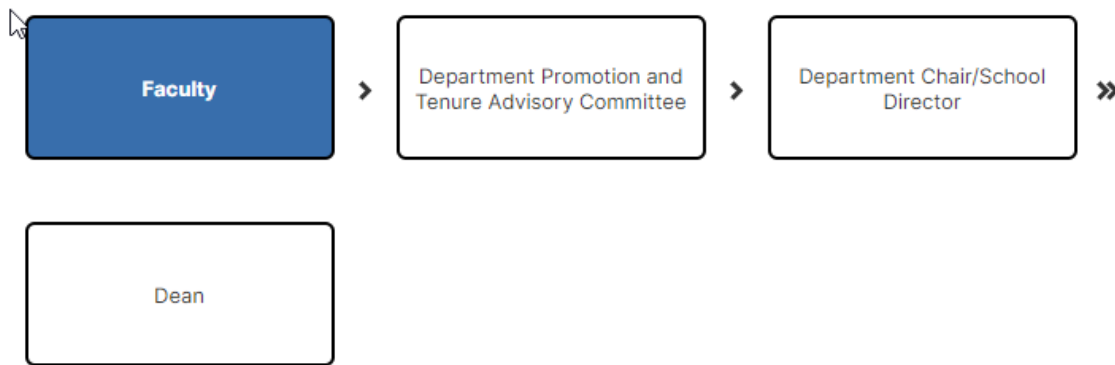


SHSU Watermark Workflow

Third-Year Annual Review Process Help Guide

Watermark Workflow for the Third-Year (straw poll) Annual Review follows the multistep process illustrated in the flowchart below. Beginning at the Faculty submission step, the review portfolio is sent on to the Department Promotion and Tenure Advisory Committee. The portfolio then moves the administrative review steps from the Department Chair/School Director until it reaches the Dean.



Email Messages

Participants in the review process will receive automated emails with links from Watermark (addressed as Office of The Provost) when their step is initiated. The first step is the Faculty Step, and those faculty up for a review process will receive a message like the following:

Dear Test Faculty,

It's time to submit your review materials for the following:

Process: Probationary Annual Review (Third-Year Review) - Spring 2023 (Demo)
Due Date: Monday, February 6, 2023 11:59 PM CST

If you do not submit your materials by the due date, this will automatically advance to the Department Promotion and Tenure Advisory Committee review.

In accordance with [APS 900417](#), probationary faculty members must upload a complete Faculty Review Portfolio in Watermark Faculty Success by the due date. Please reference the [training resources](#) located on the Academic Affairs Watermark website for more information.

The due date for your submission is **no later than February 6th, 2023**. Please follow college/departmental directions to determine if your submission is due by an earlier deadline.

SUBMIT REVIEW MATERIALS

If the button above does not work, please copy and paste the following link into your browser's address bar:

<https://www.digitalmeasures.com/login/shsu/faculty/app/workflow/submissions/a9f358ae-aebb-4376-b9af-16f2aa3d51a3/step/0fdb145-bcf8-42d6-8f59-7255b38afc61/assignee/2390354?embed=workflow:assignee,workflow:subject,workflow:response&orgId=1660&personId=2390354>

The Next step with faculty involvement will be the Departmental Promotion and Tenure Advisory Committee (DPTAC) step. Once a faculty member submits their materials, the DPTAC members and the DPTAC chair will receive an automated email:

Dear Chair DPTAC,

The following submission is now ready for your review:

Process: Probationary Annual Review (Third-Year Review) - Spring 2023 (Demo)
Candidate: Test Faculty
Due Date: Saturday, April 15, 2023 11:59 PM CDT

If you do not submit your review by the due date, this will automatically advance to the Department Chair/School Director review.

In accordance with [APS 900417](#), the Department Promotion and Tenure Advisory Committee (DPTAC) shall review the performance of probationary faculty members beginning with the second year of employment. Please reference the [training resources](#) located on the Academic Affairs Watermark website for more information.

A written summary for each individual candidate will be uploaded into the Watermark Faculty Success system by the DPTAC Chair for both the candidate and department chair/school director's review. The due date for your submission is **no later than April 15th, 2023**. Please follow college/departmental directions to determine if your submission is due by an earlier deadline.

START REVIEWING

If the button above does not work, please copy and paste the following link into your browser's address bar:

<https://www.digitalmeasures.com/login/shsu/faculty/app/workflow/submissions/a9f358ae-aebb-4376-b9af-16f2aa3d51a3/step/a1eaf758-4815-4757-b782-7903480a4f83/assignee/2388403?embed=workflow:assignee,workflow:subject,workflow:response&orgId=1660&personId=2388403>

Dear Member DPTAC,

The following submission is now ready for your review:

Process: Probationary Annual Review (Third-Year Review) - Spring 2023 (Demo)
Candidate: Test Faculty
Due Date: Saturday, April 15, 2023 11:59 PM CDT

If you do not submit your review by the due date, this will automatically advance to the Department Chair/School Director review.

In accordance with [APS 900417](#), the Department Promotion and Tenure Advisory Committee (DPTAC) shall review the performance of probationary faculty members beginning with the second year of employment. Please reference the [training resources](#) located on the Academic Affairs Watermark website for more information.

A written summary for each individual candidate will be uploaded into the Watermark Faculty Success system by the DPTAC Chair for both the candidate and department chair/school director's review. The due date for your submission is **no later than April 15th, 2023**. Please follow college/departmental directions to determine if your submission is due by an earlier deadline.

START REVIEWING

If the button above does not work, please copy and paste the following link into your browser's address bar:

<https://www.digitalmeasures.com/login/shsu/faculty/app/workflow/submissions/a9f358ae-aebb-4376-b9af-16f2aa3d51a3/step/a1eaf758-4815-4757-b782-7903480a4f83/assignee/2388404?embed=workflow:assignee,workflow:subject,workflow:response&orgId=1660&personId=2388404>

The following step will be the Department Chair/School Director. Once the DPTAC chair submits the DPTAC preview votes and written summary for a review process in Watermark Workflow, the Department Chair/School Director will receive an automated email:

Dear Department Chair,

The following submission is now ready for your review:

Process: Probationary Annual Review (Third-Year Review) - Spring 2023 (Demo)
Candidate: Test Faculty
Due Date: Monday, May 1, 2023 11:59 PM CDT

If you do not submit your review by the due date, this will automatically advance to the Dean review.

In accordance with [APS 900417](#), the department chair/school director shall review the performance of probationary faculty members beginning with the first year of employment. Please reference the [training resources](#) located on the Academic Affairs Watermark website for more information.

A written summary for each individual candidate will be uploaded into the Watermark Faculty Success system by the department chair/school director for both the candidate and the dean/executive director's review. The due date for your submission is **no later than May 1st, 2023**. Please follow college/departmental directions to determine if your submission is due by an earlier deadline.

[START REVIEWING](#)

If the button above does not work, please copy and paste the following link into your browser's address bar:

<https://www.digitalmeasures.com/login/shsu/faculty/app/workflow/submissions/a9f358ae-aebb-4376-b9af-16f2aa3d51a3/step/7eafd0f7-3e70-486c-86d4-6b3c738020e3/assignee/2354062?embed=workflow:assignee,workflow:subject,workflow:response&orgId=1660&personId=2354062>

The final step will be the Dean's acknowledgement and optional feedback. Once the Department Chair/School Director has submitted their acknowledgement and optional feedback, the Dean will receive an automated email:

Dear Dean,

The following submission is now ready for your review:

Process: Probationary Annual Review (Third-Year Review) - Spring 2023 (Demo)
Candidate: Test Faculty
Due Date: Monday, May 15, 2023 11:59 PM CDT

In accordance with [APS 900417](#), the dean/executive director shall review the performance of probationary faculty members during the third year of employment. Please reference the [training resources](#) located on the Academic Affairs Watermark website for more information.

Review/feedback for each individual candidate is optional and may be uploaded into the Watermark Faculty Success system by the dean/executive director for both the candidate's and the provost's review. Acknowledgment of the third-year review in Watermark is due **no later than May 15th, 2023**.

[START REVIEWING](#)

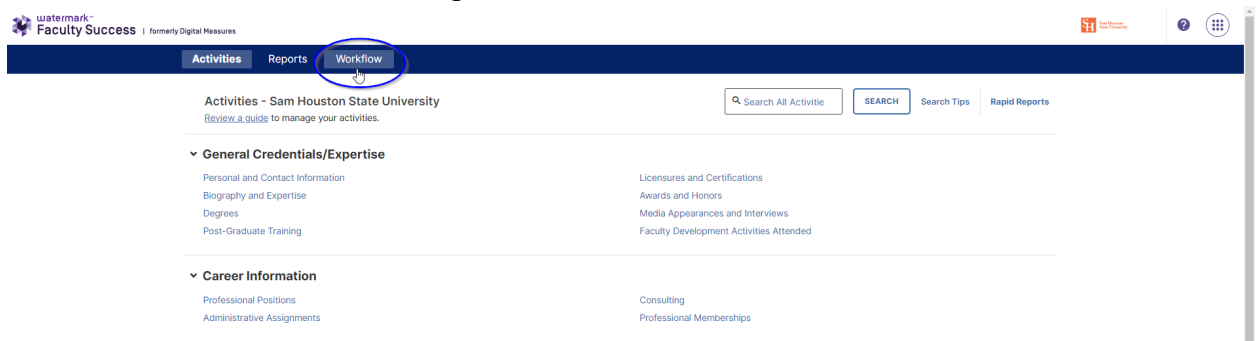
If the button above does not work, please copy and paste the following link into your browser's address bar:

<https://www.digitalmeasures.com/login/shsu/faculty/app/workflow/submissions/a9f358ae-aebb-4376-b9af-16f2aa3d51a3/step/03f77041-cc9a-41b1-915c-79455507ab7b/assignee/2354062?embed=workflow:assignee,workflow:subject,workflow:response&orgId=1660&personId=2354062>

While the automated email will provide a link to Watermark, you can also navigate to Watermark following the login instructions below.

Logging into Watermark Faculty Success

1. Go to [Watermark Faculty Success](https://login.watermarkinsights.com/connect/samhoustonstateuniversity) (<https://login.watermarkinsights.com/connect/samhoustonstateuniversity>)
2. NOTE: You may receive a two-factor authentication (DuoSecurity) prompt to connect via campus Single Sign-On (SSO).
3. Click the Workflow link in the navigation bar.

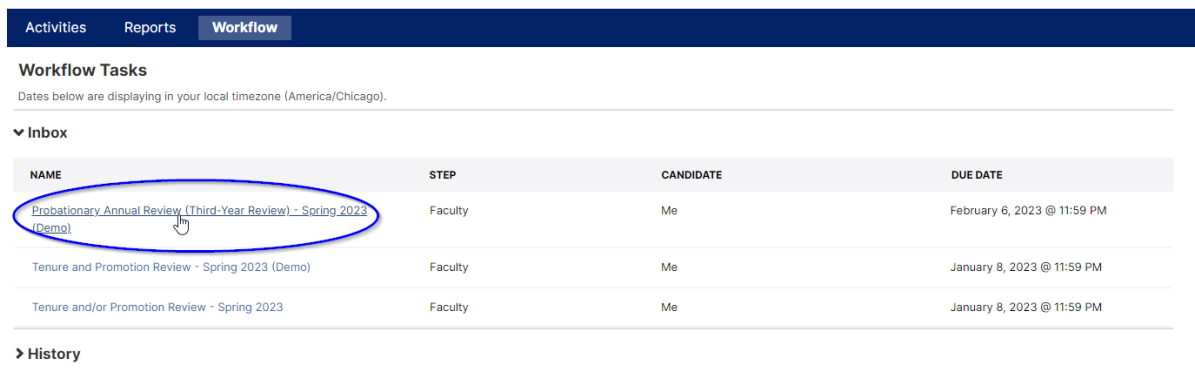


4. Select an item from Workflow Task Inbox to enter your step in the process.

Watermark Workflow Third-Year Review Process Steps

Faculty Step

1. Click on Probationary Annual Review (Third-Year Review) - Spring 2023 Review to begin entering your portfolio.



- Faculty Review Portfolio screen provides area for uploading a current CV – or an automated CV can be provided based upon your activity’s entries in Watermark.

Third-Year Review Portfolio

As you build your portfolio, you can click on "Actions" and select "Save Draft" until you are confident your submission form is complete. Once you have completed your review portfolio, click on "Actions" and select "Submit to Department Promotion and Tenure Advisory Committee" to advance your documents to the next step in the review process.

The due date for your submission is no later than February 6th, 2023. Please follow college/departmental directions to determine if your submission is due by an earlier deadline.

Note: The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxxxx" if the file is too large. You may simply click "Delete File" to remove it.

Curriculum Vitae

Use the space below to upload a copy of your current curriculum vita to be considered for your third-year review (straw poll).

Alternatively, you may generate a CV from the Faculty Success system. The report below is generated from the data entered in Activities. If you have not completed your Activities entries, use the upload field to attach a copy of your current vita.

CV Upload

Drop files here or click to upload

Vita

Last Updated December 19, 2022 at 10:20 AM [REFRESH REPORT](#)

Third-Year Narrative

Use the space below to upload a narrative file to be considered for your third-year review (straw poll).

- You may upload or drag and drop files in the CV Upload area – any file type can be used.

Third-Year Review Portfolio

As you build your portfolio, you can click on "Actions" and select "Save Draft" until you are confident your submission form is complete. Once you have completed your review portfolio, click on "Actions" and select "Submit to Department Promotion and Tenure Advisory Committee" to advance your documents to the next step in the review process.

The due date for your submission is no later than February 6th, 2023. Please follow college/departmental directions to determine if your submission is due by an earlier deadline.

Note: The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxxxx" if the file is too large. You may simply click "Delete File" to remove it.

Curriculum Vitae

Use the space below to upload a copy of your current curriculum vita to be considered for your third-year review (straw poll).

Alternatively, you may generate a CV from the Faculty Success system. The report below is generated from the data entered in Activities. If you have not completed your Activities entries, use the upload field to attach a copy of your current vita.

CV Upload

Drop files here or click to upload

Open

Watermark > Workflow > Tenure & Promotion Documents

Name	Date modified	Type
2021-2022	12/14/2022 8:08 AM	File folder
Annual Review Narrative Test Faculty 2022.pdf	10/17/2022 9:48 AM	Adobe Acrc
CV 2022 Test Faculty.docx	10/14/2022 7:36 AM	Microsoft V
CV 2022 Test Faculty.pdf	8/19/2022 2:41 PM	Adobe Acrc
Dept Chair annual review Test Faculty 2022.docx	8/19/2022 2:41 PM	Microsoft V
Dept Chair Feedback Test Faculty 2022.pdf	10/17/2022 8:58 AM	Adobe Acrc
Dept Chair Recommendation Letter Test Faculty 2022.docx	8/19/2022 8:58 AM	Microsoft V

File name: CV 2022 Test Faculty.pdf All files (*.*)

Open Cancel

- You can delete any files you have uploaded by mistake by clicking the trash can icon to the right of the file name.

Third-Year Review Portfolio

As you build your portfolio, you can click on "Actions" and select "Save Draft" until you are confident your submission form is complete. Once you have completed your review portfolio, click on "Actions" and select "Submit to Department Promotion and Tenure Advisory Committee" to advance your documents to the next step in the review process.

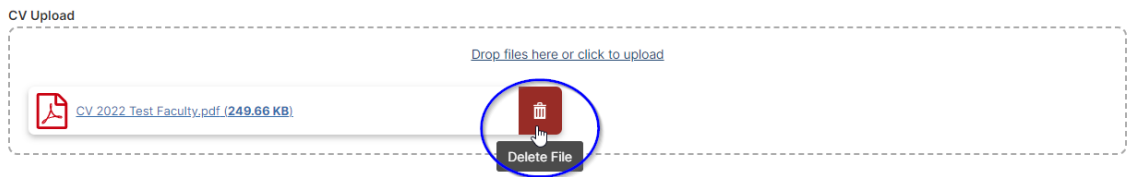
The due date for your submission is no later than February 6th, 2023. Please follow college/departamental directions to determine if your submission is due by an earlier deadline.

Note: The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxxxx" if the file is too large. You may simply click "Delete File" to remove it.

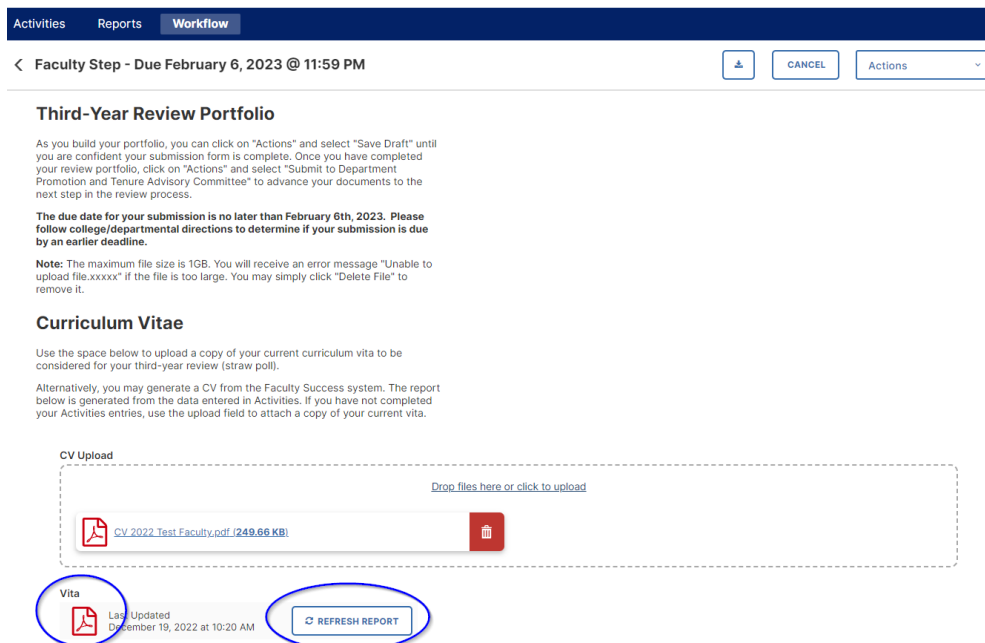
Curriculum Vitae

Use the space below to upload a copy of your current curriculum vita to be considered for your third-year review (straw poll).

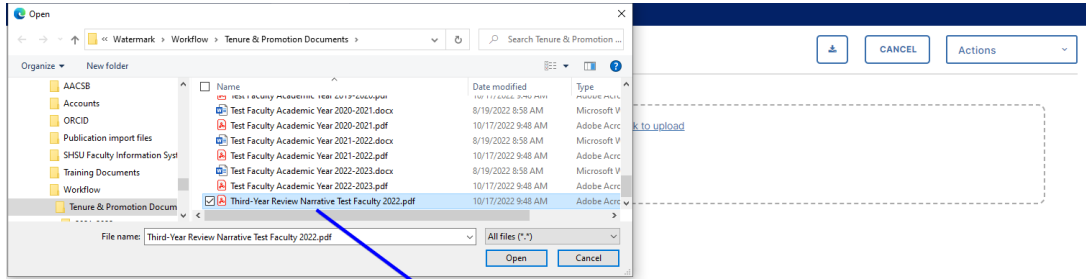
Alternatively, you may generate a CV from the Faculty Success system. The report below is generated from the data entered in Activities. If you have not completed your Activities entries, use the upload field to attach a copy of your current vita.



- An alternative to uploading a CV is the Vita report feature of Watermark. This Vita is automatically generated by Watermark based on your entries in the Activity module of Watermark. You can view this automated CV by clicking on the Adobe Acrobat icon. If you make changes to your Activity Entries after starting a portfolio submission, but prior to submitting, you can update the auto generated CV by clicking the Refresh Report button.



- The next section of the Faculty Review Portfolio is a section for including a Third-Year Narrative. This is an optional step, and can be done either by uploading a file to the Third-Year Narrative Upload location, **OR** manually enter/cut and paste a narrative directly into the Text Box provided. The Text Box has a limited of just under 100,000 characters.



Third-Year Narrative

Use the space below to upload a narrative file to be considered for your third-year review (straw poll).
Alternatively, you may input your narrative directly into the text box below.

Third-Year Review Narrative Upload



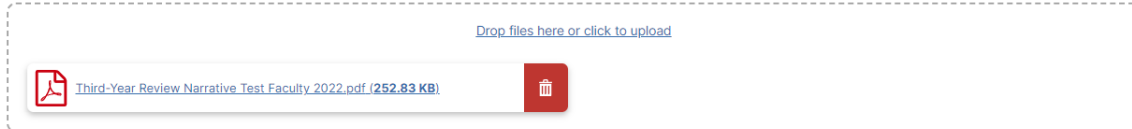
Third-Year Review Narrative (99,999 character limit)



Third-Year Narrative

Use the space below to upload a narrative file to be considered for your third-year review (straw poll).
Alternatively, you may input your narrative directly into the text box below.

Third-Year Review Narrative Upload



Third-Year Review Narrative (99,999 character limit)

7. The next section of the Faculty Step is the Third-Year Review Portfolio Documents area. This section provides two options for uploading supporting documents for the faculty's portfolio:

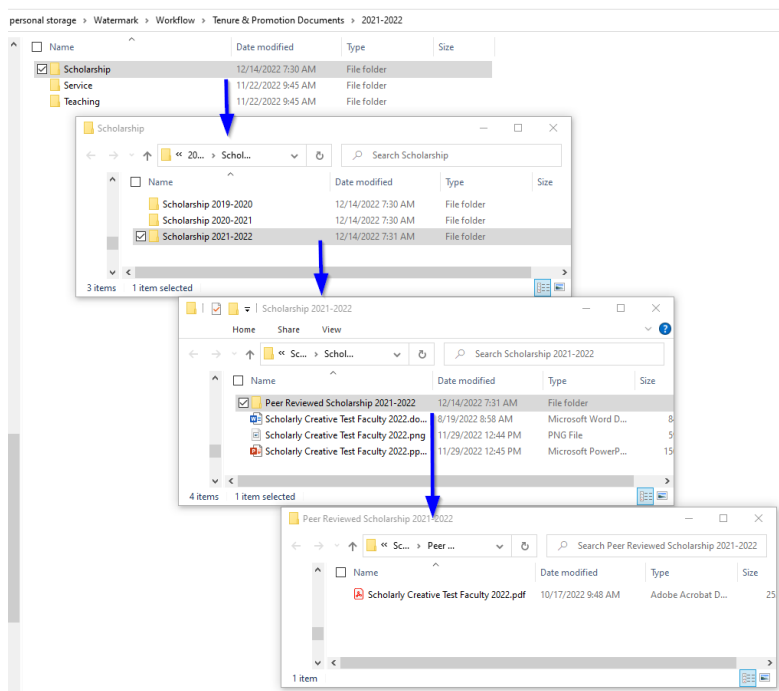
- Document Upload by Category, **OR**
- Document Upload by Academic Year

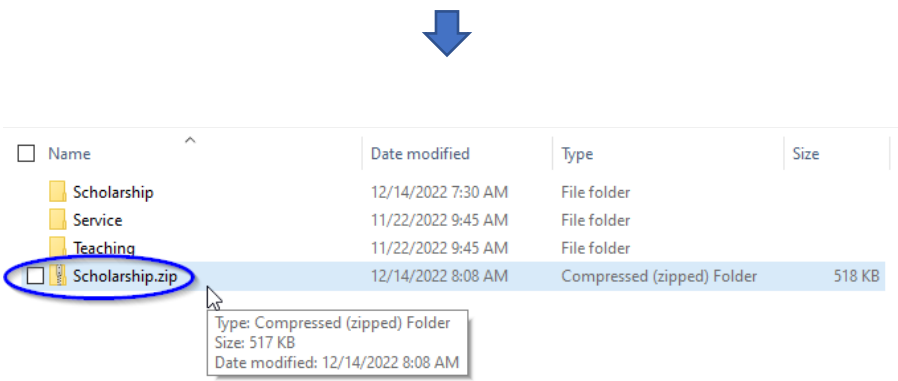
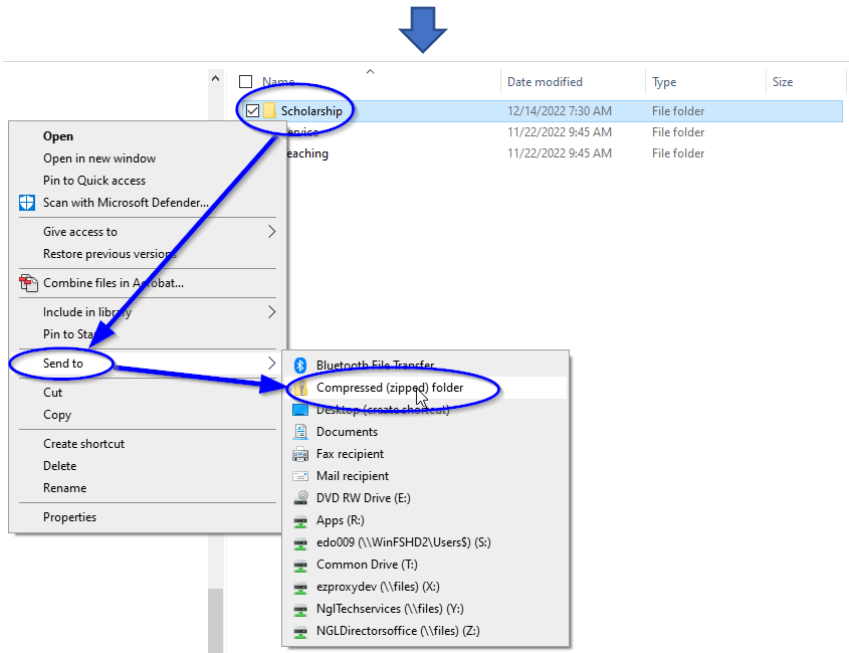
Per your [college instructions](#), upload your documentation using **only one** of the following methods.

Note: Your materials will be displayed to reviewers exactly as they appear on your faculty submission page. Files uploaded within each of the upload fields will appear in two columns, moving from left to right, then top to bottom.

If you wish to provide files appearing in folders and subfolders, you are encouraged to save these files and structure them using a Zip file. To create a Zip file containing the desired folder structure you may right-click (on a PC) on the top-level folder and select Send to -> Compressed (zipped) folder. The resulting zip file will be named as the top-level folder.zip. On a Mac, you will Control-click on the top-level folder and then choose Compress from the shortcut menu. The resulting zip file will be named Archive.zip (which can, and should, be renamed.)

In the following example (on a PC) the Scholarship folder (which for illustration purposes contains 3 levels of subfolders and files,) is being zipped into a single file named Scholarship.zip. That resulting zip file will retain the folder structure when the zip file is subsequently opened.





Activities Reports **Workflow**

< Faculty Step - Due February 6, 2023 @ 11:59 PM 📄 CANCEL Actions

Third-Year Review Portfolio Documents

Use the space below to upload documents to be considered for your third-year review (straw poll).

Per your [college instructions](#), upload your documentation using **only one** of the following methods:

- Document Upload By Category, **OR**
- Document Upload By Academic Year

Note: Your materials will be displayed to reviewers in the order they are uploaded within each of the upload fields.

Document Upload By Category

Upload documents for Teaching or Librarianship (To include IDEA Reports)

[Drop files here or click to upload](#)

Upload documents for Scholarly and/or Creative Accomplishments

[Drop files here or click to upload](#)

Upload documents for Service

[Drop files here or click to upload](#)

Upload any other Supporting Documents

[Drop files here or click to upload](#)

Document Upload By Academic Year

Upload documents for Academic Year 2022-2023

[Drop files here or click to upload](#)

- Document Uploads by either Category or Academic Year can be completed by clicking/drag & drop files in the appropriate location.

Open

Watermark > Workflow > Tenure & Promotion Documents

Name	Date modified	Type
Scholarly Creative Test Faculty 2022.docx	8/19/2022 8:58 AM	Microsoft V
Scholarly Creative Test Faculty 2022.pdf	10/17/2022 9:48 AM	Adobe Acr
Service Test Faculty 2022.docx	8/19/2022 8:58 AM	Microsoft V
Service Test Faculty 2022.pdf	10/17/2022 9:48 AM	Adobe Acr
Supporting Documents Test Faculty 2022.docx	8/19/2022 8:58 AM	Microsoft V
Supporting Documents Test Faculty 2022.pdf	10/17/2022 9:48 AM	Adobe Acr
Teaching Librarianship Test Faculty 2022.docx	8/19/2022 8:58 AM	Microsoft V
Teaching Librarianship Test Faculty 2022.pdf	10/17/2022 9:48 AM	Adobe Acr
Test Executive Director Recommendation Letter.docx	8/19/2022 8:58 AM	Microsoft V

File name: Teaching Librarianship Test Faculty 2022.pdf

Open Cancel

Document Upload By Category

Upload documents for Teaching or Librarianship (To include IDEA Reports)

[Drop files here or click to upload](#)

Upload documents for Scholarly and/or Creative Accomplishments

[Drop files here or click to upload](#)

Upload documents for Service

[Drop files here or click to upload](#)

Upload any other Supporting Documents

[Drop files here or click to upload](#)

9. For faculty choosing to upload documents by Category, there will be four areas for files: Documents for Teaching or Librarianship, Documents for Scholarly/Creative Accomplishments, Documents for Service, and Other Supporting Documents.

Document Upload By Category

Upload documents for Teaching or Librarianship (To include IDEA Reports)

- Teaching Librarianship Test Faculty 2022.pdf (252.83 KB)
- Teaching Librarianship Test Faculty 2022.docx (83.61 KB)

Upload documents for Scholarly and/or Creative Accomplishments

- Scholarship.zip (517.31 KB)
- Scholarship 2022-2023.zip (516.77 KB)
- Scholarly Creative Test Faculty 2022.docx (83.61 KB)
- Scholarly Creative Test Faculty 2022.png (58.99 KB)
- Scholarly Creative Test Faculty 2022.pdf (149.21 KB)

Upload documents for Service

- Service Test Faculty 2022.docx (83.61 KB)
- Service Test Faculty 2022.pdf (252.83 KB)

Upload any other Supporting Documents

- Supporting Documents Test Faculty 2022.pdf (252.83 KB)
- Supporting Documents Test Faculty 2022.docx (83.61 KB)

10. For faculty choosing to upload documents by Academic Year, there will be three areas for files: Academic Year 2022-2023, Academic Year 2021-2022, Academic Year 2020-2021 (and older).

Document Upload By Academic Year

Upload documents for Academic Year 2022-2023

- Teaching Librarianship Test Faculty 2022.docx (83.61 KB)
- Teaching Librarianship Test Faculty 2022.pdf (252.83 KB)
- Scholarship 2022-2023.zip (516.77 KB)
- Service 2022-2023.zip (322.81 KB)

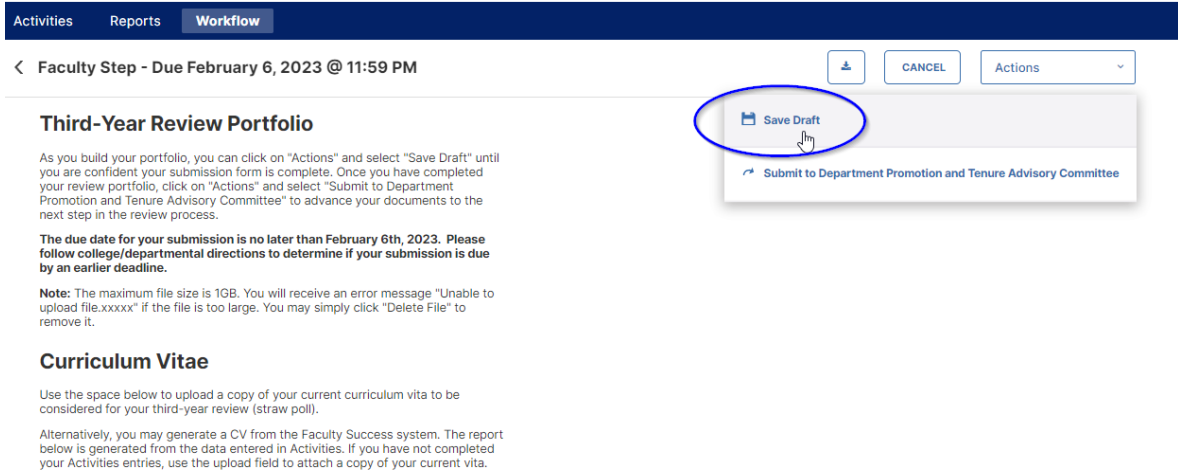
Upload documents for Academic Year 2021-2022

- Test Faculty Academic Year 2021-2022.pdf (252.83 KB)
- Test Faculty Academic Year 2021-2022.docx (83.61 KB)
- Scholarship 2021-2022.zip (516.77 KB)

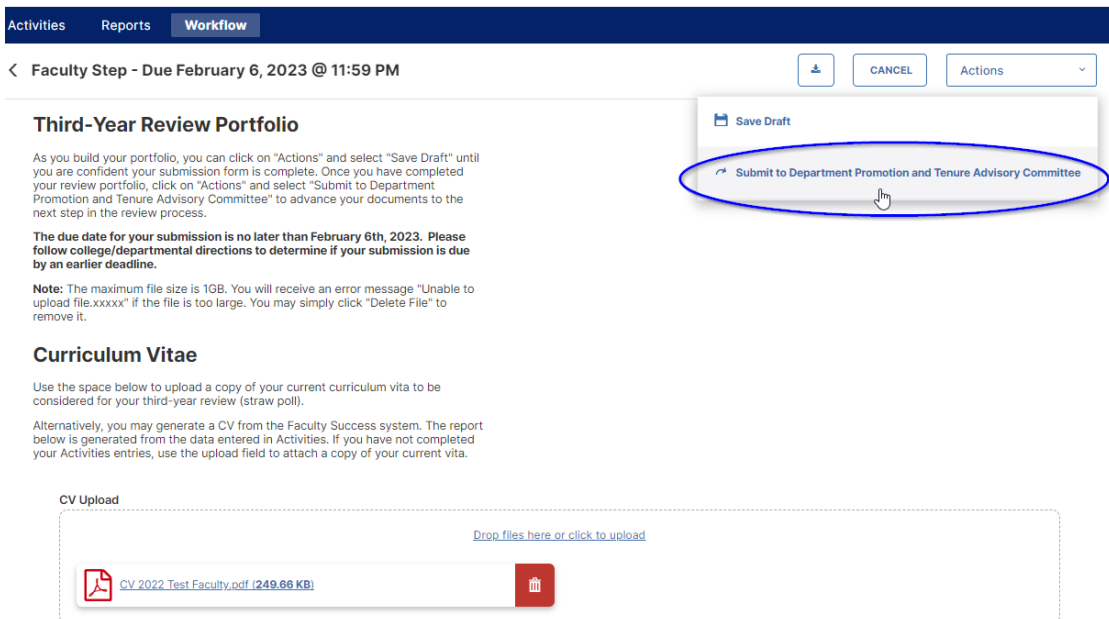
Upload documents for Academic Year 2020-2021 (and older)

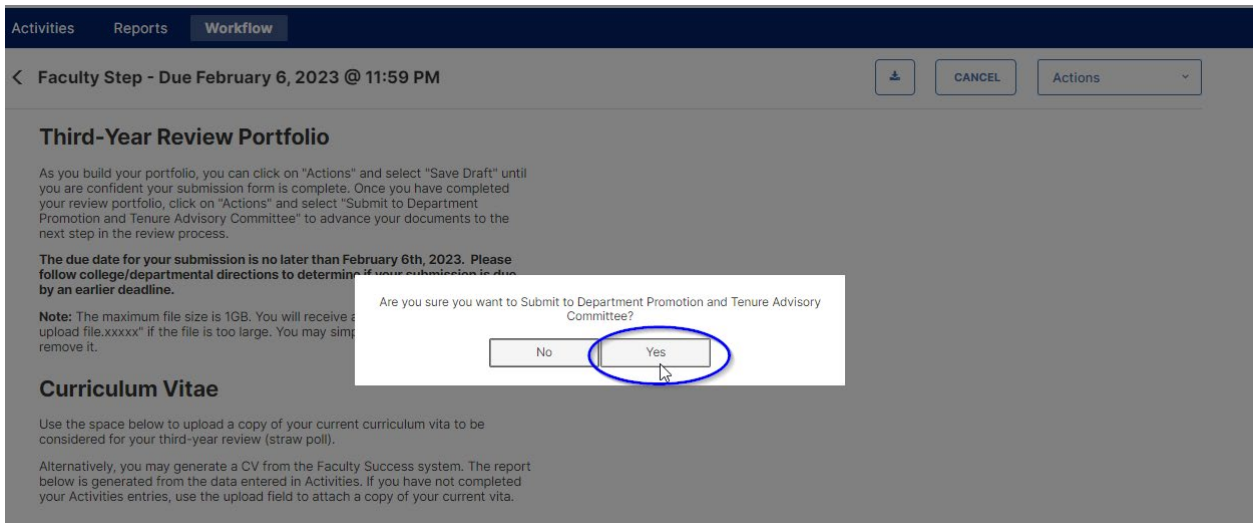
- Test Faculty Academic Year 2020-2021.docx (83.61 KB)
- Test Faculty Academic Year 2020-2021.pdf (252.83 KB)
- Scholarship 2020-2021.zip (274.43 KB)

11. Faculty can click on Actions in the upper right and choose Save Draft to retain any entries and file uploads they have done, but prior to a final submission to Start Portfolio Evaluation.

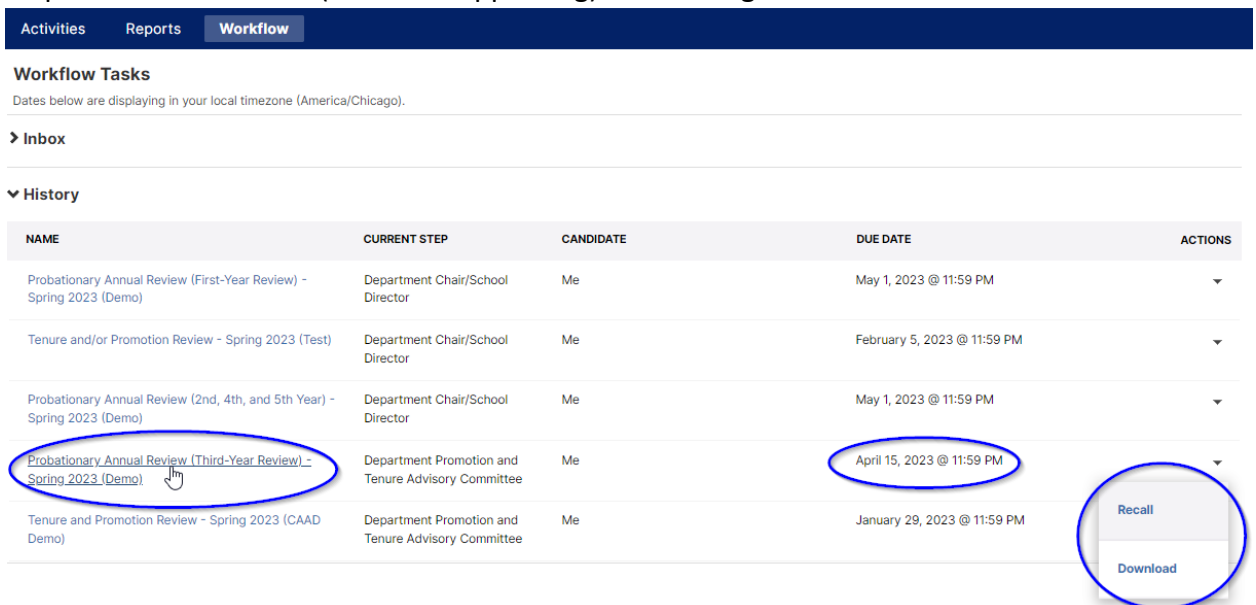


12. Once a faculty member has completed all of their entries and uploads for the Faculty Step, click on the Actions –Submit to Department Promotion and Tenure Advisory Committee and click Yes in the following popup window.





13. The Faculty Workflow Tasks screen will now show the item has moved from the Inbox to History. This screen also shows at what step of the process the submission currently resides. The Due Date shows when the next step must be completed. The Actions down arrow allows the faculty member to Recall or Download the submission. If the due date of the faculty member's submission step has not yet passed, the faculty member may recall the submission to make edits and/or add/remove documents, and then resubmit. Once the Current Step moves multiple steps beyond the user's assigned step the Recall function (while still appearing) will no longer work.



As the portfolio moves through the steps the faculty member can track its progress with the Workflow Tasks History, and view any submitted information they have permission to see from all steps completed prior to the Current Step.

Workflow Tasks

Dates below are displaying in your local timezone (America/Chicago).

› Inbox

▼ History

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
Probationary Annual Review (First-Year Review) - Spring 2023 (Demo)	Department Chair/School Director	Me	May 1, 2023 @ 11:59 PM	▼
Tenure and/or Promotion Review - Spring 2023 (Test)	Department Chair/School Director	Me	February 5, 2023 @ 11:59 PM	▼
Probationary Annual Review (Third-Year Review) - Spring 2023 (Demo)	Dean	Me	May 15, 2023 @ 11:59 PM	▼
Probationary Annual Review (2nd, 4th, and 5th Year) - Spring 2023 (Demo)	Department Chair/School Director	Me	May 1, 2023 @ 11:59 PM	▼
Tenure and Promotion Review - Spring 2023 (CAAD Demo)	Department Promotion and Tenure Advisory Committee	Me	January 29, 2023 @ 11:59 PM	▼

As an example, here is the faculty view of the DPTAC and Department Chair/School Director submissions once the History Current Step has reached the Dean.

› Faculty Step - Test Faculty
 < Probationary Annual Review (Third-Year Review) - Spring 2023 (Demo) - Updated December 19, 2022

▼ Department Promotion and Tenure Advisory Committee Step - Test Faculty

Submitted December 19, 2022
by Chair DPTAC

DPTAC Preview Vote

Enter the DPTAC Preview (Straw Poll) consensus vote.

DPTAC Preview Tally (YES)

DPTAC Preview Tally (NO)

DPTAC Preview Tally (ABSTAIN)

Please upload the DPTAC written summary in the space provided below.

DPTAC approved written summary

[DPTAC Written Summary Test Faculty Third-Year Review 2022.docx \(83.61 KB\)](#)

▼ Department Chair/School Director Step - Test Faculty

Submitted December 19, 2022
by Department Chair

Acknowledgement the Department Chair/School Director has met and discussed DPTAC review with the faculty member.

Upload the Department Chair/School Director's Third-Year (Straw Poll) review/feedback (optional)

Department Chair/School Director Third-Year (Straw Poll) review/feedback (optional.)

[Dept Chair third-year review feedback Test Faculty 2022.docx \(83.61 KB\)](#)

Department Promotion and Tenure Advisory Committee Member/Chair Step

1. Beginning in the Workflow Tasks Inbox click on the Probationary Annual Review (Third-Year Review) Review entries.

The screenshot shows the 'Workflow Tasks' interface. At the top, there are tabs for 'Activities', 'Reports', and 'Workflow'. Below the tabs, the title 'Workflow Tasks' is displayed, followed by a note: 'Dates below are displaying in your local timezone (America/Chicago)'. Underneath, there is a section for 'Inbox' containing a table with the following columns: NAME, STEP, CANDIDATE, and DUE DATE. A single entry is listed in the table, with the 'NAME' column containing the text 'Probationary Annual Review (Third-Year Review) - Spring 2023 (Demo)', which is circled in blue. The 'STEP' column contains 'Department Promotion and Tenure Advisory Committee', the 'CANDIDATE' column contains 'Test Faculty', and the 'DUE DATE' column contains 'April 15, 2023 @ 11:59 PM'. Below the table, there is a section for 'History'.

NAME	STEP	CANDIDATE	DUE DATE
Probationary Annual Review (Third-Year Review) - Spring 2023 (Demo)	Department Promotion and Tenure Advisory Committee	Test Faculty	April 15, 2023 @ 11:59 PM

2. For both DPTAC members and the DPTAC chair – the first section of this step will contain the Faculty’s Review Portfolio, with all entries and links to uploaded files.

The screenshot shows the 'Faculty Step - Test Faculty' interface. At the top, there are tabs for 'Activities', 'Reports', and 'Workflow'. Below the tabs, the title 'Department Promotion and Tenure Advisory Committee Step - Due April 15, 2023 @ 11:59 PM' is displayed, followed by a 'CANCEL' button and an 'Actions' dropdown menu. Underneath, there is a section for 'Faculty Step - Test Faculty' with the title 'Third-Year Review Portfolio' circled in blue. To the right of this section, it says 'Submitted December 19, 2022 by Test Faculty'. Below the title, there is a paragraph of text: 'As you build your portfolio, you can click on "Actions" and select "Save Draft" until you are confident your submission form is complete. Once you have completed your review portfolio, click on "Actions" and select "Submit to Department Promotion and Tenure Advisory Committee" to advance your documents to the next step in the review process.' Below this paragraph, there is a bolded note: 'The due date for your submission is no later than February 6th, 2023. Please follow college/departmental directions to determine if your submission is due by an earlier deadline.' Below this note, there is another note: 'Note: The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxxxx" if the file is too large. You may simply click "Delete File" to remove it.' Below the notes, there is a section for 'Curriculum Vitae' with the text: 'Use the space below to upload a copy of your current curriculum vita to be considered for your third-year review (straw poll). Alternatively, you may generate a CV from the Faculty Success system. The report below is generated from the data entered in Activities. If you have not completed your Activities entries, use the upload field to attach a copy of your current vita.' Below the text, there is a 'CV Upload' section with a file upload field containing a PDF icon and the text 'CV 2022 Test Faculty.pdf (249.66 KB)'.

3. The next area of the screen will differ for DPTAC members vs DPTAC chair. DPTAC members will see a single Text Box asking them to type their name after they have reviewed the faculty portfolio and then select the Actions -> Publish their Response to Chair and click Yes in the pop-up window to complete their portion of the process.

Activities Reports **Workflow**

< Department Promotion and Tenure Advisory Committee Step - Due April 15, 2023 @ 11:59 PM Download CANCEL Actions

> Faculty Step - Test Faculty Save Draft

My Response
Please acknowledge your review of the portfolio is complete by typing your name below. Then, click on "Actions" and select "Publish My Response to Chair" to finish the process.

Note: For the DPTAC Chair, the Acknowledgment field and "Publish My Response to Chair" does not apply.

Acknowledgement

Publish My Response to Chair



Activities Reports **Workflow**

< Department Promotion and Tenure Advisory Committee Step - Due April 15, 2023 @ 11:59 PM Download CANCEL Actions

> Faculty Step - Test Faculty Submitted December 19, 2022 by Test Faculty

My Response
Please acknowledge your review of the portfolio is complete by typing your name below. Then, click on "Actions" and select "Publish My Response to Chair" to finish the process.

Note: For the DPTAC Chair, the Acknowledgment field and "Publish My Response to Chair" does not apply.

Acknowledgement

Are you sure you want to publish your response to your committee chair?

This Committee's Response Saved Draft by Chair DPTAC

Department Promotion and Tenure Advisory Committee (DPTAC) Third-Year Review (Straw Poll) Recommendation

- For the DPTAC Chair, after the Faculty Review Portfolio section you will see a Committee Members and Responses section. This will include an Acknowledgement Text Box for the chair, and each DPTAC member. The DPTAC member area shows whether or not they have completed their review of the portfolio and published their Acknowledgement Response.

Activities Reports **Workflow**

> Faculty Step - test faculty

< Department Promotion and Tenure Advisory Committee Step - Due April 15, 2023 @ 11:59 PM 📄 CANCEL Actions

▼ **Committee Members and Responses** 0/2 Reviewed

BY MEMBER BY RESPONSE

▼ Chair DPTAC (chair) Unreviewed

Please acknowledge your review of the portfolio is complete by typing your name below. Then, click on "Actions" and select "Publish My Response to Chair" to finish the process.

Note: For the DPTAC Chair, the Acknowledgment field and "Publish My Response to Chair" does not apply.

Acknowledgement

Member DPTAC Unreviewed



Activities Reports **Workflow**

< Department Promotion and Tenure Advisory Committee Step - Due April 15, 2023 @ 11:59 PM 📄 CANCEL Actions

▼ **Committee Members and Responses** 1/2 Reviewed

BY MEMBER BY RESPONSE

▼ Chair DPTAC (chair) Unreviewed

Please acknowledge your review of the portfolio is complete by typing your name below. Then, click on "Actions" and select "Publish My Response to Chair" to finish the process.

Note: For the DPTAC Chair, the Acknowledgment field and "Publish My Response to Chair" does not apply.

Acknowledgement

▼ Member DPTAC Last Reviewed December 19, 2022

Please acknowledge your review of the portfolio is complete by typing your name below. Then, click on "Actions" and select "Publish My Response to Chair" to finish the process.


Note: For the DPTAC Chair, the Acknowledgment field and "Publish My Response to Chair" does not apply.

Acknowledgement

DPTAC Member

5. The remaining section of the DPTAC chair screen contains the Committee Response entries that will be submitted to the Department Chair/School Director including a Preview Vote with tallies, and a file upload with the DPTAC's written summary. All of these fields are required – please enter a number (including 0) for each of the vote tally fields.

Activities Reports **Workflow**

< Department Promotion and Tenure Advisory Committee Step - Due April 15, 2023 @ 11:59 PM  CANCEL Actions

This Committee's Response
Department Promotion and Tenure Advisory Committee (DPTAC) Third-Year Review (Straw Poll) Recommendation

The contents of this Committee Chair Form constitute the DPTAC's submission for third-year review (straw poll).

Once all committee members have acknowledged their review is complete, and you have completed the required fields below, click on "Actions" and select "Submit to Department Chair/School Director" to advance the review to the next step.

The due date for DPTAC submission is no later than April 15th, 2023. Please follow college/departamental directions to determine if the DPTAC submission is due by an earlier deadline.

Note: the DPTAC Chair does not complete the same acknowledgment step as the committee members.

DPTAC Preview Vote

Enter the DPTAC Preview (Straw Poll) consensus vote.

DPTAC Preview Tally (YES) *

DPTAC Preview Tally (NO) *
DPTAC Preview Tally (ABSTAIN) *

Please upload the DPTAC written summary in the space provided below.

DPTAC approved written summary *

[Drop files here or click to upload](#)



This Committee's Response
Department Promotion and Tenure Advisory Committee (DPTAC) Third-Year Review (Straw Poll) Recommendation

The contents of this Committee Chair Form constitute the DPTAC's submission for third-year review (straw poll).

Once all committee members have acknowledged their review is complete, and you have completed the required fields below, click on "Actions" and select "Submit to Department Chair/School Director" to advance the review to the next step.

The due date for DPTAC submission is no later than April 15th, 2023. Please follow college/departamental directions to determine if the DPTAC submission is due by an earlier deadline.

Note: the DPTAC Chair does not complete the same acknowledgment step as the committee members.

DPTAC Preview Vote

Enter the DPTAC Preview (Straw Poll) consensus vote.

DPTAC Preview Tally (YES) *

DPTAC Preview Tally (NO) *

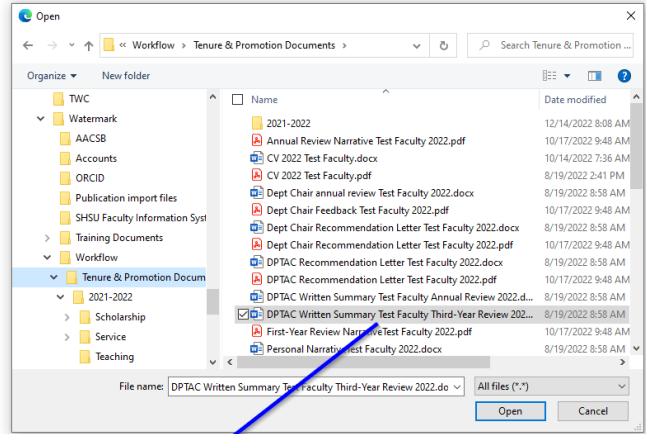
DPTAC Preview Tally (ABSTAIN) *

Please upload the DPTAC written summary in the space provided below.

DPTAC approved written summary *

Drop files here or click to upload

+ Choose file



- The DPTAC chair may choose the Save Draft option from the Actions drop-down menu at any time prior to Submitting to the Department Chair. This will also allow DPTAC Member to review the Committee's Response prior to submission.

This Committee's Response
Department Promotion and Tenure Advisory Committee (DPTAC) Third-Year Review (Straw Poll) Recommendation

The contents of this Committee Chair Form constitute the DPTAC's submission for third-year review (straw poll).

Once all committee members have acknowledged their review is complete, and you have completed the required fields below, click on "Actions" and select "Submit to Department Chair/School Director" to advance the review to the next step.

The due date for DPTAC submission is no later than April 15th, 2023. Please follow college/departamental directions to determine if the DPTAC submission is due by an earlier deadline.

Note: the DPTAC Chair does not complete the same acknowledgment step as the committee members.

DPTAC Preview Vote

Enter the DPTAC Preview (Straw Poll) consensus vote.

DPTAC Preview Tally (YES) *

DPTAC Preview Tally (NO) *

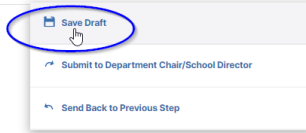
DPTAC Preview Tally (ABSTAIN) *

Please upload the DPTAC written summary in the space provided below.

DPTAC approved written summary *

Drop files here or click to upload

DPTAC Written Summary Test Faculty Third-Year Review 2022.docx (83.61 KB)



- DPTAC members can click on the Workflow Tasks Inbox item to see any drafts saved by the DPTAC chair, which include the uploaded written summary file and vote tallies.

Activities Reports Workflow

< Department Promotion and Tenure Advisory Committee Step - Due April 15, 2023 @ 11:59 PM

This Committee's Response

Department Promotion and Tenure Advisory Committee (DPTAC) Third-Year Review (Straw Poll) Recommendation

The contents of this Committee Chair Form constitute the DPTAC's submission for third-year review (straw poll).

Once all committee members have acknowledged their review is complete, and you have completed the required fields below, click on "Actions" and select "Submit to Department Chair/School Director" to advance the review to the next step.

The due date for DPTAC submission is no later than April 15th, 2023. Please follow college/departmental directions to determine if the DPTAC submission is due by an earlier deadline.

Note: the DPTAC Chair does not complete the same acknowledgment step as the committee members.

DPTAC Preview Vote

Enter the DPTAC Preview (Straw Poll) consensus vote.

DPTAC Preview Tally (YES)
4

DPTAC Preview Tally (NO)
0

DPTAC Preview Tally (ABSTAIN)
0

Please upload the DPTAC written summary in the space provided below.

DPTAC approved written summary

DPTAC Written Summary Test Faculty Third-Year Review 2022.docx (83.61 KB)

- Once the DPTAC has conferred and feel the Committee Response is complete, the DPTAC Chair can select from the Actions drop-down menu the Submit to Department Chair/School Director option and click Yes on the following popup box.

Activities Reports Workflow

< Department Promotion and Tenure Advisory Committee Step - Due April 15, 2023 @ 11:59 PM

This Committee's Response

Department Promotion and Tenure Advisory Committee (DPTAC) Third-Year Review (Straw Poll) Recommendation

The contents of this Committee Chair Form constitute the DPTAC's submission for third-year review (straw poll).

Once all committee members have acknowledged their review is complete, and you have completed the required fields below, click on "Actions" and select "Submit to Department Chair/School Director" to advance the review to the next step.

The due date for DPTAC submission is no later than April 15th, 2023. Please follow college/departmental directions to determine if the DPTAC submission is due by an earlier deadline.

Note: the DPTAC Chair does not complete the same acknowledgment step as the committee members.

DPTAC Preview Vote

Enter the DPTAC Preview (Straw Poll) consensus vote.

DPTAC Preview Tally (YES) *
4

DPTAC Preview Tally (NO) *
0

DPTAC Preview Tally (ABSTAIN) *
0

Please upload the DPTAC written summary in the space provided below.

DPTAC approved written summary *

Drop files here or click to upload

DPTAC Written Summary Test Faculty Third-Year Review 2022.docx (83.61 KB)

Save Draft

Submit to Department Chair/School Director

Send Back to Previous Step



Activities Reports Workflow

< Department Promotion and Tenure Advisory Committee Step - Due April 15, 2023 @ 11:59 PM

This Committee's Response
Department Promotion and Tenure Advisory Committee (DPTAC) Third-Year Review (Straw Poll) Recommendation

The contents of this Committee Chair Form constitute the DPTAC's submission for third-year review (straw poll).

Once all committee members have acknowledged their review is complete, and you have completed the required fields below, click on "Actions" and select "Submit to Department Chair/School Director" to advance the review to the next step.

The due date for DPTAC submission is no later than April 15th, 2023. Please follow college/departamental directions to determine if the DPTAC submission is due by an earlier deadline.

Note: the DPTAC Chair does not complete the same acknowledgment step as the committee members.

DPTAC Preview Vote

Enter the DPTAC Preview (Straw Poll) consensus vote.

DPTAC Preview Tally (YES) *

4

DPTAC Preview Tally (NO) *

0

DPTAC Preview Tally (ABSTAIN) *

0

Please upload the DPTAC written summary in the space provided below.

DPTAC approved written summary *

Drop files here or click to upload

DPTAC Written Summary Test Faculty Third-Year Review 2022.docx (83.61 KB)

Are you sure you want to Submit to Department Chair/School Director?

No Yes

9. The option currently exists for participants in later steps of the Workflow process to Send Back to Previous Step from the Actions drop down menu. Confer with your department chair/school director prior to using this option as it can impact a submission due date.

Activities Reports Workflow

< Department Promotion and Tenure Advisory Committee Step - Due April 15, 2023 @ 11:59 PM

Faculty Step - Test Faculty

Committee Members and Responses

This Committee's Response
Department Promotion and Tenure Advisory Committee (DPTAC) Third-Year Review (Straw Poll) Recommendation

The contents of this Committee Chair Form constitute the DPTAC's submission for third-year review (straw poll).

Once all committee members have acknowledged their review is complete, and you have completed the required fields below, click on "Actions" and select "Submit to Department Chair/School Director" to advance the review to the next step.

The due date for DPTAC submission is no later than April 15th, 2023. Please follow college/departamental directions to determine if the DPTAC submission is due by an earlier deadline.

Note: the DPTAC Chair does not complete the same acknowledgment step as the committee members.

DPTAC Preview Vote

Save Draft

Submit to Department Chair/School Director

Send Back to Previous Step



Activities Reports **Workflow**

< Department Promotion and Tenure Advisory Committee Step - Due April 15, 2023 @ 11:59 PM

Faculty Step - Test Faculty Submitted December 19, 2022 by Test Faculty

Committee M... 1/2 Reviewed

Send Back to Previous Step

Subject:

Message:

B *I* U

0/3800

Due Date:

Due date selection is displaying in US/Central.

This Committee...
Department
Committee
Poll) Rec

The contents of t...
 third-year review...
 Once all commit...
 you have comple...
 "Submit to Department Chair/School Director" to advance the review to the next step.

The due date for DPTAC submission is no later than April 15th, 2023. Please follow college/departmental directions to determine if the DPTAC submission is due by an earlier deadline.

Note: the DPTAC Chair does not complete the same acknowledgment step as the committee members.

- Once the DPTAC Chair has submitted the Committee Response, members and the chair of the DPTAC will then see that process moved from their Workflow Tasks Inbox to History. The Recall and Download Actions are also available – with Recall still being evaluated for implementation.

Activities Reports **Workflow**

Workflow Tasks

Dates below are displaying in your local timezone (America/Chicago).

▼ **Inbox**

NAME	STEP	CANDIDATE	DUE DATE
No Data to Display			

▼ **History**

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
Tenure and/or Promotion Review - Spring 2023 (Test)	Department Chair	Bearkat Test	November 12, 2022 @ 11:59 PM	▼
Tenure and/or Promotion Review - Spring 2023 (Test)	Department Chair/School Director	Test Faculty	February 5, 2023 @ 11:59 PM	▼
Tenure and/or Promotion Review - Spring 2023	Faculty	Michael Stephenson	January 8, 2023 @ 11:59 PM	▼
<u>Probationary Annual Review (Third-Year Review) - Spring 2023 (Demo)</u>	Department Chair/School Director	Test Faculty	May 1, 2023 @ 11:59 PM	▼
Tenure and/or Promotion Review - Spring 2023	Faculty	Test Faculty	January 8, 2023 @ 11:59 PM	▼
Probationary Annual Review (2nd, 4th, and 5th Year) - Spring 2023 (Demo)	Department Chair/School Director	Test Faculty	May 1, 2023 @ 11:59 PM	▼

Recall

Download

Department Chair/School Director Step

1. Beginning in the Workflow Tasks Inbox, click on Probationary Annual Review (Third-Year Review) Review entries.

Workflow Tasks

Dates below are displaying in your local timezone (America/Chicago).

▼ Inbox

NAME	STEP	CANDIDATE	DUE DATE
Probationary Annual Review (Third-Year Review) - Spring 2023 (Demo)	Department Chair/School Director	Test Faculty	May 1, 2023 @ 11:59 PM
Probationary Annual Review (2nd, 4th, and 5th Year) - Spring 2023 (Demo)	Department Chair/School Director	Test Faculty	May 1, 2023 @ 11:59 PM
Probationary Annual Review (First-Year Review) - Spring 2023 (Demo)	Department Chair/School Director	Test Faculty	May 1, 2023 @ 11:59 PM
Tenure and/or Promotion Review - Spring 2023 (Test)	Department Chair/School Director	Test Faculty	February 5, 2023 @ 11:59 PM
Tenure and/or Promotion Review - Spring 2023 (Test)	Department Chair	Bearkat Test	November 12, 2022 @ 11:59 PM

► History

2. In the Department Chair/School Director step, the first section will contain the Faculty's Review Portfolio, with all entries and links to uploaded files. The second section will contain the preview vote tallies and an uploaded file with the DPTAC's written summary.

Activities CV Imports Manage Data Reports Workflow Tools

< Department Chair/School Director Step - Due May 1, 2023 @ 11:59 PM

Download CANCEL Actions

▼ Faculty Step - Test Faculty

Submitted December 19, 2022 by Test Faculty

Third-Year Review Portfolio

As you build your portfolio, you can click on "Actions" and select "Save Draft" until you are confident your submission form is complete. Once you have completed your review portfolio, click on "Actions" and select "Submit to Department Promotion and Tenure Advisory Committee" to advance your documents to the next step in the review process.

The due date for your submission is no later than February 6th, 2023. Please follow college/departmental directions to determine if your submission is due by an earlier deadline.

Note: The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxxxx" if the file is too large. You may simply click "Delete File" to remove it.

Curriculum Vitae

Use the space below to upload a copy of your current curriculum vita to be considered for your third-year review (straw poll).

Alternatively, you may generate a CV from the Faculty Success system. The report below is generated from the data entered in Activities. If you have not completed your Activities entries, use the upload field to attach a copy of your current vita.

CV Upload

CV 2022 Test Faculty.pdf (249.66 KB)

Vita

Last Updated December 19, 2022 at 10:20 AM



Activities CV Imports Manage Data Reports Workflow Tools

< Department Chair/School Director Step - Due May 1, 2023 @ 11:59 PM

Faculty Step - Test Faculty Submitted December 19, 2022 by Test Faculty

Department Promotion and Tenure Advisory Committee Step - Test Faculty Submitted December 19, 2022 by Chair DPTAC

DPTAC Preview Vote

Enter the DPTAC Preview (Straw Poll) consensus vote.

DPTAC Preview Tally (YES) 4

DPTAC Preview Tally (NO) 0

DPTAC Preview Tally (ABSTAIN) 0

Please upload the DPTAC written summary in the space provided below.

DPTAC approved written summary

DPTAC Written Summary_Test Faculty Third-Year Review 2022.docx (83.61 KB)

- The final section for the Department Chair/School Director step contains a required acknowledgement field that the department chair/school director has met and discussed the DPTAC review with the third-year probationary faculty member. There is an additional file upload area for optional feedback from the department chair/school director.

Activities CV Imports Manage Data Reports Workflow Tools

< Department Chair/School Director Step - Due May 1, 2023 @ 11:59 PM

Department Chair/School Director Third-Year Review (Straw Poll)

Please provide acknowledgement that the DPTAC review vote and summary has been shared and discussed with the faculty member.

The due date for your submission is no later than May 1st, 2023. Please follow your dean's direction to determine if your submission is due by an earlier deadline.

Once you have completed the required fields below, click on "Actions" and select "Submit to Dean" to advance the review to the next step.

Department Chair/School Director Third-Year Review (Straw Poll) Acknowledgement of sharing DPTAC review and meeting to discuss with faculty member.

Acknowledgement the Department Chair/School Director has met and discussed DPTAC review with the faculty member.

Department Chair

Upload the Department Chair/School Director's Third-Year (Straw Poll) review/feedback (optional)

Department Chair/School Director Third-Year (Straw Poll) review/feedback (optional)

Drop files here or click to upload

Open

Workflow Tenure & Promotion Documents

Name	Date modified
Dept Chair Recommendation Letter Test Faculty 2022.docx	8/19/2022 8:58
Dept Chair Recommendation Letter Test Faculty 2022.pdf	10/17/2022 9:46
Dept Chair third-year review feedback Test Faculty 2022.docx	8/19/2022 8:58
DPTAC Recommendation Letter Test Faculty 2022.docx	8/19/2022 8:58
DPTAC Recommendation Letter Test Faculty 2022.pdf	10/17/2022 9:46

File name: Dept Chair third-year review feedback Test Faculty 2022.docx

All Files (*.*)

Open Cancel

4. Once completed, the Department Chair/School Director can select from the Actions drop-down menu the Submit to Dean option and click Yes on the following popup box.

Activities CV Imports Manage Data Reports Workflow Tools

< Department Chair/School Director Step - Due May 1, 2023 @ 11:59 PM

Faculty Step - Test Faculty

Department Promotion and Tenure Advisory Committee Step - Test Faculty

Department Chair/School Director Third-Year Review (Straw Poll)

Please provide acknowledgement that the DPTAC review vote and summary has been shared and discussed with the faculty member.

The due date for your submission is no later than May 1st, 2023. Please follow your dean's direction to determine if your submission is due by an earlier deadline.

Once you have completed the required fields below, click on "Actions" and select "Submit to Dean" to advance the review to the next step.

Department Chair/School Director Third-Year Review (Straw Poll) Acknowledgement of sharing DPTAC review and meeting to discuss with faculty member.

Acknowledgement the Department Chair/School Director has met and discussed DPTAC review with the faculty member.

Department Chair

Upload the Department Chair/School Director's Third-Year (Straw Poll) review/feedback (optional)

Department Chair/School Director Third-Year (Straw Poll) review/feedback (optional)

Drop files here or click to upload

Dept Chair third-year review feedback Test Faculty 2022.docx (83.61 KB)



Activities CV Imports Manage Data Reports Workflow Tools

< Department Chair/School Director Step - Due May 1, 2023 @ 11:59 PM

Faculty Step - Test Faculty Submitted December 19, 2022 by Test Faculty

Department Promotion and Tenure Advisory Committee Step - Test Faculty Submitted December 19, 2022 by Chair DPTAC

Department Chair/School Director Third-Year Review (Straw Poll)

Please provide acknowledgement that the DPTAC review vote and summary has been shared and discussed with the faculty member.

The due date for your submission is no later than May 1st, 2023. Please follow your dean's direction to determine if your submission is due by an earlier deadline.

Once you have completed the required fields below, click on "Actions" and select "Submit to Dean" to advance the review to the next step.

Department Chair/School Director Third-Year Review (Straw Poll) Acknowledgement of sharing DPTAC review and meeting to discuss with faculty member.

Acknowledgement the Department Chair/School Director has met and discussed DPTAC review with the faculty member.

Department Chair

Are you sure you want to Submit to Dean?

No Yes

Dean Step

1. Beginning in the Workflow Tasks Inbox, click on Probationary Annual Review (Third-Year Review) Review entries.

NAME	STEP	CANDIDATE	DUE DATE
Probationary Annual Review (Third-Year Review) - Spring 2023 (Demo)	Dean	Test Faculty	May 15, 2023 @ 11:59 PM
Probationary Annual Review (2nd, 4th, and 5th Year) - Spring 2023 (Demo)	Department Chair/School Director	Test Faculty	May 1, 2023 @ 11:59 PM
Probationary Annual Review (First-Year Review) - Spring 2023 (Demo)	Department Chair/School Director	Test Faculty	May 1, 2023 @ 11:59 PM
Tenure and/or Promotion Review - Spring 2023 (Test)	Department Chair/School Director	Test Faculty	February 5, 2023 @ 11:59 PM
Tenure and/or Promotion Review - Spring 2023 (Test)	Department Chair	Bearkat Test	November 12, 2022 @ 11:59 PM

2. In the Dean step, the first section will contain the Faculty's Review Portfolio, with all entries and links to uploaded files. The second section will contain the preview vote tallies and an uploaded file with the DPTAC's written summary. The third section contains the Department Chair/School Director's acknowledgement of meeting the probationary faculty member, and potentially a file upload with their optional feedback.

Faculty Step - Test Faculty Submitted December 19, 2022 by Test Faculty

Third-Year Review Portfolio

As you build your portfolio, you can click on "Actions" and select "Save Draft" until you are confident your submission form is complete. Once you have completed your review portfolio, click on "Actions" and select "Submit to Department Promotion and Tenure Advisory Committee" to advance your documents to the next step in the review process.

The due date for your submission is no later than February 6th, 2023. Please follow college/departamental directions to determine if your submission is due by an earlier deadline.

Note: The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxxxx" if the file is too large. You may simply click "Delete File" to remove it.

Curriculum Vitae

Use the space below to upload a copy of your current curriculum vita to be considered for your third-year review (straw poll).

Alternatively, you may generate a CV from the Faculty Success system. The report below is generated from the data entered in Activities. If you have not completed your Activities entries, use the upload field to attach a copy of your current vita.

CV Upload

CV 2022 Test Faculty.pdf (249.66 KB)

Vita

Last Updated December 19, 2022 at 10:20 AM



Activities CV Imports Manage Data Reports Workflow Tools

< Dean Step - Due May 15, 2023 @ 11:59 PM [Download] [CANCEL] [Actions]

> Faculty Step - Test Faculty Submitted December 19, 2022 by Test Faculty

▼ Department Promotion and Tenure Advisory Committee Step - Test Faculty Submitted December 19, 2022 by Chair DPTAC

DPTAC Preview Vote

Enter the DPTAC Preview (Straw Poll) consensus vote.


DPTAC Preview Tally (YES)

DPTAC Preview Tally (NO)

DPTAC Preview Tally (ABSTAIN)

Please upload the DPTAC written summary in the space provided below.

DPTAC approved written summary

 [DPTAC Written Summary Test Faculty Third-Year Review 2022.docx \(83.61 KB\)](#)



Activities CV Imports Manage Data Reports Workflow Tools

< Dean Step - Due May 15, 2023 @ 11:59 PM [Download] [CANCEL] [Actions]

> Faculty Step - Test Faculty Submitted December 19, 2022 by Test Faculty


> Department Promotion and Tenure Advisory Committee Step - Test Faculty Submitted December 19, 2022 by Chair DPTAC

▼ Department Chair/School Director Step - Test Faculty Submitted December 19, 2022 by Eric Owen

Acknowledgement the Department Chair/School Director has met and discussed DPTAC review with the faculty member.

Upload the Department Chair/School Director's Third-Year (Straw Poll) review/feedback (optional)

Department Chair/School Director Third-Year (Straw Poll) review/feedback (optional.)

 [Dept Chair third-year review feedback Test Faculty 2022.docx \(83.61 KB\)](#)

- The final section for the Dean Director step contains a required acknowledgement field that the Dean has received the third-year year review of the probationary faculty member. There is an additional file upload area for optional feedback from the dean.

- Once the acknowledgement and review are completed, the Dean can select from the Actions drop-down menu the Submit option and click Yes on the following popup box to complete the third-year review of that probationary faculty member.



Activities CV Imports Manage Data Reports Workflow Tools

< Dean Step - Due May 15, 2023 @ 11:59 PM [Download] [CANCEL] [Actions]

- > Faculty Step - Test Faculty Submitted December 19, 2022 by Test Faculty
- > Department Promotion and Tenure Advisory Committee Step - Test Faculty Submitted December 19, 2022 by Chair DPTAC
- > Department Chair/School Director Step Submitted December 19, 2022 by Eric Owen

College Dean/Executive Director Review (Straw Poll) Acknowledgement

Please acknowledge your receipt of the third-year review (straw poll) by typing your name below, and providing optional feedback/review. Then, click on "Actions" and select "Submit" to complete the review process.

The due date for your submission is no later than May 15th, 2023.

Acknowledgement *

Dean

Upload the Dean's Third-Year (Straw Poll) review/feedback (optional)

Dean's Third-Year (Straw Poll) review/feedback (optional.)

Drop files here or click to upload

Dean third-year review feedback Test Faculty 2022.docx (83.61 KB)

Are you sure you want to Submit?
This action cannot be undone.

No Yes