Promotion and/or Tenure Application – Applicants

Using Faculty Success and Workflow

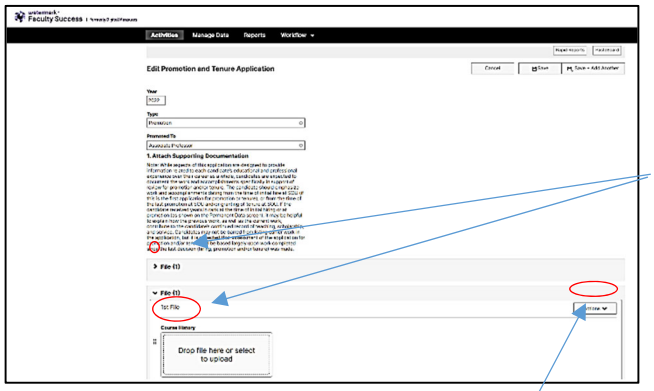
The process to apply for Promotion & Tenure is divided into two main steps: Step 1) filling out the application in Faculty Success; and Step 2) submitting the application for review using Workflow.

Step 1 – Create the Application: Log into Faculty Success, click into the Promotion & Tenure Application screen and create a new blank application by clicking the "**Add New"** button. Enter **2027 i**n the "Year" prompt, select the appropriate "Type" of application, and select the rank to be "Promoted To." Don't forget to periodically save progress on your application by clicking the "Save" button in the upper right-hand corner of the screen.

Fill out all four sections on the application; 1) Attach Supporting Documentation, 2) Teaching Effectiveness, 3) Research, Scholarship, and Creative Activity and 4) Service.

Section 1, Supporting Documentation, upload the following files:

a. Approved program expectations (found on the Provost's website)
b. Course history (from Cognos)
c. A summary of any student evaluations that *exist* from before the adoption of the Student Learning Experience Survey (SLES)
d. Most recent colleague evaluation
e. Faculty professional activities report for the years under review



All of these supporting documents should be uploaded to the application screen in the appropriate areas indicated.

Click on the "**>**" to open the File Upload area for each of the document(s). When the File Upload area is opened the document type is revealed.

Supporting documentation may require uploading multiple files. This is accomplished by selecting an "Add Row…" option from the Action button. Additionally, uploaded documents can be rearranged by choosing the "Move Row" option from the "Action" button.

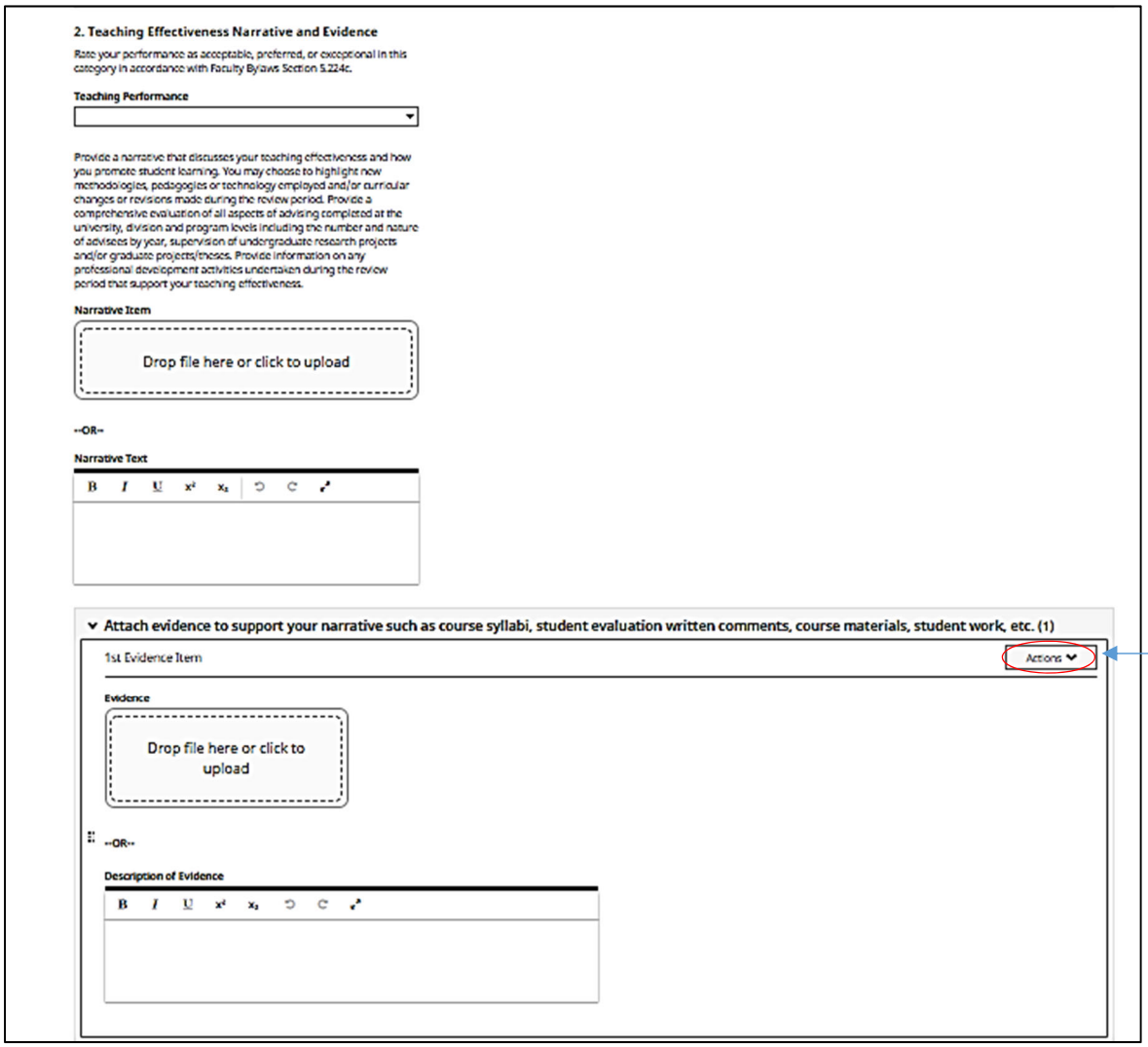
Section 2, Teaching Effectiveness, requires selecting a "performance rating," providing a narrative, and supporting evidence demonstrating your teaching effectiveness and how you promote student learning.

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 selecting a "performance rating," providing a narrative, and supporting evidence describing your areas of interest in research, scholarship, and creative activity.

Section 4, Service, requires selecting a "performance rating," providing a narrative, and supporting evidence describing your service activities to the program, the division, the university, and the community.

Sections 2, 3, and 4 are very similar to one another, each requiring the performance rating, narrative, and supporting evidence. The screen shot below demonstrates how all three (teaching, research, and service) appear in Faculty Success.



A single Narrative Item should be provided by either uploading a file, typing or pasting text into the Narrative Text box, or both. Applicants have frequently used the text box as a short annotation to a more descriptive uploaded file.

One or more Evidence Items can be provided by either uploading a file, typing or pasting text into the Description of Evidence box, or both. If additional Evidence Items are needed, click on the **Add Row** options available in the Actions button to create space for additional items.

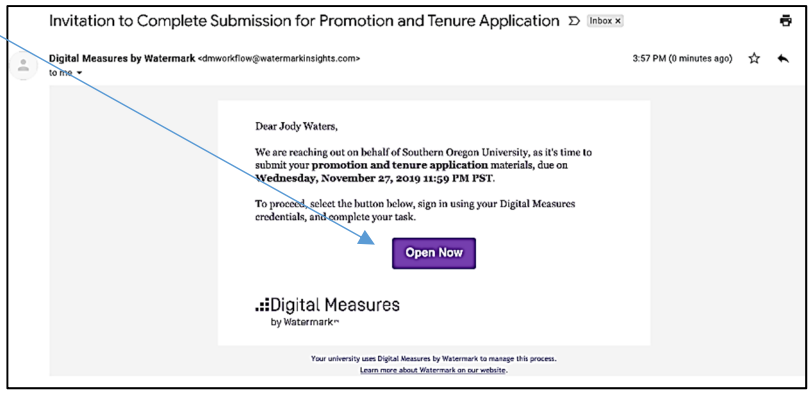
When all the sections of the application are completed and saved, the application can be submitted for review. See step 2 below.

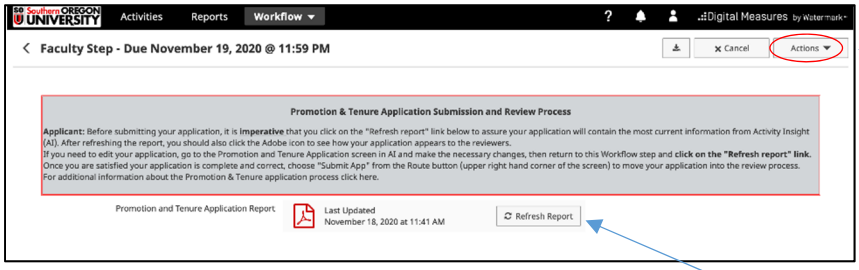
Note about CVs: The application, once submitted, will automatically provide a link to your most current CV that exists in Faculty Success, even though the CV is not referenced within the Promotion and Tenure Application screen. **Please be sure that a current CV is uploaded into the Document Repository.**

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 14th 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.

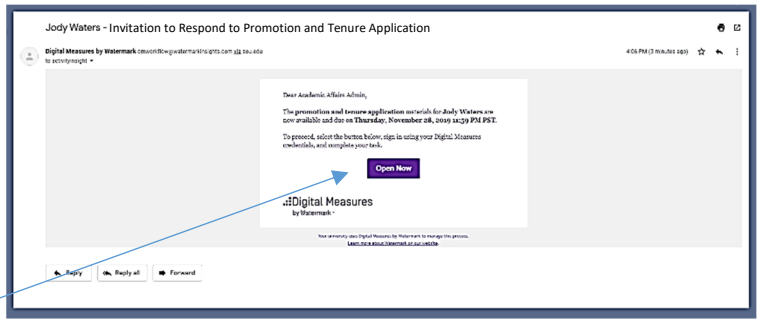
It's also important to click on the "**Adobe"** icon so that you can preview your full application before submission.

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.

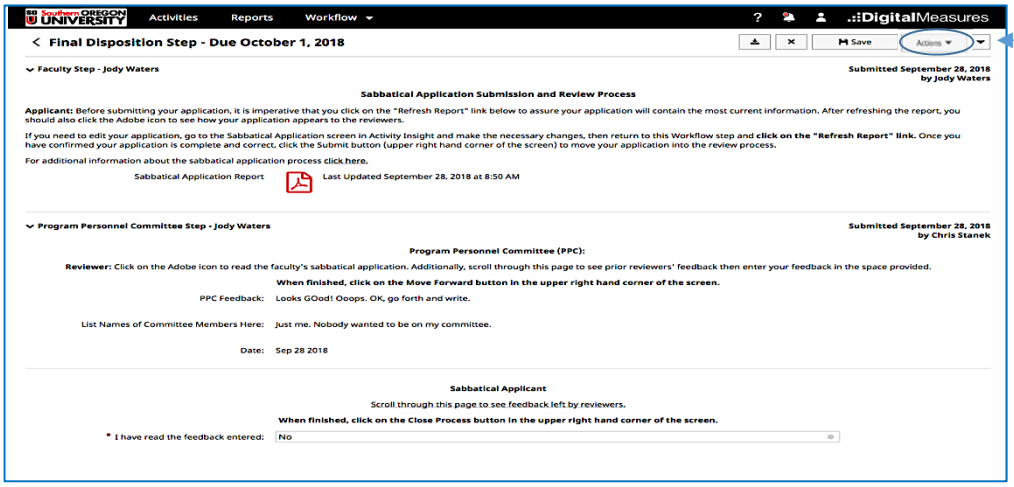
STEP 3 – The Review of Your Application

After submission, the application will move to the first level of review, conducted by your Department (or School) Personnel Committee. That committee will leave their feedback and move the application on for further review by the Department Chair. This review process repeats with feedback provided by the School/College
Dean, 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.