

FEA Office Hours – 10/3/25 Agenda

🌟 Welcome!

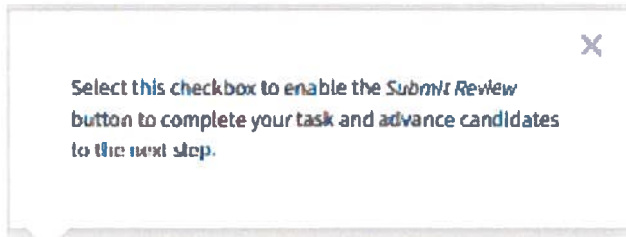
📄 FEA Updates

- ***We will no longer have to return a candidate to a prior step to update reviewers!***
Reviewers and review authors can now be edited at any time, as long as the task associated with the work step is not complete.
- When faculty access the *Chair/Director Letter Uploaded* step, they will now see the following message:

Faculty Response

In this Section, you have the option to add a written response to the Chair/Director Letter and/or upload an updated Candidate Dossier. Click [Here](#) for detailed instructions.


- We've added a pop-up box that will remind users to select each candidate and click *Submit Review* to complete a given work step



- Users can now reorder documents within the candidate portfolio view




Documents

Impact Statement



Drag and drop or [Choose files](#) to upload

pdf, doc, docx, xls, xlsx, csv, or txt

| | |
|--|---|
| =  Document.docx | × |
| =  Reviewers Chart.docx | × |
| =  Supplemental Info.docx | × |

Follow-up from last week's meeting:

- FEA Status Notifications explained:
 - Candidate-Specific Statuses:
 - Not Started – The candidate is in this step, but no action has been taken
 - In Progress – Some action was taken, but the task has not been submitted
 - Submitted – The Review Author has completed the task
 - Workflow Statuses:
 - Unconfigured – Reviewers & Review Author have not been assigned
 - Configured – The step has been assigned, but the start date hasn't occurred
 - In Progress – The start date has passed
 - Overdue – The step was not completed by the assigned due date

 Open Q&A

Conclusion