

# Unlock / Lock Candidate Packet *ONLY department level review*

**A department committee manager will unlock / lock case if candidate edits are requested.**

- College and University level reviewers **DISREGARD**. **Do not** unlock cases during college or university review.
- **ONLY** Department / Program / School level when reviewers recommend case corrections.

This packet is locked.

Click **Unlock** prior to informing candidate via initial letter or message accompanying the letter.

The screenshot shows a web interface for a candidate packet. At the top, there are tabs for 'Case Materials' (circled in red) and 'Case Details' with a '2' notification. Below is a search bar and a 'Read Case' button. A blue navigation bar contains 'Expand All', 'Collapse All', 'Share', 'Settings', and 'Move'. The main section is titled 'Candidate Packet' and includes a sub-header 'Candidate Packet' with a 'Locked' status (circled in red). To the right of this status is an 'Unlock' button (pointed to by an orange arrow). Below the sub-header, there is a reference to 'AAUP MOA Article IX Tenure, Section 4, Tenure File Format, A through D.' and a requirement for 'Tenure Statement 1 required' with an 'Add File' button. A table lists the submitted materials:

Title	Details	Actions
<input type="checkbox"/> Victor E Tiger Tenure Statement year 1	Submitted by Victor E. Tiger Jul 19, 2023	Edit

Packet will lock when candidate submits corrections.

(Edits are not viewable to reviewers until candidate selects "Submit.")

The committee manager must **verify packet is locked** before moving case forward.

This packet is unlocked. This may be an instance where the candidate elected not to submit corrections.

Check case for **unlocked packet** to **Lock** before moving case forward.

The screenshot shows a web interface for a candidate packet. At the top, there are tabs for 'Candidate Packet' (circled in red) and 'Unlocked' (circled in red). To the right of this status is a 'Lock' button (pointed to by an orange arrow). Below the sub-header, there is a reference to 'AAUP MOA Article IX Tenure, Section 4, Tenure File Format, A through D.' and a requirement for 'Tenure Statement 1 required' with an 'Add File' button.

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>.