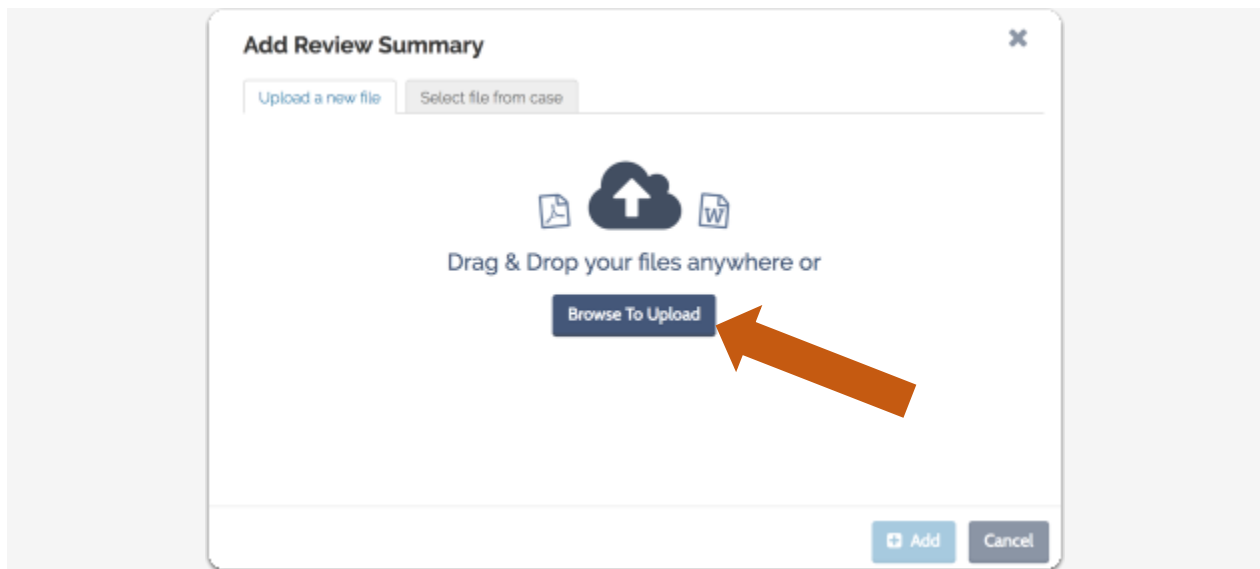
Click the candidate's name to open the case with required documents



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



2. Browse to upload a new file:



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

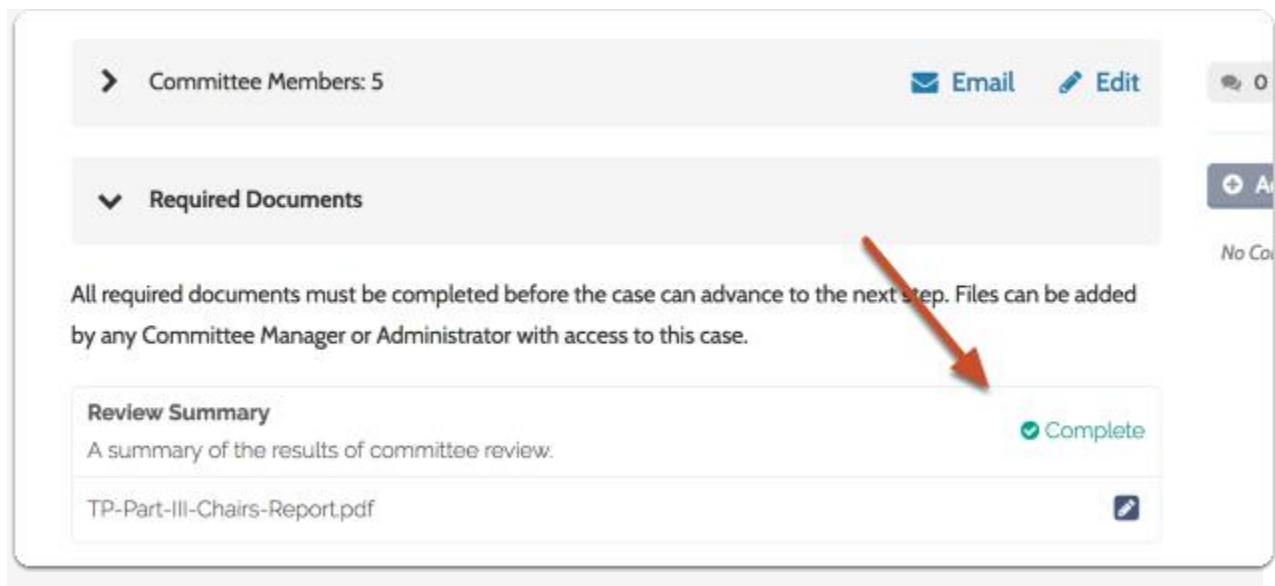
### Add a. External Review Letters ✕

[Upload a new file](#) [Select file from case](#)

Please select the section of the packet where this file will appear. Select the appropriate section from the dropdown menu below.

<b>Name *</b>	<b>Section *</b>
<input type="text" value="CPRC Recommendation"/>	<div><input type="text" value="Internal Review Letters"/> <span>▼</span></div> <ul style="list-style-type: none"><li>External Reviews</li><li><b>Internal Review Letters</b></li><li>Reviewer Inserted Material, if applicable</li></ul>

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



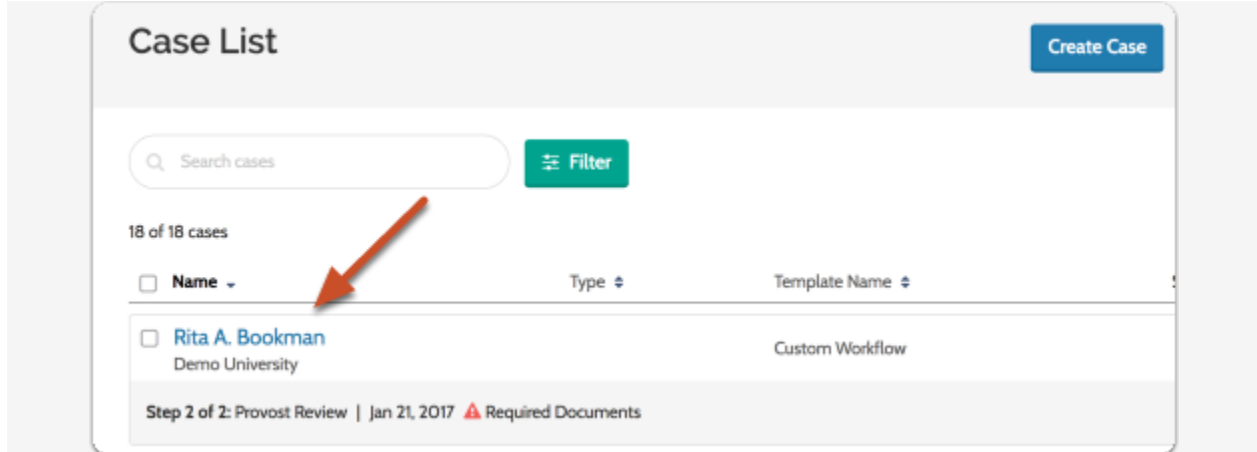
Once you have completed uploading your review letter and additional reviewer material (if applicable), you are now ready to forward the case to the next review step and share the results of the review with the faculty candidate (see “Sending a Case Forward” on page 40 and “Share the Review Letter with the Candidate” on page 37).



## How to add more than one document (other than the one required review letter; e.g. supplementary materials (this may include materials requested by the DPRC/CPRC including missing co-author letters and/or R/S/CA accepted after submission of the eDossier) :

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 to



The screenshot displays a 'Case List' interface. At the top right is a blue 'Create Case' button. Below it is a search bar labeled 'Search cases' and a green 'Filter' button. The text '18 of 18 cases' is shown. A table with columns 'Name', 'Type', and 'Template Name' is visible. The first row contains the name 'Rita A. Bookman' from 'Demo University' with a 'Custom Workflow' template. An orange arrow points to the name 'Rita A. Bookman'. At the bottom, a status bar indicates 'Step 2 of 2: Provost Review | Jan 21, 2017' with a red triangle icon and the text 'Required Documents'.

<input type="checkbox"/> Name	Type	Template Name
<input type="checkbox"/> Rita A. Bookman Demo University		Custom Workflow

Step 2 of 2: Provost Review | Jan 21, 2017 ▲ Required Documents

# 1. Open the "Case Materials" tab and click "Add" under "Required Documents"

Cleveland State University > Case > >  
**Tommie Barclay**  
Unit: Cleveland State University  
Template: Tenure & Promotion - TT Faculty (With DPRC)  
Case Materials Case Details 2  
Search case materials by title  
Read Case  
Expand All Collapse All

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

**Internal Sections**  
These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

External Reviews Add File  
For tenure/promotion and full professor dossiers only. Five letters are required, with evidence presented of the relevant expert and "arm's length" qualifications of each, and of the selection process that was used. Completion of this section is the responsibility of the PRC chair—the materials are inserted in this section after the candidate submits the final dossier.  
No files have been added to this section.

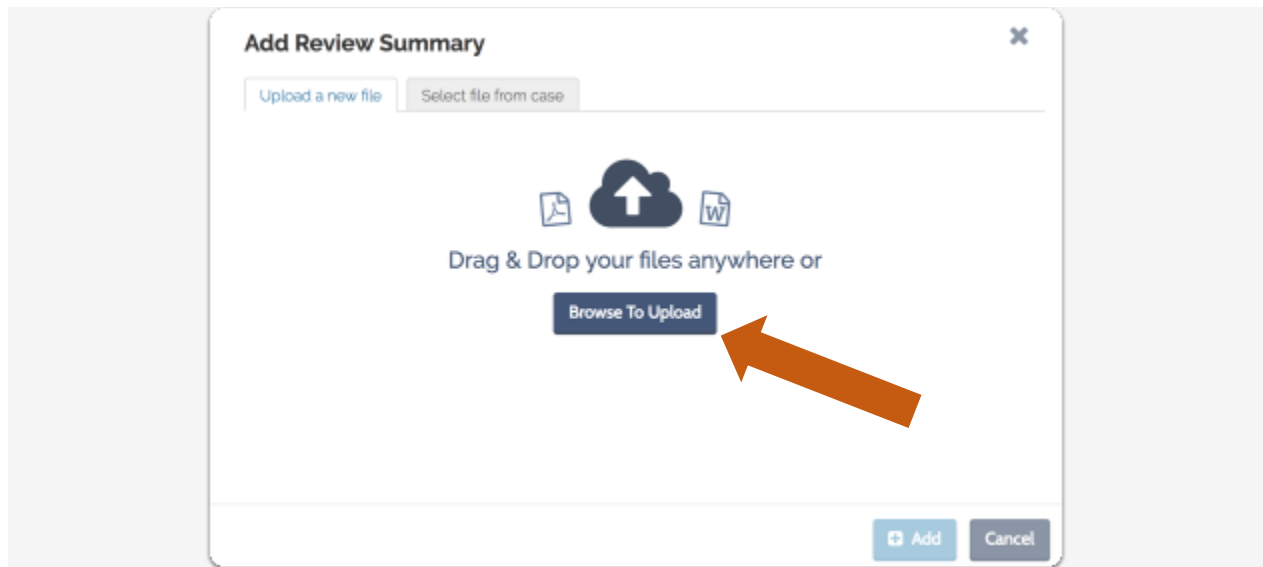
Internal Review Letters Add File

Reviewer Inserted Material, if applicable Add File  
Upload any supplementary materials (this may include materials requested by the DPRC/CPRC including missing co-author letters and/or R/S/CA accepted after submission of the eDossier) in this section.

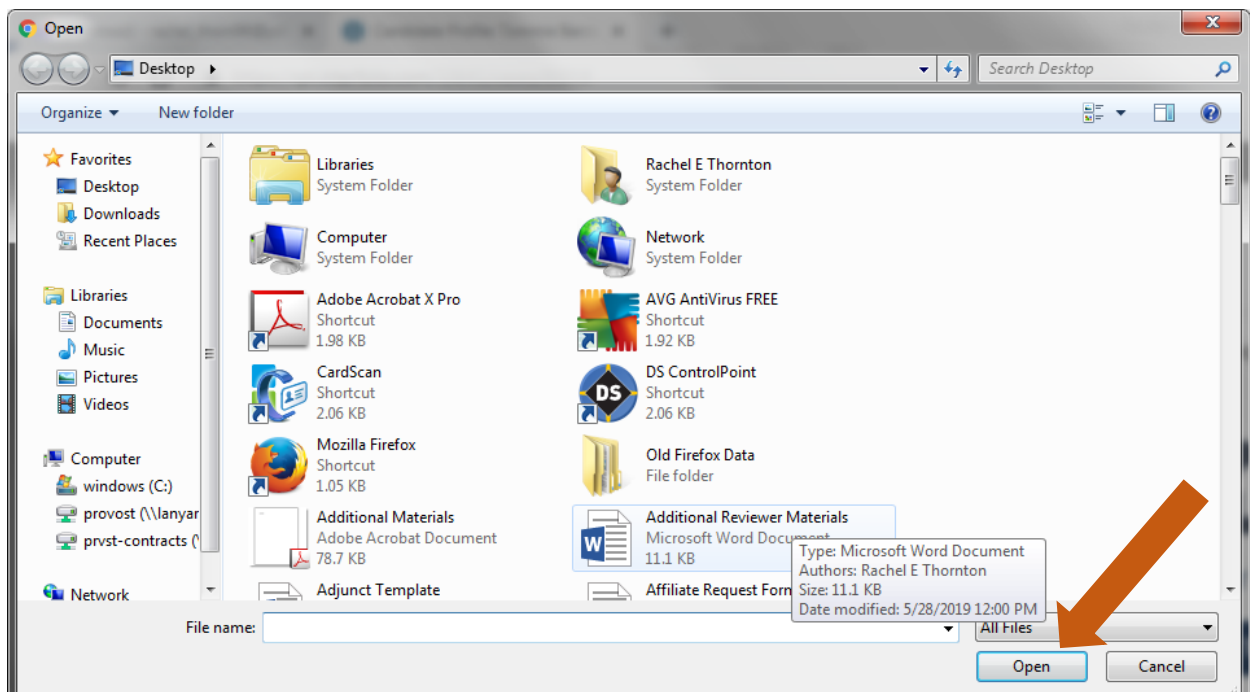
# In this case, "Reviewer Inserted Material, if applicable"

Reviewer Inserted Material, if applicable Add File  
Upload any supplementary materials (this may include materials requested by the DPRC/CPRC including missing co-author letters and/or R/S/CA accepted after submission of the eDossier) in this section.  
No files have been added to this section.

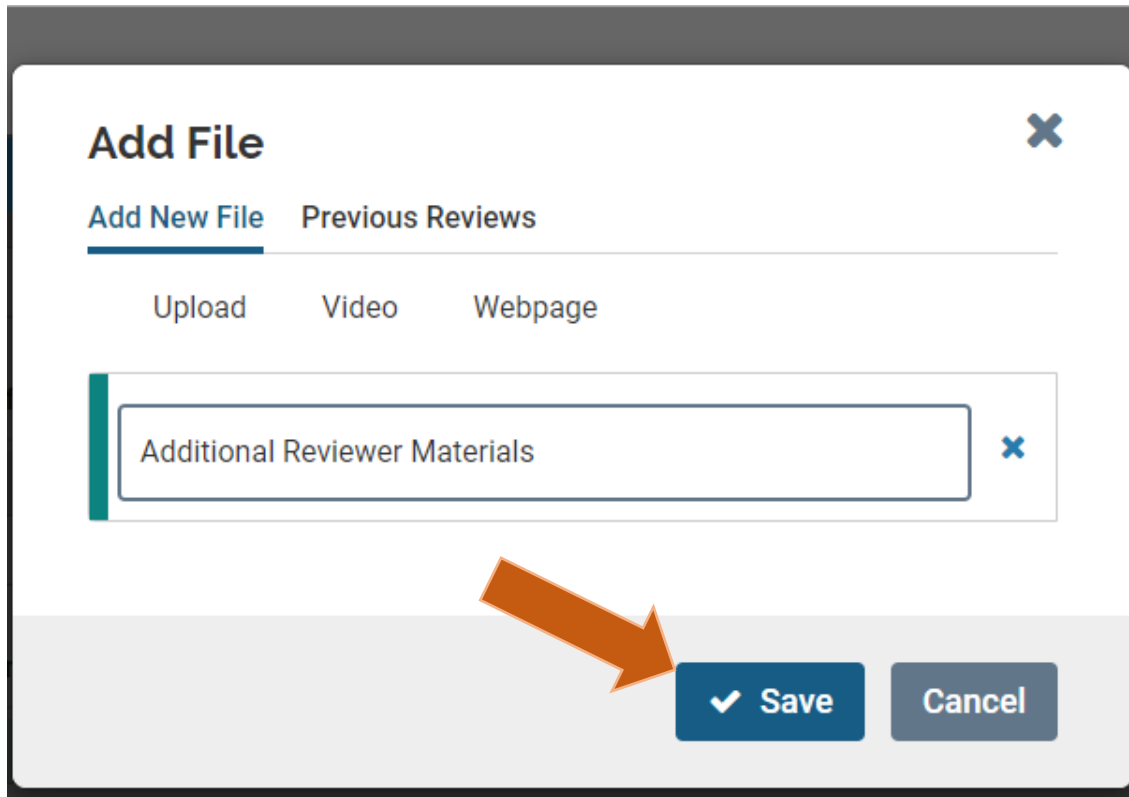
### 3. Browse to upload a new file



### 4. Choose the file you wish to upload and select "Open"



5. Select “Save”.



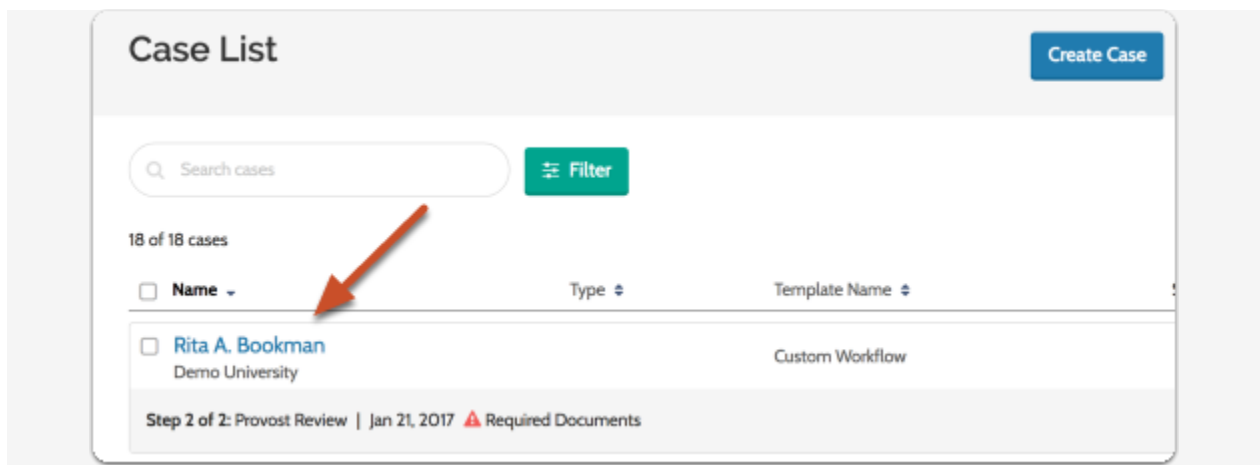
You can continue adding as many files as you wish by repeating the steps (1-5).

**Once you have completed uploading your review letter and additional reviewer material (if applicable), you are now ready to forward the case to the next review step and share the results of the review with the faculty candidate (see “Sending a Case Forward” on page 40 and “Share the Review Letter with the Candidate” on page 37).**

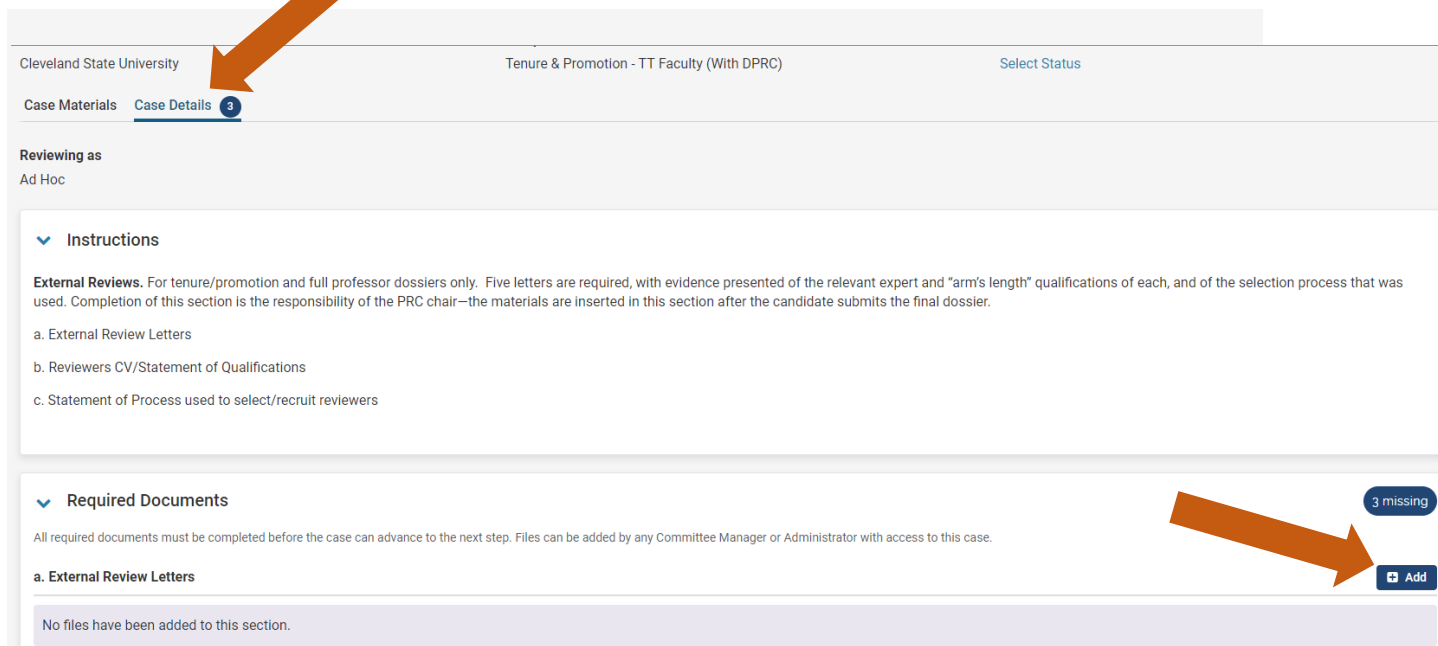
# Uploading External Review Letters

As the PRC Chairperson you will be responsible for uploading the external recommendations (External Review Letters, Reviewers CV/Statement of Qualifications, and Statement of Process used to select/recruit reviewers) before all other reviewers gain access to the eDossier. 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**



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



Cleveland State University      Tenure & Promotion - TT Faculty (With DPRC)      [Select Status](#)

[Case Materials](#)   [Case Details](#) <sup>3</sup>

**Reviewing as**  
Ad Hoc

**Instructions**

**External Reviews.** For tenure/promotion and full professor dossiers only. Five letters are required, with evidence presented of the relevant expert and "arm's length" qualifications of each, and of the selection process that was used. Completion of this section is the responsibility of the PRC chair—the materials are inserted in this section after the candidate submits the final dossier.

- a. External Review Letters
- b. Reviewers CV/Statement of Qualifications
- c. Statement of Process used to select/recruit reviewers

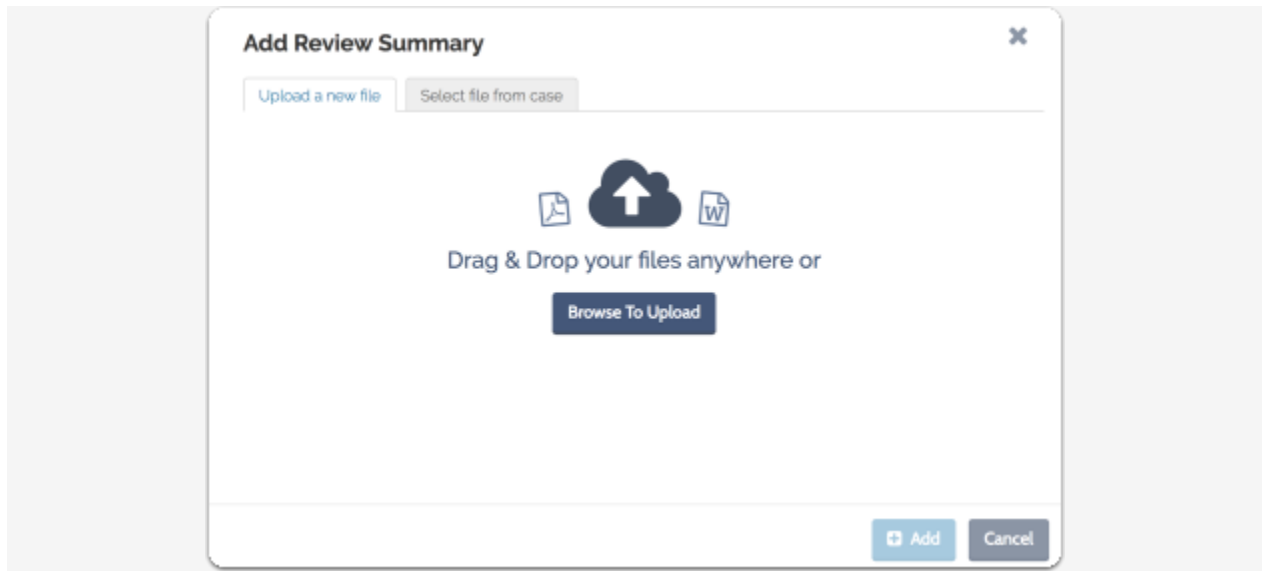
**Required Documents** 3 missing

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.

**a. External Review Letters** [Add](#)


No files have been added to this section.

# 2. Browse to upload a new file



**Add Review Summary** [X]

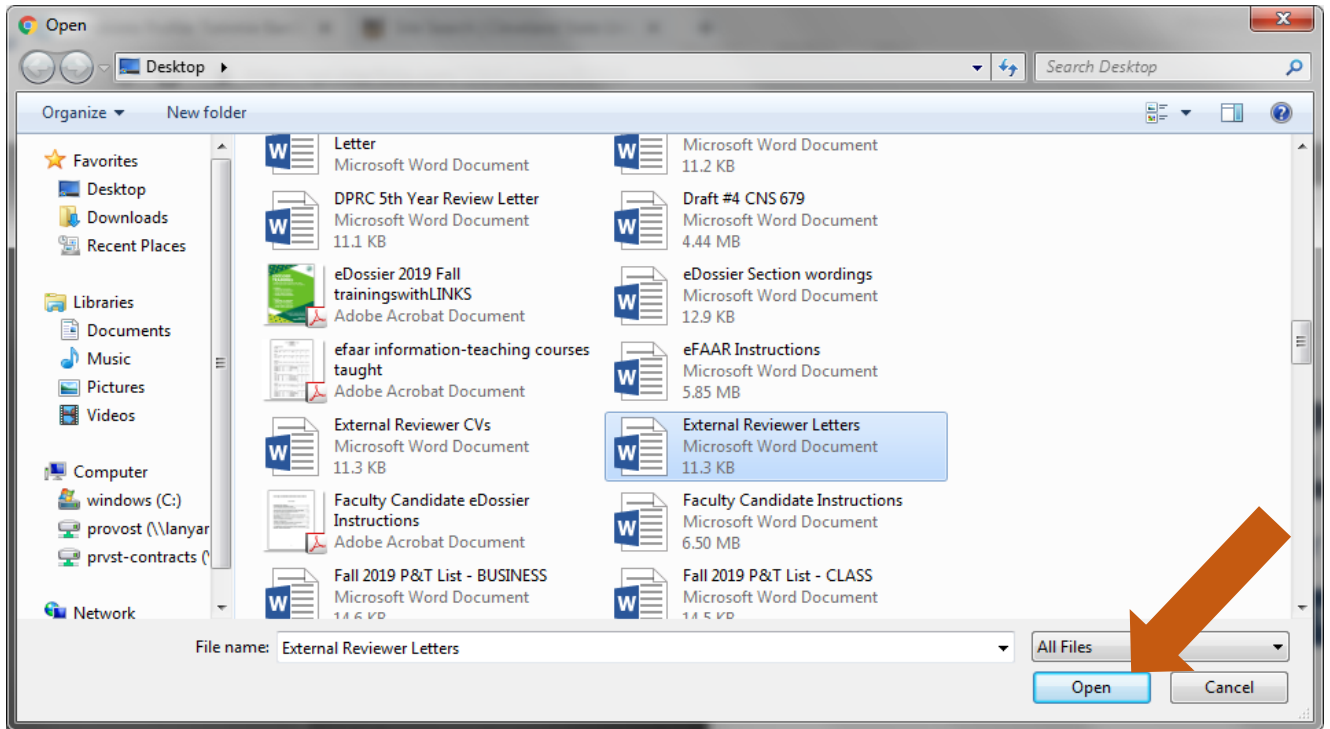
[Upload a new file](#)   [Select file from case](#)

 Drag & Drop your files anywhere or

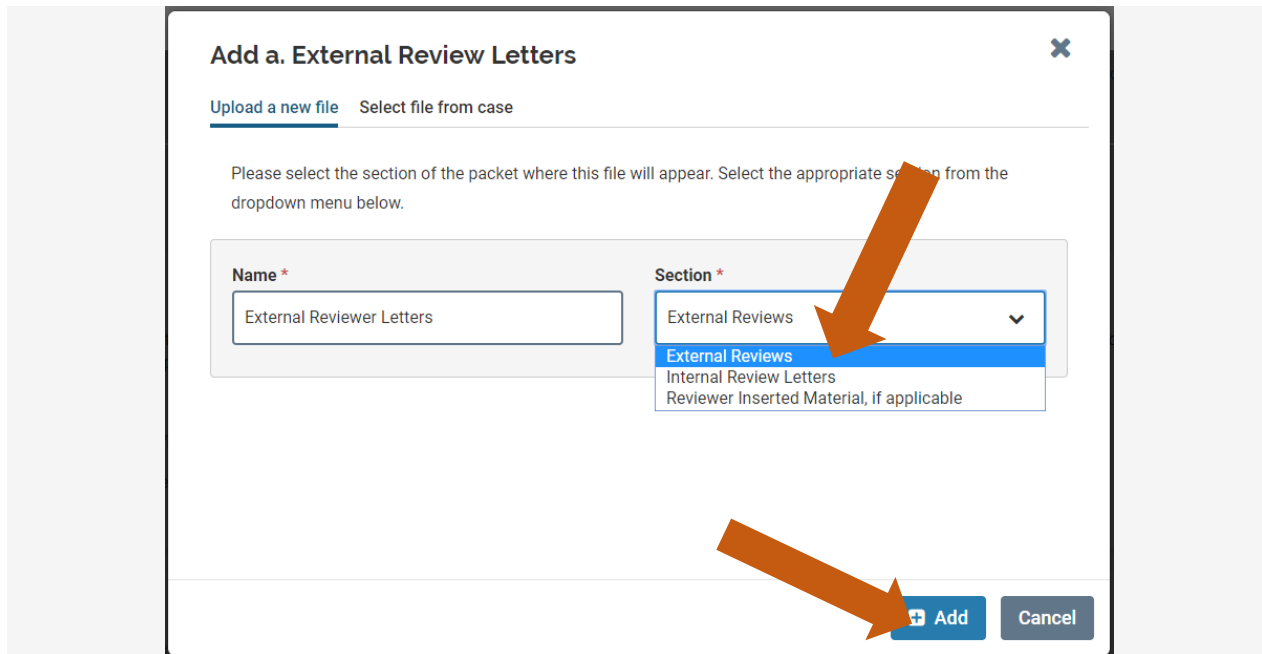
[Browse To Upload](#)

[Add](#)   [Cancel](#)

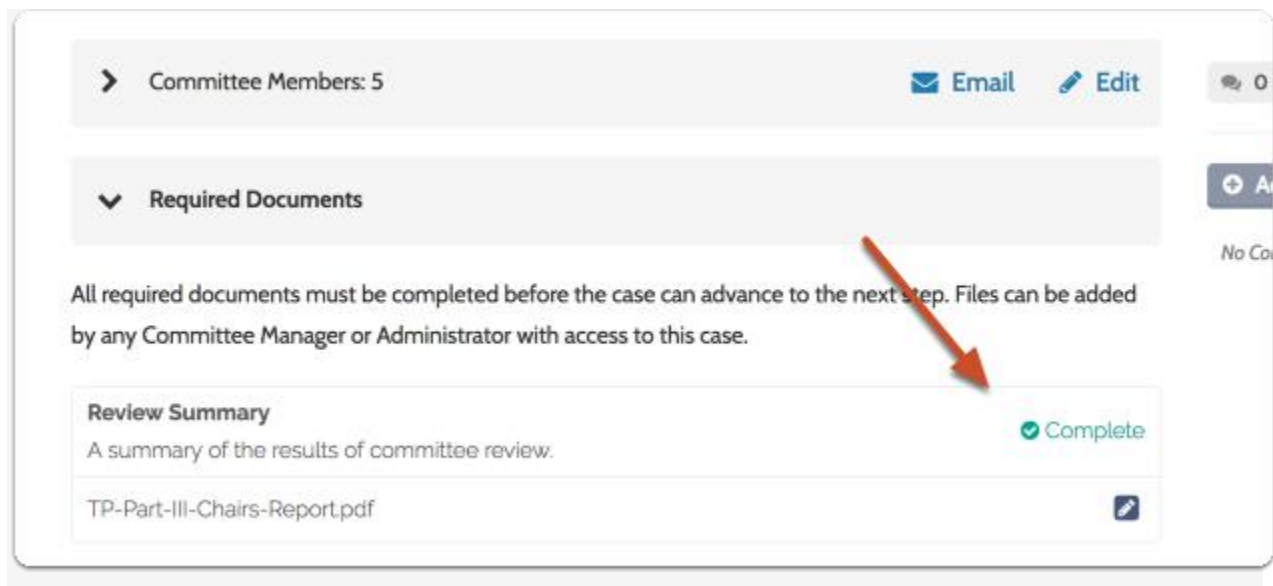
3. Choose the file you wish to upload and select “Open”



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



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



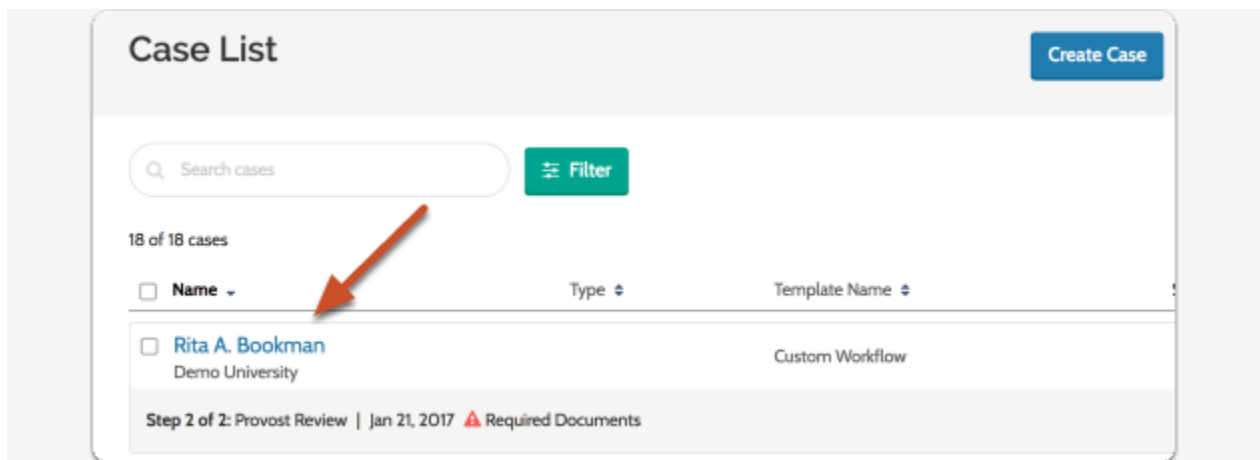
Once you have completed uploading the external review letters and additional external reviewer material, you are now ready to forward the case/eDossier to the next review step (note that the candidate will not see these documents; only internal reviewers) (see “Sending a Case/eDossier Forward” page 40).



## How to add more than one document (other than the one required review letter; e.g. supplementary materials (this may include materials requested by the DPRC/CPRC including missing co-author letters and/or R/S/CA accepted after submission of the eDossier) :

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 to



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 table has columns for 'Name', 'Type', and 'Template Name'. The first row shows a checkbox, the name 'Rita A. Bookman' (with 'Demo University' below it), 'Type', and 'Custom Workflow'. At the bottom, a status bar reads 'Step 2 of 2: Provost Review | Jan 21, 2017' followed by a red triangle icon and 'Required Documents'. An orange arrow points to the name 'Rita A. Bookman'.

# 1. Open the "Case Materials" tab and click "Add" under "Required Documents"

Cleveland State University > Case >

## Tommie Barclay

Unit: Cleveland State University

Template: Tenure & Promotion - TT Faculty (With DPRC)

**Case Materials** Case Details 2

Search case materials by title

+ Expand All - Collapse All

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

### Internal Sections

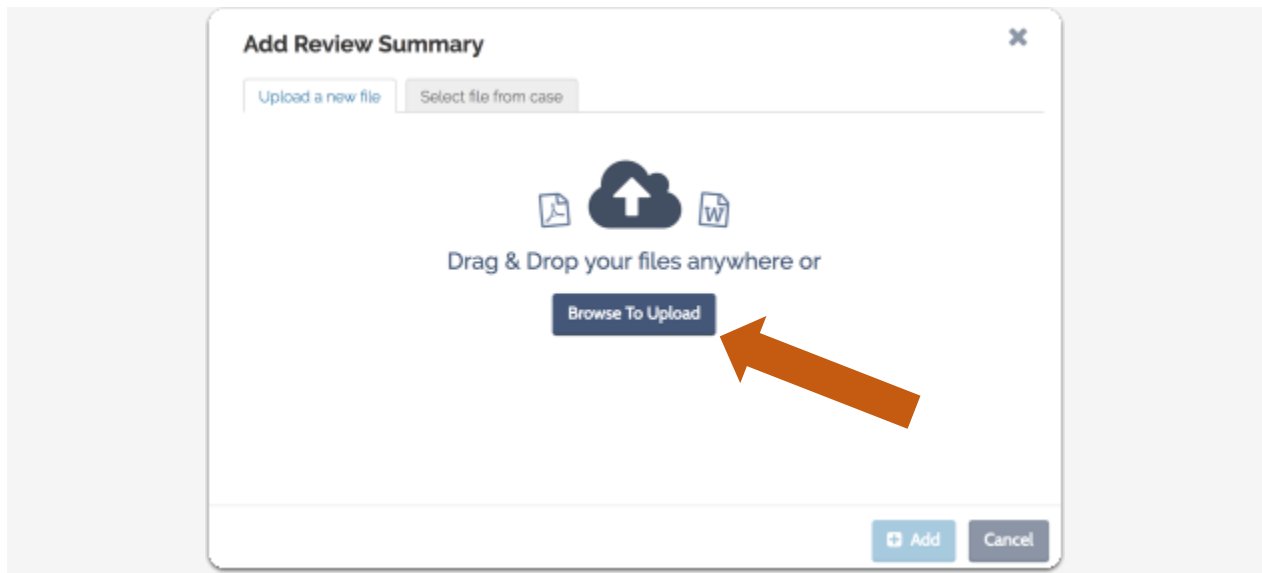
These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

- External Reviews**   
For tenure/promotion and full professor dossiers only. Five letters are required, with evidence presented of the relevant expert and "arm's length" qualifications of each, and of the selection process that was used. Completion of this section is the responsibility of the PRC chair—the materials are inserted in this section after the candidate submits the final dossier.  
No files have been added to this section.
- Internal Review Letters**
- Reviewer Inserted Material, if applicable**   
Upload any supplementary materials (this may include materials requested by the DPRC/CPRC including missing co-author letters and/or R/S/CA accepted after submission of the eDossier) in this section.

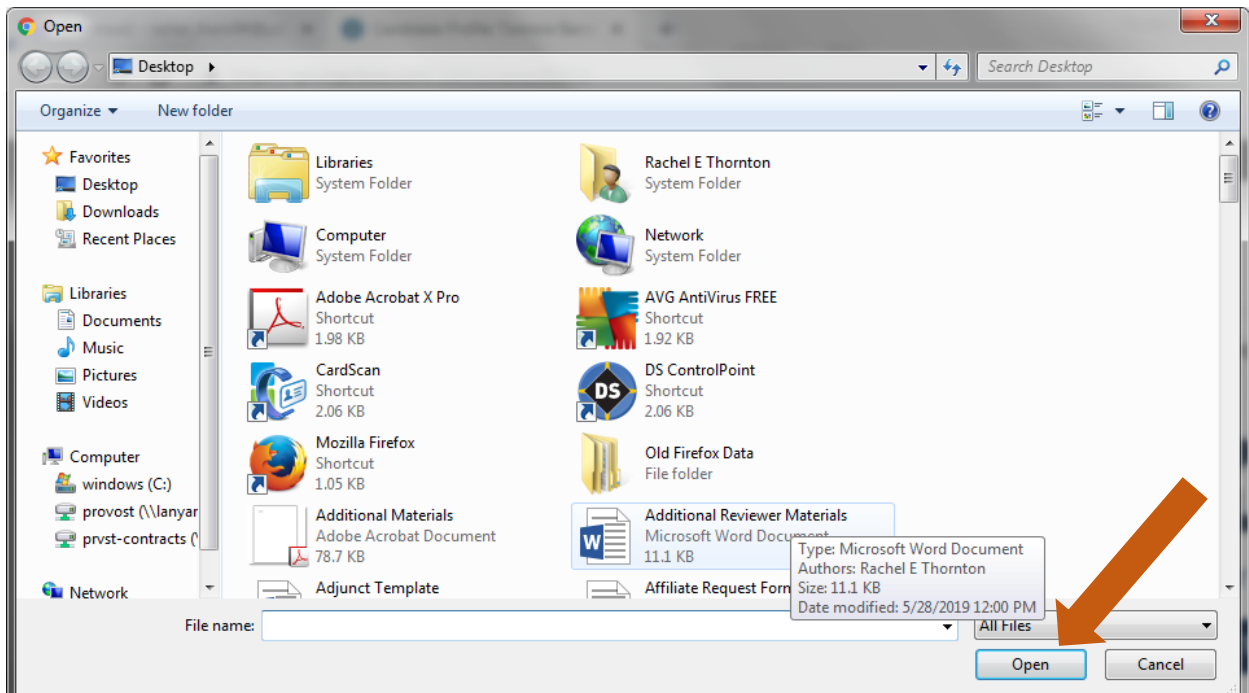
# In this case, "Reviewer Inserted Material, if applicable"

- Reviewer Inserted Material, if applicable**   
Upload any supplementary materials (this may include materials requested by the DPRC/CPRC including missing co-author letters and/or R/S/CA accepted after submission of the eDossier) in this section.  
No files have been added to this section.

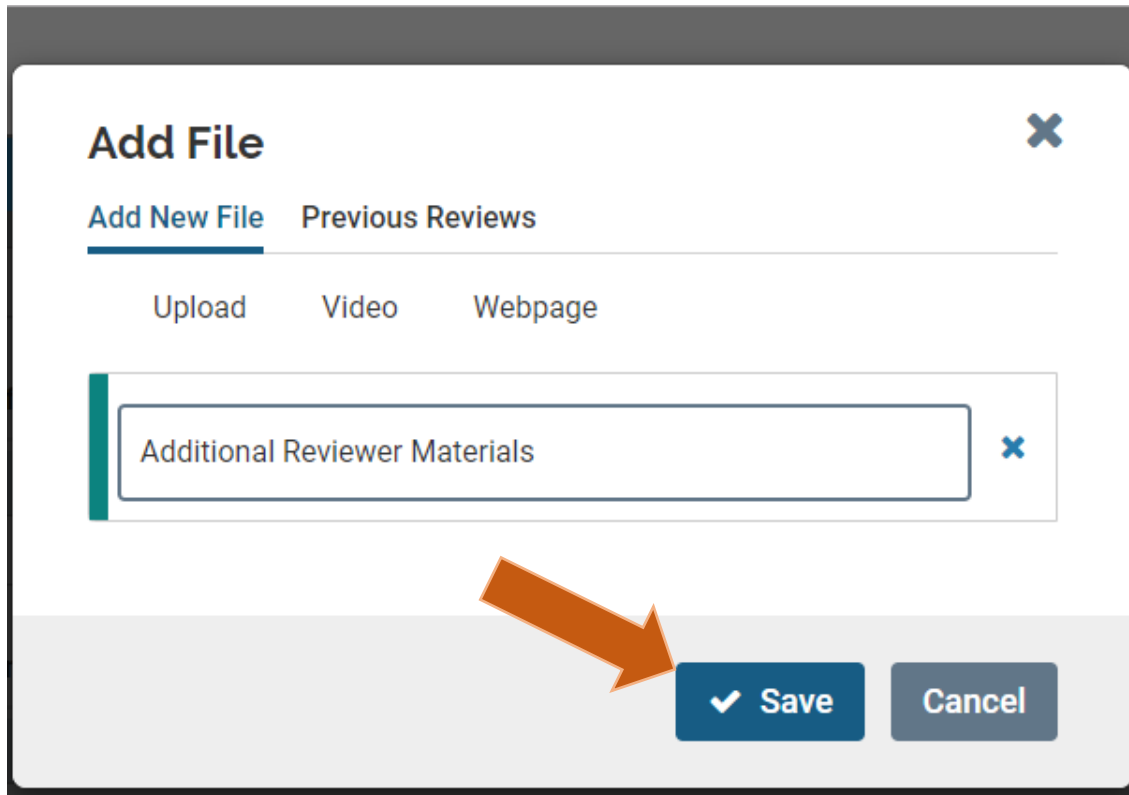
### 3. Browse to upload a new file



### 4. Choose the file you wish to upload and select "Open"



5. Select “Save”.



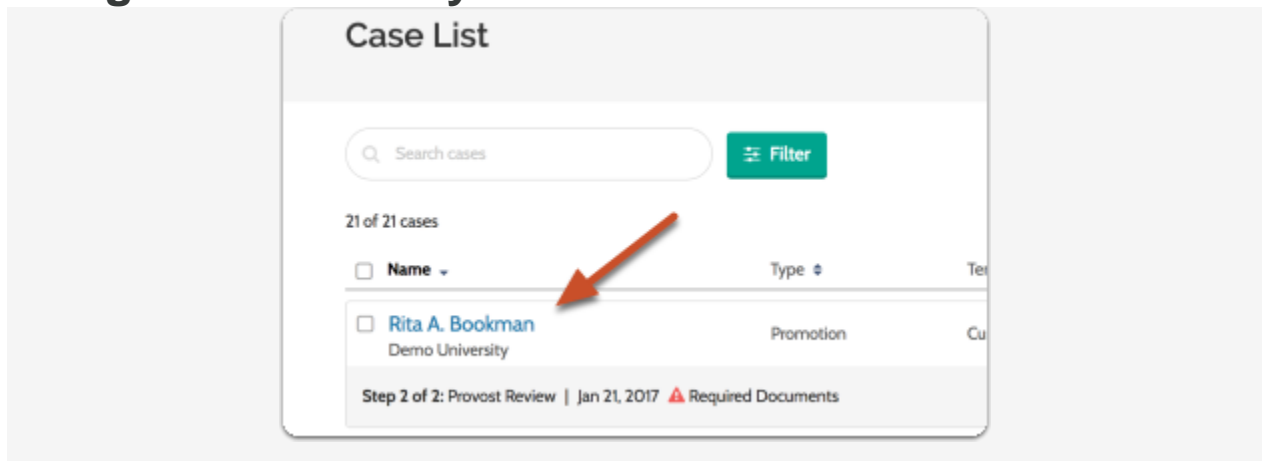
You can continue adding as many files as you wish by repeating the steps (1-5).

**Once you have completed uploading the external review letters and additional external reviewer material, 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 40).**

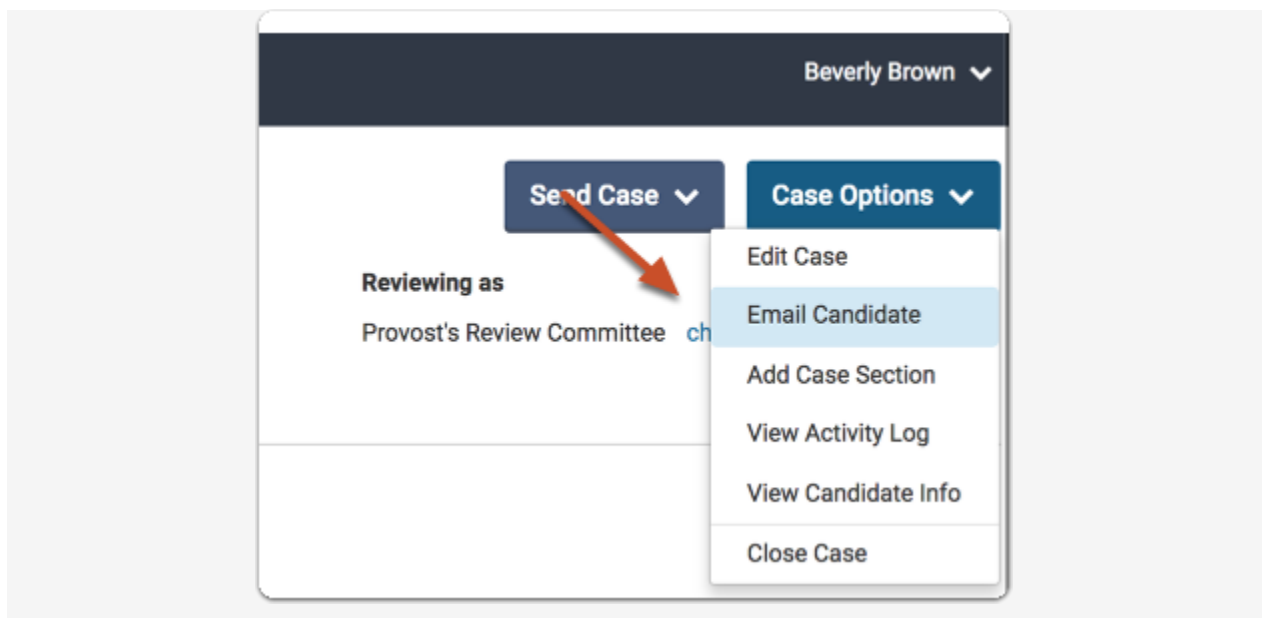
# Share the Review Letter with Candidate

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 40).

## Navigate to the case you want to edit



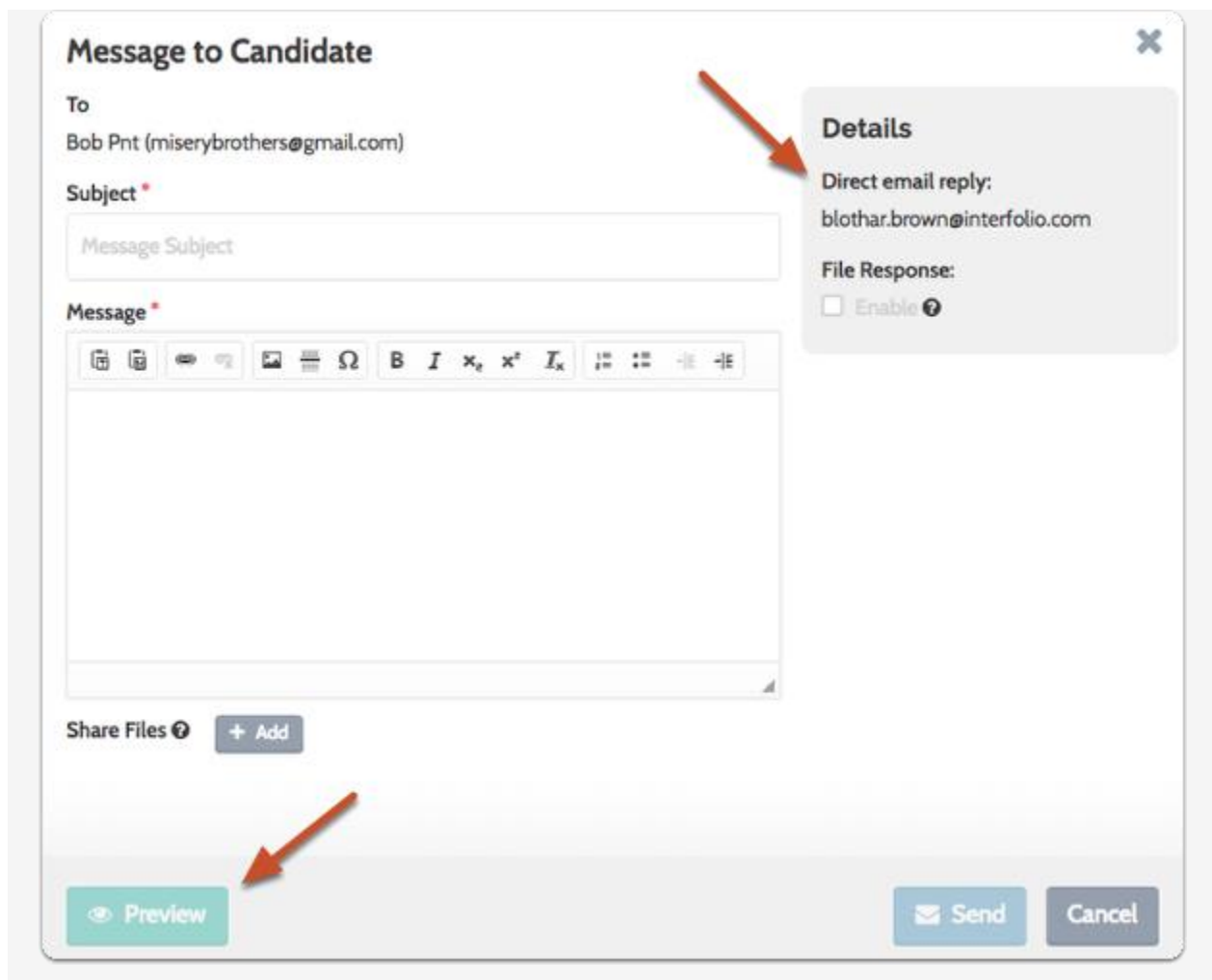
Click the "Case Options" menu at the top right of the page and select "Email Candidate"



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.



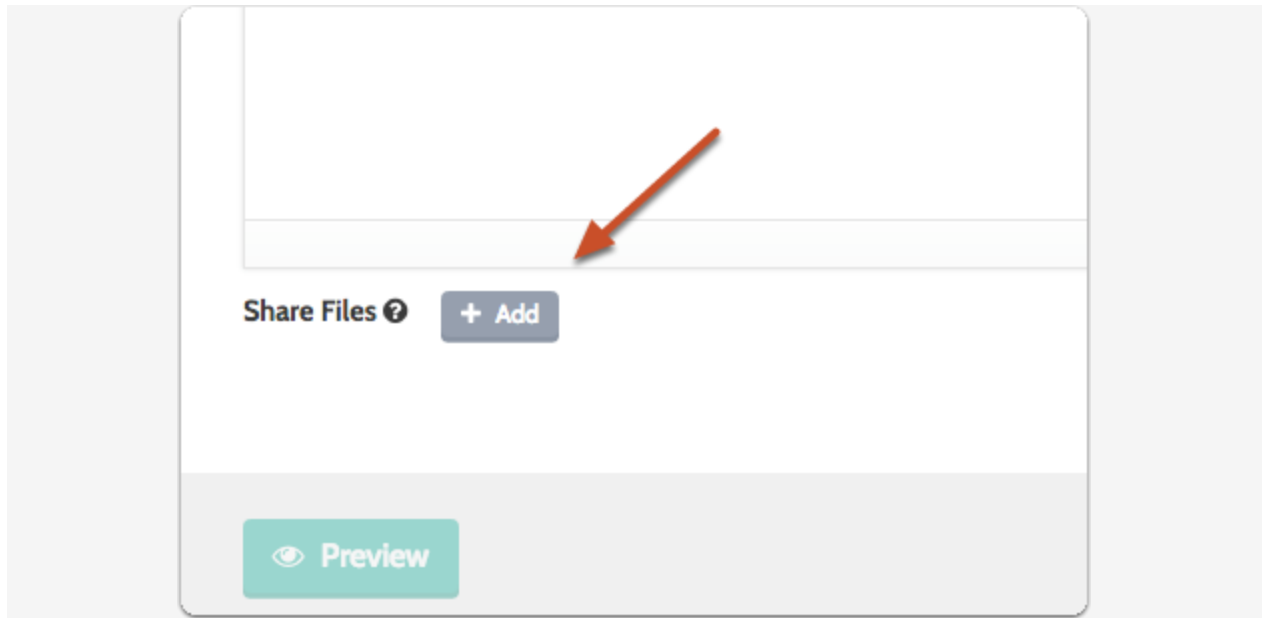
The screenshot shows a web form titled "Message to Candidate" with a close button (X) in the top right corner. The form contains the following fields and elements:

- 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. Below the toolbar is a large text area.
- Share Files:** A section with a "Share Files" label and a "+ Add" button.
- Details Panel:** A grey box on the right side of the form, titled "Details", containing:
  - Direct email reply:** blothar.brown@interfolio.com
  - File Response:**  Enable ⓘ
- Buttons:** At the bottom of the form, there are three buttons: "Preview" (teal), "Send" (blue), and "Cancel" (grey).

Two red arrows are overlaid on the image: one points from the top right towards the "Details" panel, and the other points from the bottom right towards the "Preview" button.

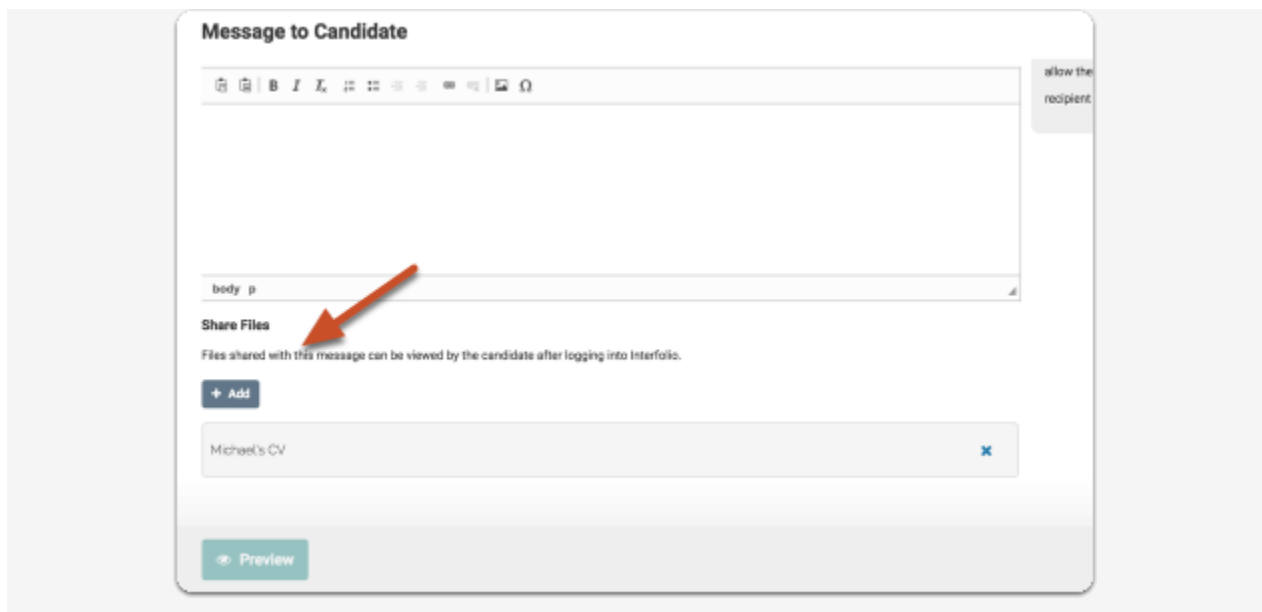
If you need to share files with the candidate:

**Click "Add" at the bottom of the form**



## Select files to share

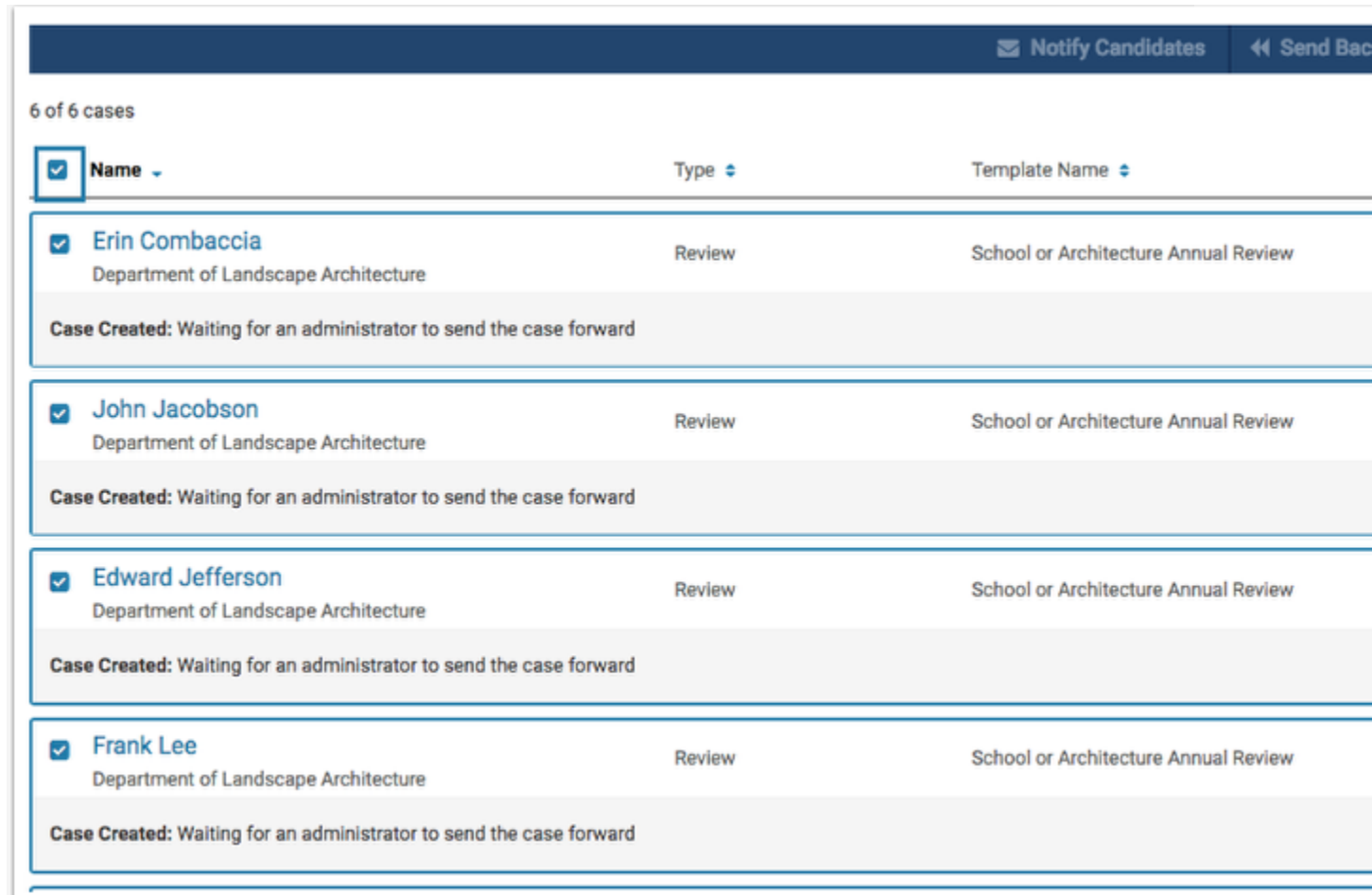
Candidates will receive an email with instructions to sign in and view shared committee files.



# Sending a Case/eDossier Forward

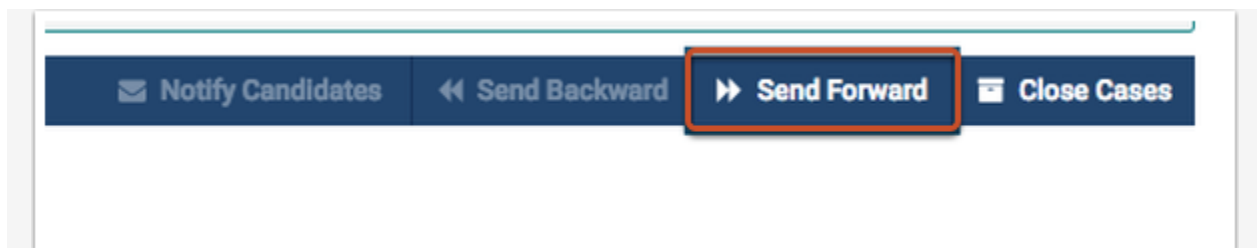
As a PRC Chairperson or Department Chairperson/School Director, or Dean, you are responsible for sending the case/eDossier forward to the next reviewer level so they can begin their review by the contractual deadline. Once you have uploaded your signed review letter, you are now ready to send the case/eDossier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

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



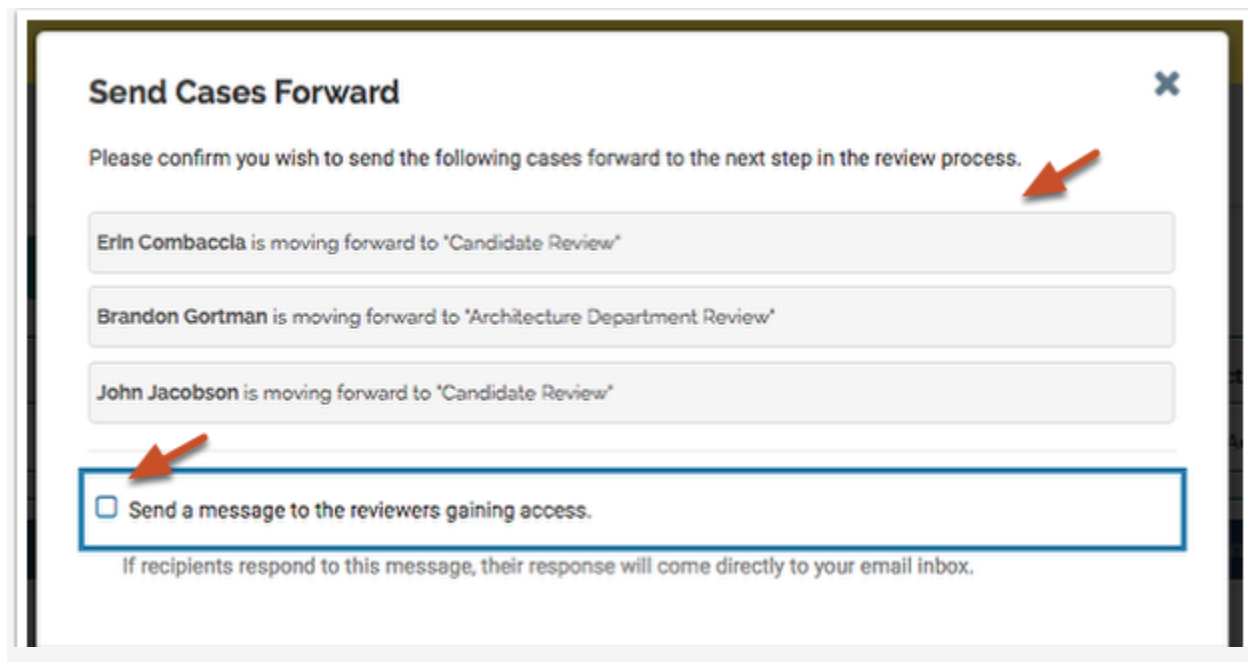
<input checked="" type="checkbox"/>	Name ▾	Type ▾	Template Name ▾
<input checked="" type="checkbox"/>	<b>Erin Combaccia</b> Department of Landscape Architecture	Review	School or Architecture Annual Review
Case Created: Waiting for an administrator to send the case forward			
<input checked="" type="checkbox"/>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

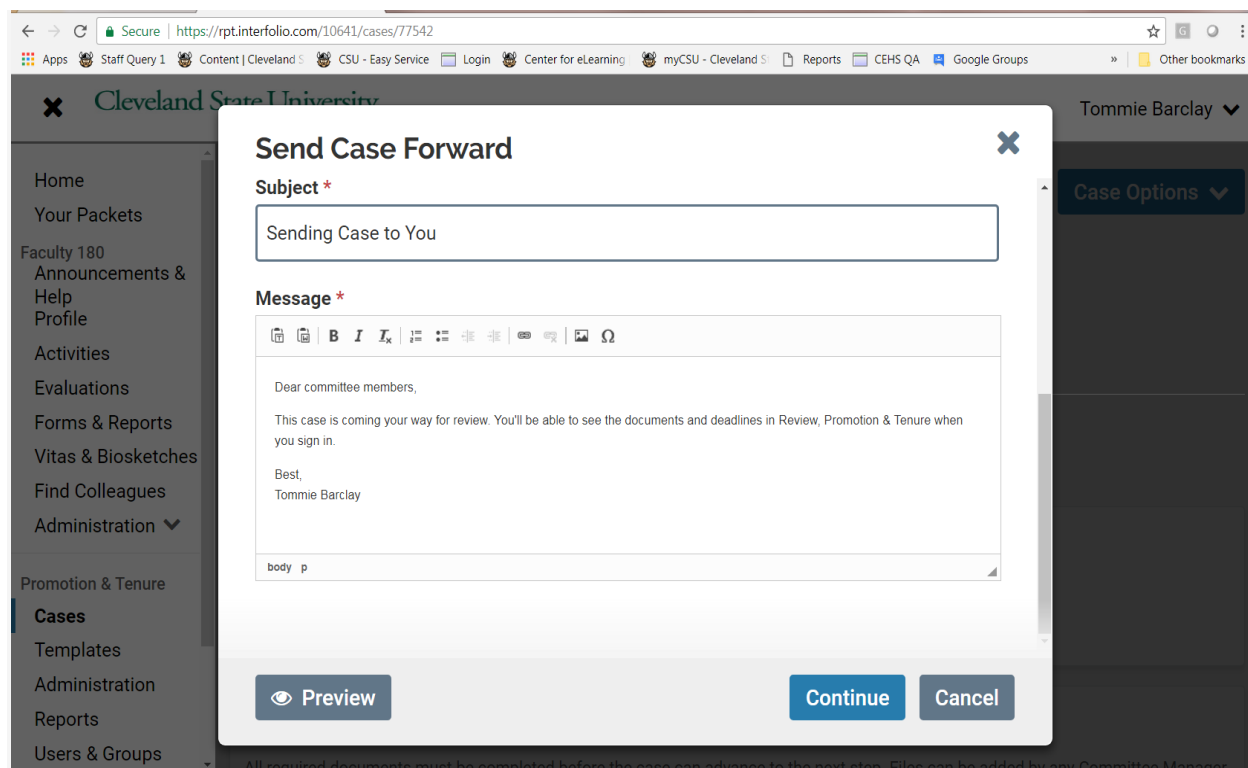




Confirm your choices by reviewing the list of cases/eDossiers in the dialog box. Select the check box next to “Send a message to the reviewers gaining access.” so that the reviewers gaining access to the cases are notified it is time to begin their review.

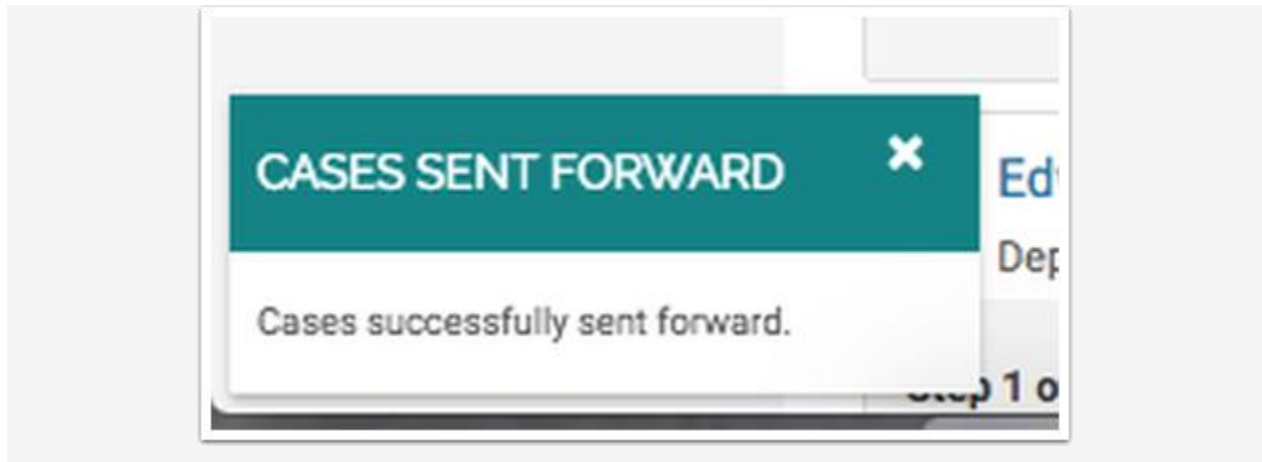


You can either personalize a message sent to the reviewers gaining access or use the default message that appears. When done you can either preview your message and/or send it.



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.



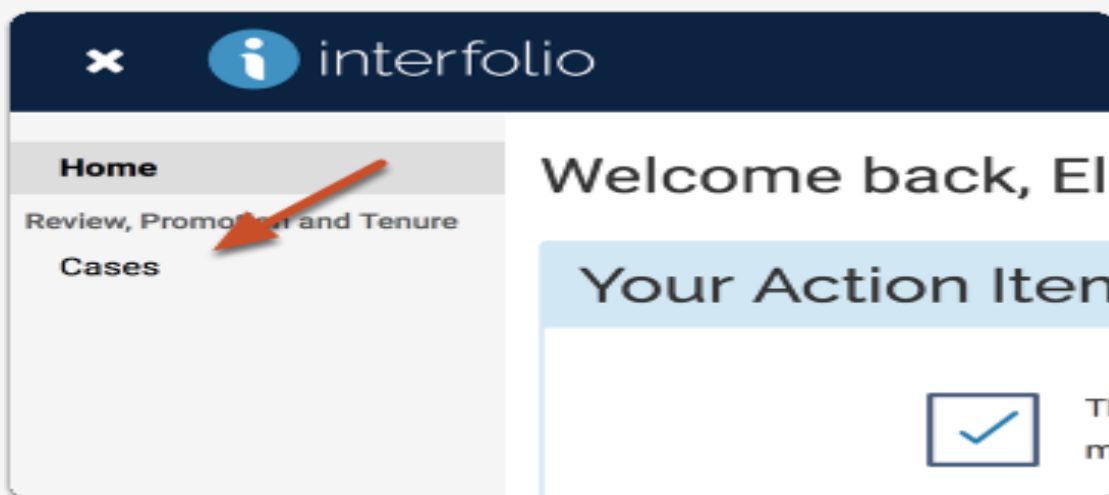
Once the case/eDossier has been sent forward you will lose access to edit the review letter or other uploaded supplementary materials.

# 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.

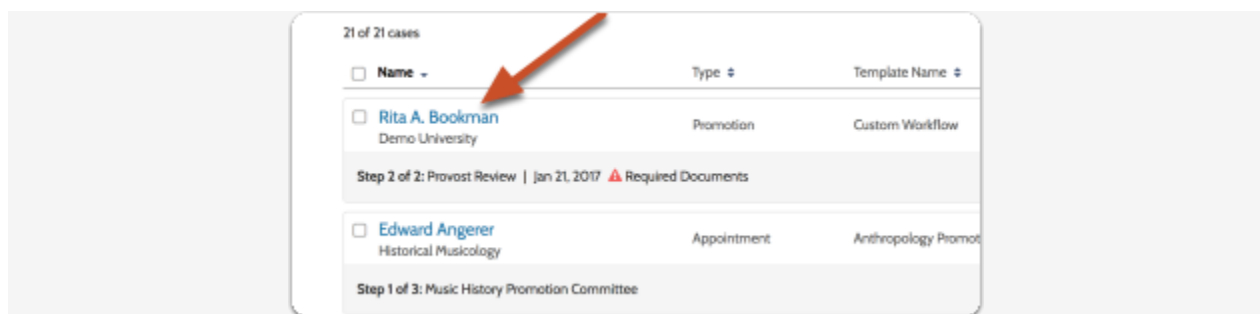
Once logged into your Faculty180 Account,

Select "Cases" under Review, Promotion & Tenure on the left hand navigation bar



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

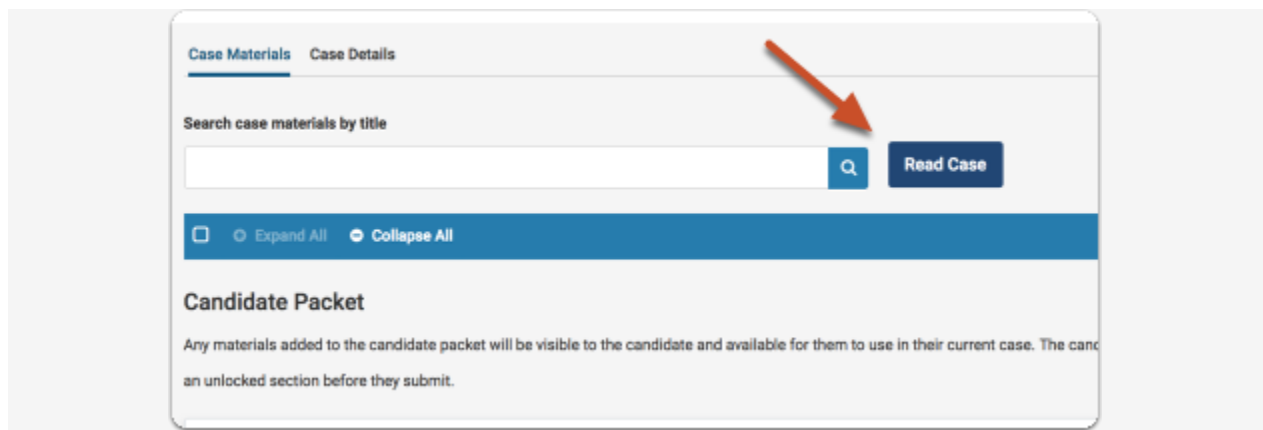
Click the name of the candidate to view case materials



### 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



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.

The screenshot shows a web browser window with the URL <https://rpt.interfolio.com/10641/cases/77698/read>. The page title is "Rachel Thornton". Below the name is a navigation menu with "Packet" and "Annotations" tabs. The "Packet" tab is active, showing a list of materials:

- > EXTERNAL REVIEWS (highlighted with an orange arrow)
- > INTERNAL REVIEW LETTERS
- > 1 INTRODUCTORY MATERIALS - A. CURRENT CV
- > 1 INTRODUCTORY MATERIALS - B. SIGNED COPY OF APPOINTMENT LETTER OF INTENT (LOI) (FOR ALL BUT FULL PROFESSOR CANDIDATES)
- > 1 INTRODUCTORY MATERIALS - C. TENURE/PROMOTION/REAPPOINTMENT GUIDELINES OF DEPARTMENT/SCHOOL OR COLLEGE
- > 1 INTRODUCTORY MATERIALS - D. OTHER
- > 2 PERSONAL SUMMARY STATEMENT
- > 3 TEACHING REPORT - A. TEACHING STATEMENT
- > 3 TEACHING REPORT - B. PEER OBSERVATION REPORTS
- > 3 TEACHING REPORT - C. STUDENT EVALUATIONS (TABLE WITH BLUE/SEIQ SCORES)
- > 3 TEACHING REPORT - D. SYLLABI
- > 4 RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITY REPORT - A. RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITY STATEMENT

The main content area displays "External Reviewer Letter #1". At the bottom of the page, there are navigation controls: "Previous Material" with a left arrow, "1 / 5" in the center, and "Next Material" with a right arrow. There are also icons for search and zoom at the bottom left.

# Need Help? - Important Contact Information

## School of Nursing

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## **Center for Faculty Excellence**

Joanne Goodell- (216) 687.5509 or [J.GODELL@csuohio.edu](mailto:J.GODELL@csuohio.edu)