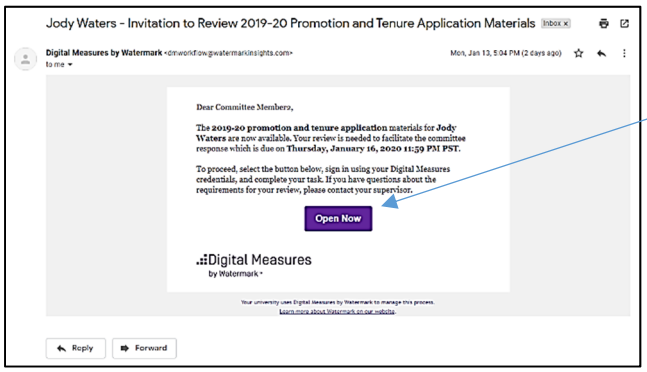
Promotion and/or Tenure Application – Reviewers

Using Faculty Success's (aka Activity Insight) Workflow

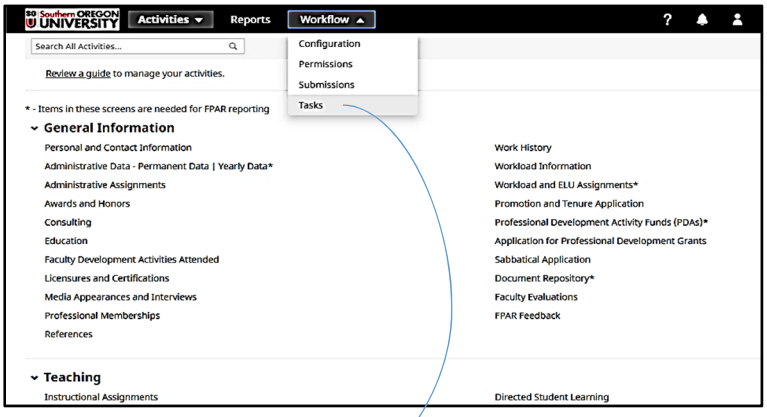
I. Overview of the review process

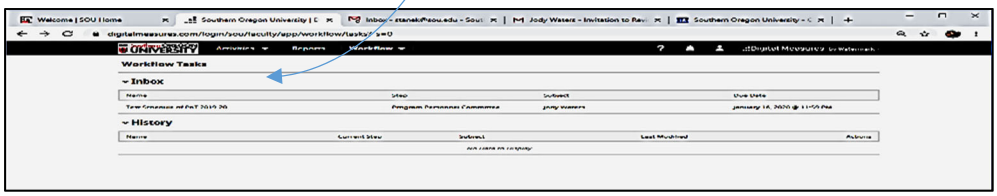
After faculty submit promotion and/or tenure applications via Faculty Success Workflow, the applications move to the first step of review, conducted by the Program (or Division) Personnel Committee. That committee enters their feedback and moves the application on for further review by the Program Chair/Coordinator and then additional steps in this review solicit feedback by the Division Directors, the Faculty Personnel Committee and finally, the Provost.

Each review step is prompted by an email notification to the reviewer(s) and contains an Open Now button that links to the review process.



Alternatively, reviewers can access applications ready for their review by clicking on Tasks in the Workflow menu within Faculty Success and selecting the item from their Workflow/Tasks/Inbox.





II. Review of the applicant's material

The application consists of four sections: 1) Supporting Documentation, 2) Teaching Effectiveness, 3) Research, Scholarship, and Creative Activity and 4) Service. All documents and textual information in each of the sections needs to be reviewed including following any links applicants have embedded to evidence supporting their narratives in sections 2, 3, and 4.

Section 1, Supporting Documentation includes the following files:

a. Approved department expectations
b. Course history
c. Summary of student evaluations (prior to the adoption of the SLES)
d. Most recent colleague evaluation
e. Faculty professional activities report for the years under review
f. Curriculum Vitae

Section 2, Teaching Effectiveness, requires a "performance rating," a narrative, and supporting evidence demonstrating the applicant's teaching effectiveness and how the candidate promotes student learning.

Special note about the SLES: The teaching effectiveness section should include evidence of responsive adaptation or improvement of instruction based off of the faculty member's review of SLES results. If desired, faculty may elect to embed this in the teaching effectiveness narrative.

Section 3, Research, Scholarship, and Creative Activity, requires a "performance rating," a narrative, and supporting evidence describing the applicant's areas of interest and accomplishments in research, scholarship, and creative activity.

Section 4, Service, requires a "performance rating," a narrative, and supporting evidence describing the applicant's service activities to the program, the division, the university, and the community.

III. Reviewer tasks differ by review type

Committee Reviewers (PPC and FPC):

- Individual committee members are required to enter comments about the application and select a rating (Support or Do Not Support). These comments and the rating are then "published to the chair" and **do not** become a part of the official response available to the applicant.
- Committee chairs are also committee members and must enter their own comments and rating in their role as a committee member. Additionally, the chair must provide the committee's collective recommendation both within the review step but also as an uploaded scanned document with each committee member signature. The collective recommendation becomes a part of the official response available to the applicant.

Individual Reviewers (Chairs, Directors, and the Provost):

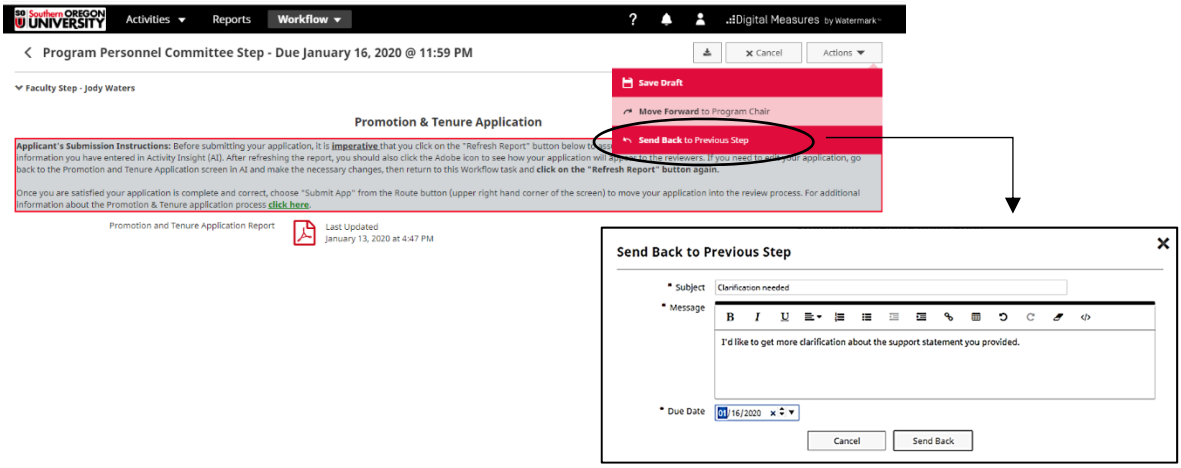
- These reviewers will review the application and submit a recommendation which becomes a part of the official response available to the applicant.

All Reviewers:

- All review steps require a recommendation statement, the name(s) of the reviewer(s), a date, and in the case of a committee review uploading a signed and scanned recommendation document, **before** it can be moved to the next review step. A template for the recommendation document that needs to be uploaded by committee chair can be found on the Provost's website under Faculty Resources.

IV. Send Back for additional information

Reviewers have the option to "**Send Back**" the application to its prior step. This can be initiated to indicate something more substantive is needed in the recommendations previously submitted. When the "**Send Back**" feature is used, the reviewer is prompted to enter a message about why the application is being sent back to the previous reviewer. That message will appear in the body of an email message to the person(s) that is/are responsible for the prior step in the review process.



V. Access to reviewer recommendations

All official responses submitted by committees and individual reviewers are available to both the applicant and all reviewers of the application while the review is in process. This can be accomplished by clicking back into Workflow Tasks and selecting the item from the History area of Workflow Tasks.

VI. Conclusion of the review process

The review process is completed when the faculty applicant closes the Workflow review process after the Provost has provided a final recommendation. Once the applicant closes the Workflow review process it will be removed from all reviewers' Workflow/Tasks/History.