

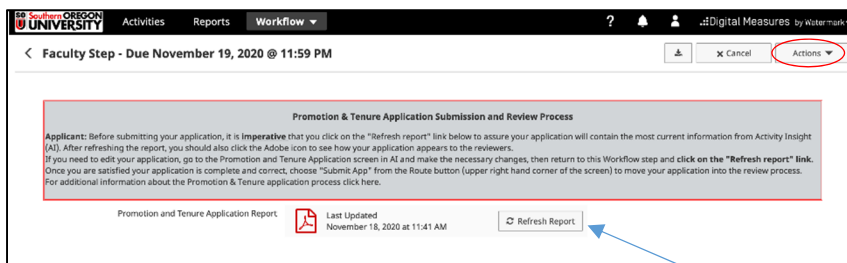
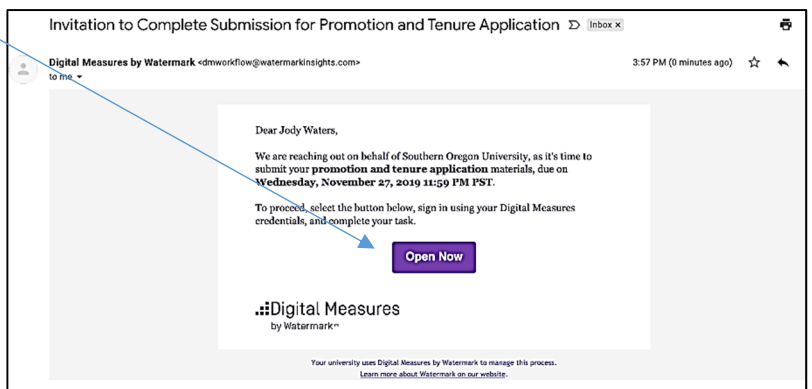
When all the sections of the application are completed and saved, the application can be submitted for review. See step 2 below.

Note about CVs: The application, once submitted, will automatically provide a link to your most current CV that exists in Faculty Success, even though the CV is not referenced within the Promotion and Tenure Application screen. **Please be sure that a current CV is uploaded into the Document Repository.**

Step 2- Submitting the Application: Eligible applicants will need to respond to the e-mail received from dmworkflow@watermarkinsights.com with subject line: *Invitation to Complete Submission for Promotion and Tenure*. This message should arrive in your SOU email account on or around the 15th of December.

Click on the **“Open Now”** link in the email to open the submission process.

Note: if you are not ready to submit your application do not click the Open Now button but instead continue working on your application and when ready submit your application by clicking on the Promotion and Tenure item that is in the **“Workflow Tasks”** Inbox.



When you are ready to submit your application, click the **“Refresh Report”** button (**this is imperative**) before selecting the **“Submit App”** choice from the **“Actions”** button in the upper right hand area of the screen.

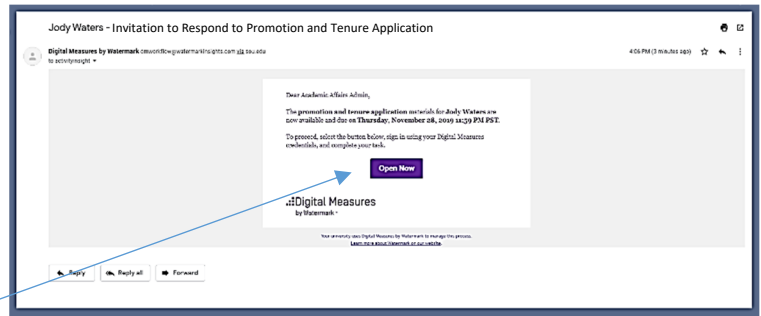
It’s also important to click on the **“Adobe”** icon so that you can preview your full application before submission.

If you need to make changes to your application return to Faculty Success and go to the Promotion and Tenure Application screen to make the necessary changes (see page 1). Once you are sure that the application is complete, return to the Workflow Inbox, click on the Promotion and Tenure item, click the Refresh Report button, and then submit the application by clicking on the **“Actions”** button (upper right-hand corner of the Workflow screen), and choose the **“Submit App”** option.

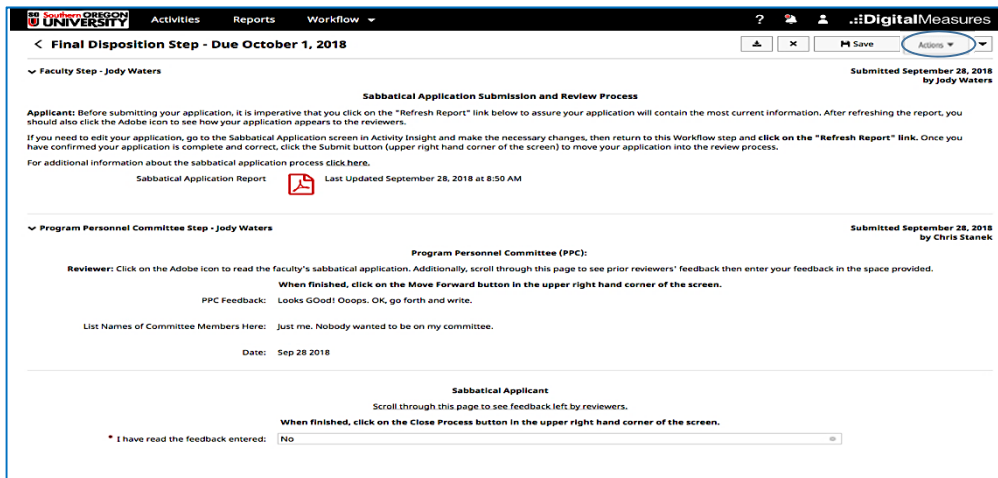
STEP 3 – The Review of Your Application

After submission, the application will move to the first level of review, conducted by your Program (or Division) Personnel Committee. That committee will leave their feedback and move the application on for further review by the Program Chair/Coordinator. This review process repeats with feedback provided by the Division Director, the Faculty Personnel Committee and finally, the Provost.

After the review process is finished, the application moves back to your Workflow Inbox, and you are notified, via an email message from dmworkflow@watermarkinsights.com, and subject line: *Invitation to Respond to Promotion and Tenure Application*.



Click on the **“Open Now”** button and scroll down through the screen to see all the feedback that has been left by the reviewers.



Choose **“Yes”** to the prompt: **“I have read the feedback entered”** and click the **“Actions”** button and select **“Close Review”** to close out this Workflow process.