watermark™ Faculty Success | formerly Digital Measures

Overview of Faculty Success Workflow Templates

(revised Aug 31, 2021)

PROMOTION

- (Includes promotion to professor, senior lecturer, or principal lecturer where the candidate has the option to withdraw) // One variation includes divisions.

Promotion

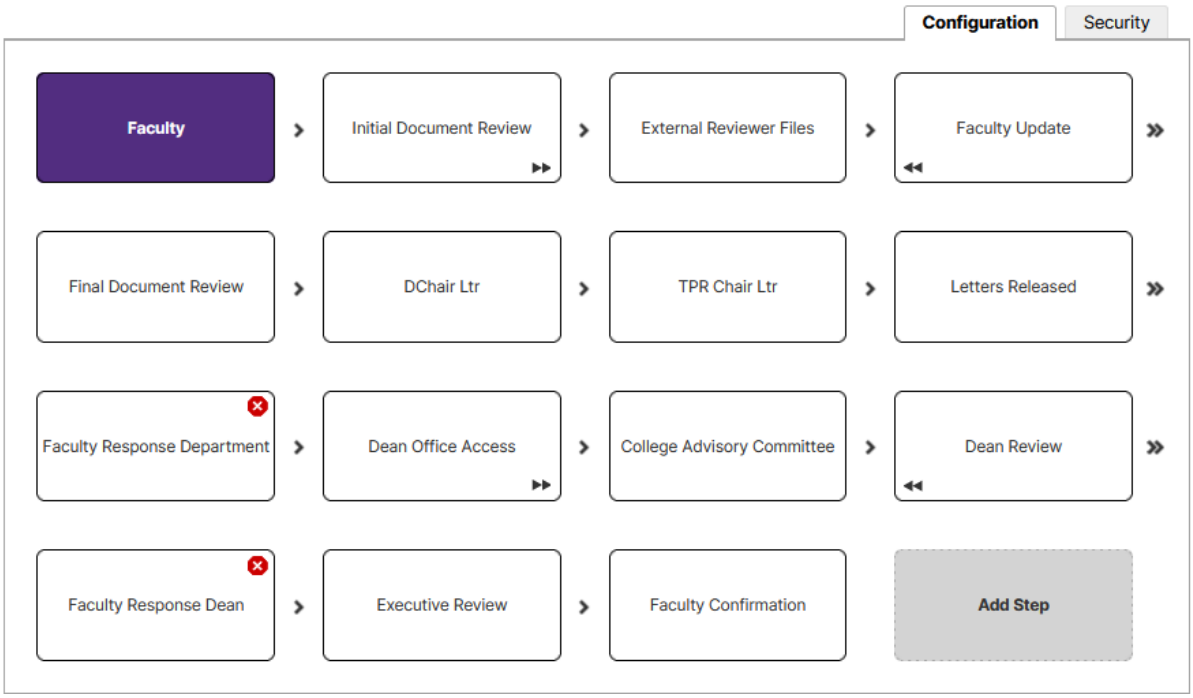
- Includes external reviewers step. (ignore if not applicable)
- Includes college committee step // Dean's Office will advance it forward to Dean Review if there is no college committee
- Combines Provost and President into one Executive Review (President will not be included in review group if it is promotion to senior lecturer or principal lecturer)
- Allows faculty to withdraw before or after the Dean's level

Faculty own the following steps and can add files at each: Faculty, Faculty Update, Faculty Response Department, Faculty Response Dean

The TPR committee owns these steps and can add files: Initial Document Review, External Reviewer Files, TPR Chair Ltr (Only the committee chair can add files)

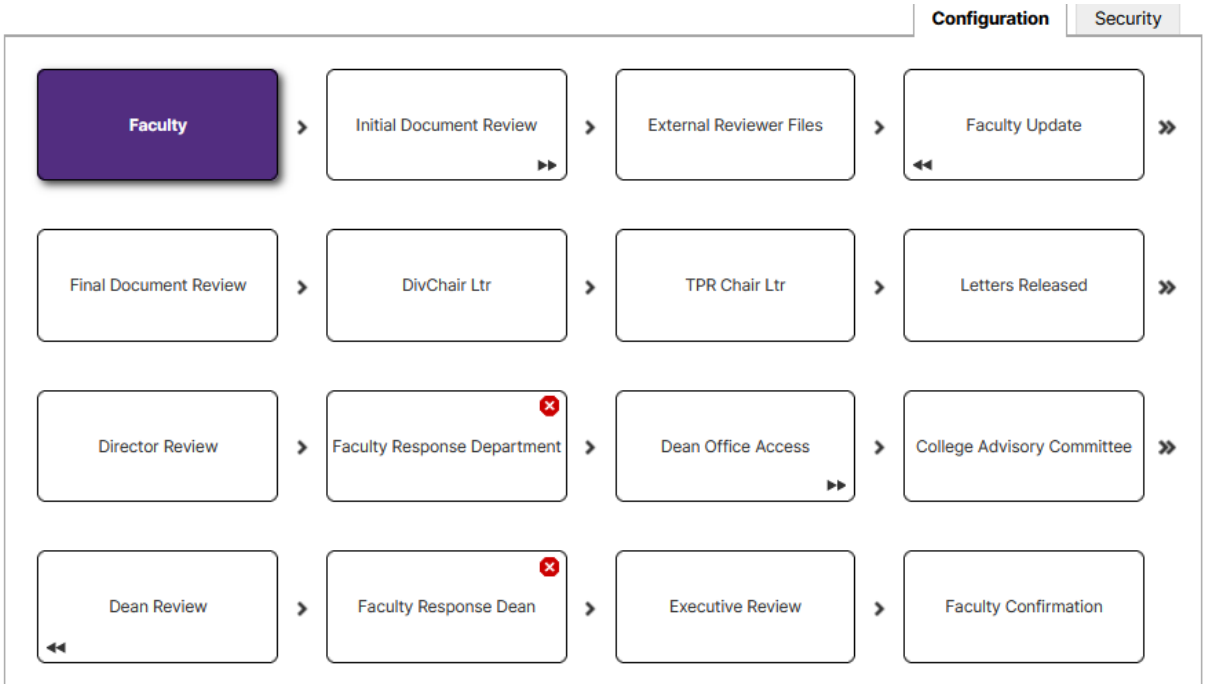
The Letters Released step allowed the TPR committee and Department chair to view each other's letters. This step will autoadvance after one day and does not require action.

The Department chair owns these steps and can add files: Final Document Review, DChair letter.



Promotion Divisions

The general process is the same. See the adjusted template below.



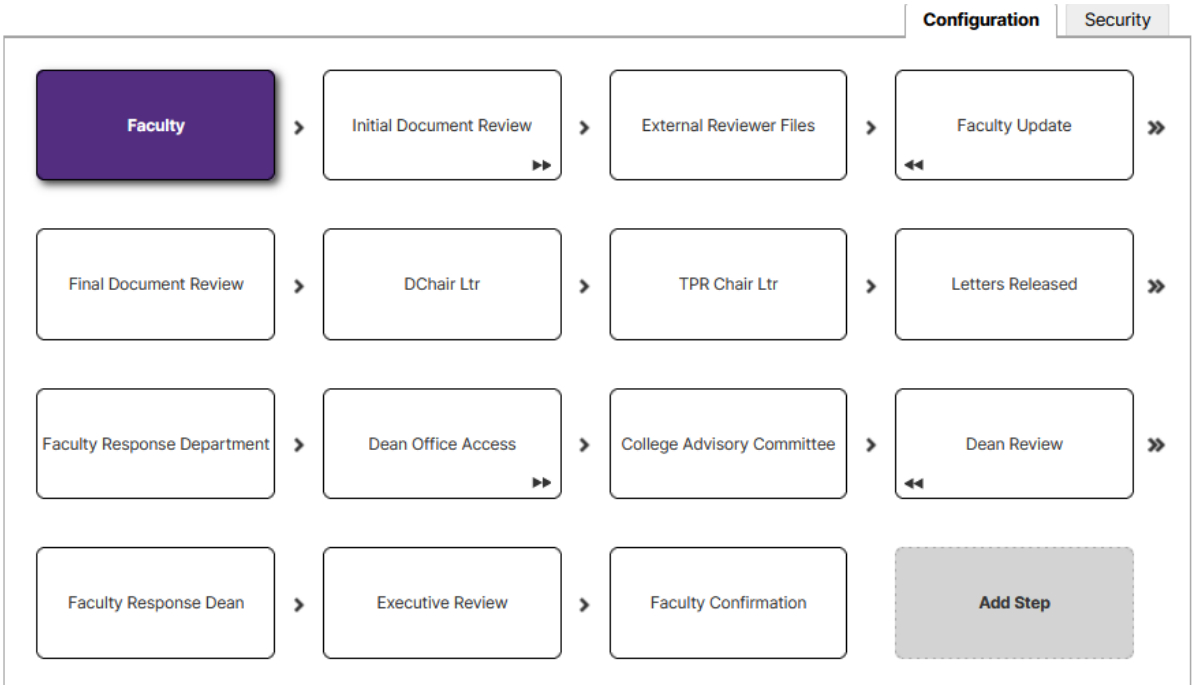
TENURE AND/OR PROMOTION IN PENULTIMATE YEAR

(Used for faculty who are going up for tenure, or lecturers who are going up for senior lecturer in their last year of eligibility, which would be the beginning of fourth year)

Tenure/Promotion in Penultimate Year

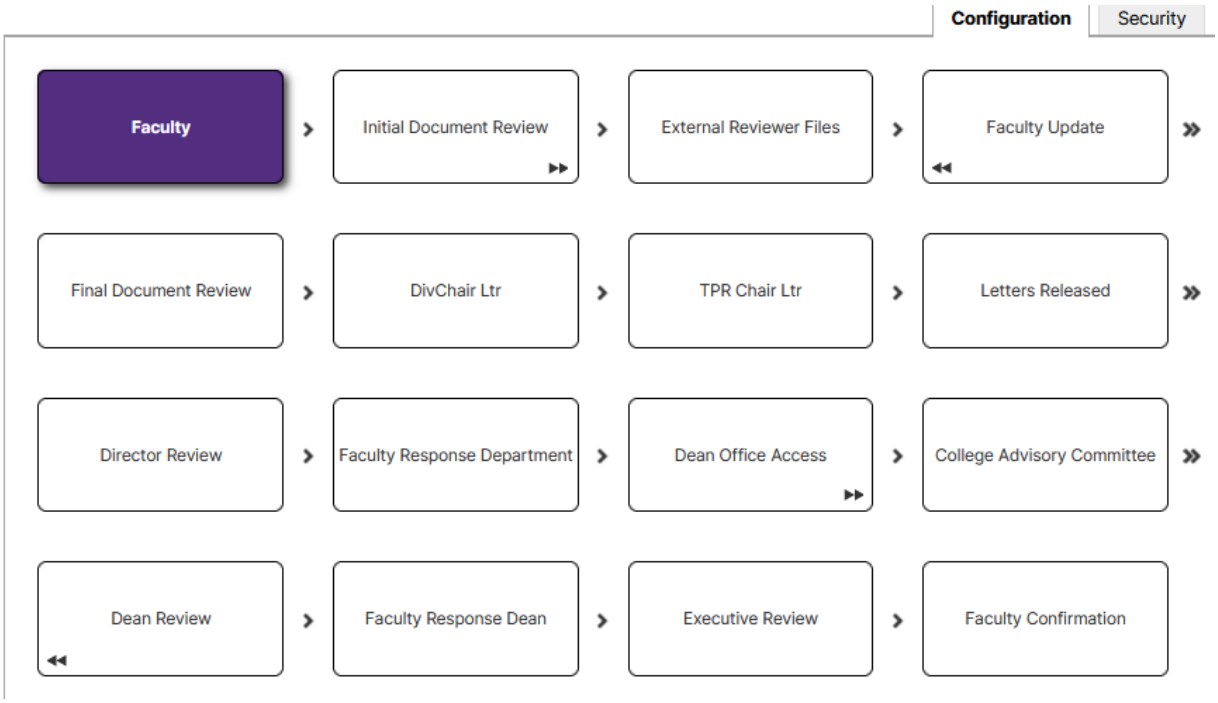
Includes external reviewers step. (ignore if not applicable)

- Combines Provost and President into one Executive Review (President will not be included in review group if it is promotion to senior lecturer or principal lecturer)
- Includes college committee step // Dean's Office will advance it forward to Dean Review if there is no college committee
- Does not allow faculty to stop process
- Workflow is the same as Promotion process but does not have red X indicating ability to withdraw.



Tenure/Promotion in Penultimate Year Divisions

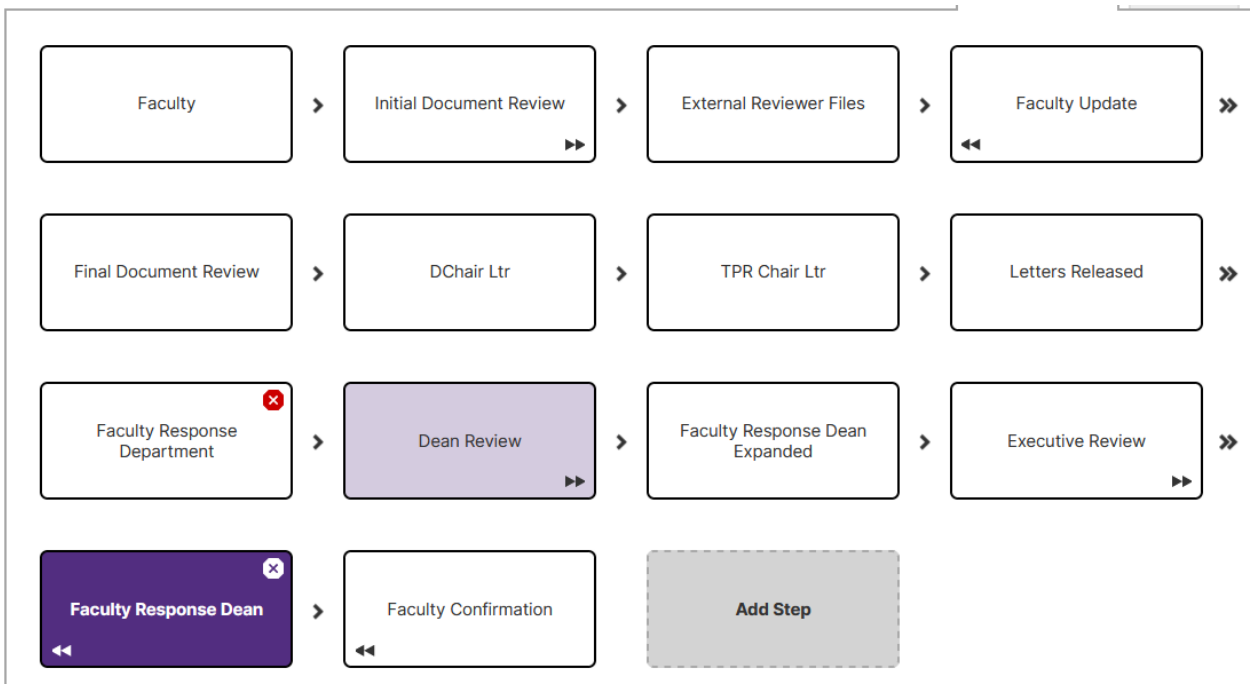
The basic process is the same. See the adjusted template below.



REAPPOINTMENT

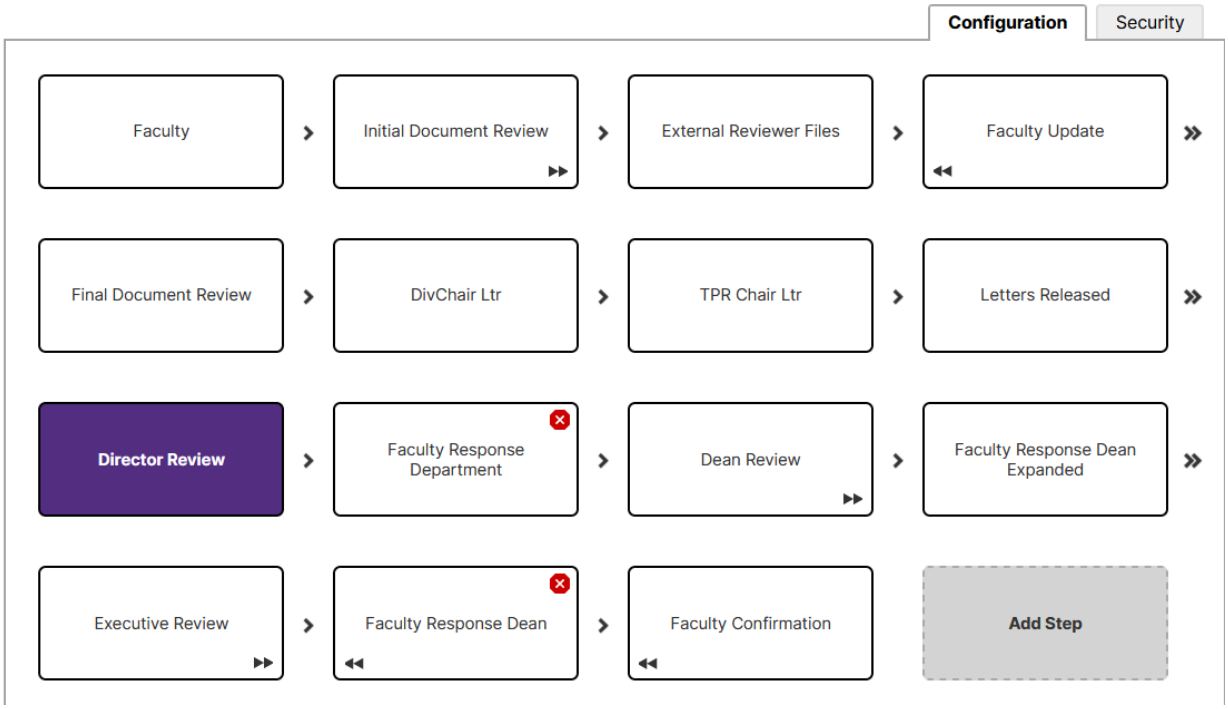
Reappointment Tenure-Track // Reappointment Non-Tenure-Track (Full-Time Only)

- Review stops at Dean's level unless there is a recommendation for non-reappointment or a mixed review
    - In the case of a mixed review or non-reappointment, the Dean will submit to Faculty Response Expanded, which allows the faculty member to respond before the process goes to the Executive Review step.
    - In the case of a straightforward reappointment, the Dean will SKIP to Faculty Response Dean, the faculty will load a response and then choose Confirm.
- Reappointment may include multiple schedules because of deadline requirements or committee membership
    - Reappointment First Year (Tenure –Track or Non-Tenure-Track)
    - Reappointment Second year (Tenure-track or Non-Tenure-track)
    - Reappointment Third Year Plus (Tenure-track or Non-Tenure-track)



Reappointment Divisions Tenure-Track // Reappointment Non-Tenure-Track (Full-Time Only)

- The basic process is the same. See the adjusted template below.



Additional Tips that Apply to all Processes:

Initial Document Review is the mechanism that allows the division chair, admin staff, and TPR committees to see the documents submitted by the faculty.
This step provides access to everyone and allows the tpr chair to add files if needed, such as faculty review forms, classroom observations, etc. Note that faculty will EVENTUALLY be able to see anything added here (at the same time they can view recommendations.)

Please review for **completeness**. If faculty are missing something that they should have submitted as part of their package, please choose the **send back** option (under **ACTIONS**, top right corner) as soon as possible. Files will still be available to view in history. Now is the best time to send something back to faculty to adjust.

If you want to add documents that should remain completely confidential to the faculty, those should be added under the external reviewer tab and not here. There is a separate space inside that tab for confidential internal reviews.

When External Reviewer Letters are available, please submit to the next tab to add those in the confidential space.

If there are no external reviewers, hold the process here until the division chair is ready to move the process forward. If a faculty member needs to submit additional files, you can skip to faculty update, which allows the faculty to add additional files.
Next steps are:

- External Letters (skip if this process does not have external reviewers or confidential internal letters)
- Faculty update (three day window to allow faculty to add additional files if needed)
- Final document review (allows division chair to upload additional files and allows committee to view files added by faculty in **Faculty Update** step.
- Division chair review (allows division chair to upload his or her letter. This step is a quick step since most of the actual review is done at the previous steps.)