

## CHAIR-DIRECTOR Workflow Directions for Full-time Annual Evaluations (6-18-24)

1. Go to: <https://app.wku.edu/workflow/> (or access individual Workflow from notification email)
2. On that page, click on **Full-time** Faculty Evaluations Dashboard.
3. Log-in with your normal WKU credentials (you may have to do the Duo thing).
4. You will arrive at a screen that looks like this (although there will likely be more than one faculty member Pending evaluation). Click the tiny magnifying glass next to the faculty member's name to get to their packet and CV.

**Full-Time Faculty Evaluation**

Create New Full-Time Faculty Evaluation | Reload Data

**Pending**  
Full-Time Faculty Evaluation workflows awaiting your action.

Search

Actions	Originator Name	Originator Email	Pending Step	Date Created	Last Updated
🔍	Hale, Rob	rob.hale@wku.edu	Department Chair Evaluation	5/21/2024 @ 2:37pm	5/21/2024 @ 2:37pm

**In Progress**  
Full-Time Faculty Evaluation workflows you are involved in that are currently in progress.

Actions	Originator Name	Originator Email	Current Step	Date Created	Last Updated
No Workflows In Progress					

**Completed**  
Full-Time Faculty Evaluation workflows that have been completed.

Actions	Originator Name	Originator Email	Status	Date Created	Last Updated
No Completed Workflows					

*NOTE: If you view the faculty member's evaluation materials by clicking on one of the email notifications, it will take you directly to the specific faculty member's submission.*

5. You'll get to a screen that looks like this at the top:

### 2023-2024 Full-Time Faculty Evaluation

#### Faculty Information

WKU ID	800841607
Name	Rob Hale
College	Arts & Letters
Email	rob.hale@wku.edu
Department	Academic Affairs & Provost's Office

#### Approval Chain

WKU ID	Name	Email	Area	Role
800841607	Rob Hale	rob.hale@wku.edu	English	ORIGINATOR
800525703	Alison Langdon	alison.langdon@wku.edu	English	DEPT_CHAIR
800315535	Terrance Brown	terrance.brown@wku.edu	Arts & Letters	DEAN

Check to make sure the approval chain is correct. If not, contact [amber.scott@wku.edu](mailto:amber.scott@wku.edu) to correct it. She'll contact you once the correction is made. Your faculty member will need to start over. If the chain is correct, then proceed.

## 6. Scroll down the page to get to the section that looks like this:

### Faculty Upload

Please upload your Annual Activity Packet and CV below.

#### Annual Activity Packet

Actions	File Name	Uploaded By	Upload Date	Status
<a href="#">Download</a>	Hale-Rob-AAP-2023-24.pdf	Hale, Rob	6/4/2024 @ 10:18am	SAVED

#### CV

Actions	File Name	Uploaded By	Upload Date	Status
<a href="#">Download</a>	Hale-Rob-CV-2023-24.pdf	Hale, Rob	6/4/2024 @ 10:18am	SAVED

### Department Chair/Director Review

Please review the faculty member's annual activity packet and information, and complete your narrative evaluation using your college's standards and evaluation form (Word Document), indicating the ratings for each category on the Word document/form. Then, upload a copy of the evaluation. Next, transpose the scores from the Word document/form to the radio buttons below for each category. Finally, click the **Submit** button to share your evaluation with the faculty member. Note: If the annual activity packet is incomplete, please indicate **N/A** on each score, fill out the Department Chair/Director **Incomplete Submission** section explaining what's missing, and then click the **Send Back** button to send this workflow back to the faculty member for correction.

#### Incomplete Submission Comments

*If the form is incomplete or has not been filled out correctly, provide some details in the text area above and then click the "Send Back" button.*

#### Annual Evaluation Document

[+ Upload](#)

Actions	File Name	Uploaded By	Upload Date	Status
<i>No Annual Evaluation Document Uploaded</i>				

#### Criteria for Evaluation

- Review the faculty member’s Annual Activity Packet (AAP) and CV by clicking the download buttons. As described in more detail on the webpage, review the AAP & CV, use your department/college standards for evaluation, and complete your college’s Annual Evaluation Form to provide feedback and rate the colleague in each area (simply **BOLD** the rating on the Word document). It is vital that you include comments for each area. If you rate a colleague as baseline or unsatisfactory, it is particularly important you provide constructive feedback and suggestions for improvement. If you rate tenured colleagues as Unsatisfactory for Post-tenure Review, it is vital that you provide comments and a plan for improvement.

Once you’ve completed the evaluation on your college’s template, **SAVE IT ON YOUR COMPUTER** with the following nomenclature: **Lastname-Firstname-AE-2023-24.docx**

Note: If the faculty member provided you with incomplete information or attached the wrong documents, you will use the Send Back button and provide Incomplete Submission Comments to explain what they need to correct. Again, there are detailed instructions on the web page.

- When you’re ready to upload the annual evaluation, click the green Upload button under the Annual Evaluation Document section.



- You’ll get to a screen that looks like this:

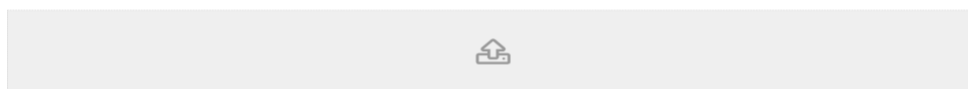
### Upload Files

Upload files by using either of the following options:

- Drag and Drop** — Simply locate the files on your computer that you wish to upload. Drag them from their location and drop them directly into the designated upload container below.
- Click and Select** — Alternatively, you can click on the upload container. This will prompt your file explorer to open. Navigate to the desired files on your computer and select them for uploading.

Once you’ve successfully uploaded your files, they will be listed in the **Review Uploaded Files** section. Here, you can carefully review the files you’ve selected for accuracy.

When you’re satisfied with your uploaded file list and ready to proceed, use the **Add Selected** button. This action will confirm your selections and add the files to the workflow.



*Click to select files to upload, or drag and drop them inside this container*

### Review Uploaded Files



### Selected Files



Continue

10. Follow the directions on the page to Drag and Drop or Click and Select your file. It will look like this:

Review Uploaded Files

[+ Add Selected](#)

<input checked="" type="checkbox"/>	File Name
<input checked="" type="checkbox"/>	Hale-Rob-AE-2023-24.pdf

Selected Files

Actions	File Name	Status
<i>No Files Selected</i>		

11. Make sure to click the ADD SELECTED button to attach the file. It will look like this when you've done it correctly:

Review Uploaded Files

File Name
<i>No Files Uploaded</i>

Selected Files

Actions	File Name	Status
	Hale-Rob-AE-2023-24.pdf	

[Continue](#)

Then click CONTINUE.

12. Now you need to select the radio buttons to indicate the level of performance. Essentially, you will transpose these ratings from the Word document you uploaded. Scroll down the page to get to the Criteria for Evaluation ratings buttons. **(change the next image of criteria for evaluation)**

## Criteria for Evaluation

### Teaching \*

- Distinguished (Indicates a truly exceptional level of performance)
- Skilled (Indicates a level of strong performance)
- Baseline (Indicates a level of meeting minimum expectations)
- Unsatisfactory (Indicates a level of not meeting minimum expectations)
- N/A (Other)

### Scholarly/Creative Activity \*

- Distinguished (Indicates a truly exceptional level of performance)
- Skilled (Indicates a level of strong performance)
- Baseline (Indicates a level of meeting minimum expectations)
- Unsatisfactory (Indicates a level of not meeting minimum expectations)
- N/A (Other)

### Service \*

- Distinguished (Indicates a truly exceptional level of performance)
- Skilled (Indicates a level of strong performance)
- Baseline (Indicates a level of meeting minimum expectations)
- Unsatisfactory (Indicates a level of not meeting minimum expectations)
- Other (N/A)

### Professionalism \*

- Satisfactory (Indicates a level of strong performance)
- Unsatisfactory (Indicates a level of not meeting basic expectations)
- N/A (Other)

### Post-Tenure Review \*

- Satisfactory (Indicates a level of strong performance)
- Unsatisfactory (Indicates a level of not meeting basic expectations)
- N/A (Other)

13. After you have selected the ratings buttons, click SUBMIT. You will see a Success page and the faculty member and you will receive an email confirmation called Faculty Review.

Time will pass...

14. After the faculty member has reviewed your evaluation, they will receive an email and either accept the evaluation or add a document responding to the evaluation.

(Chairs/Directors will also receive notification emails at every stage of the process.)

15. Chairs may go through the email or the workflow page to see if the faculty member has added a comment. Make sure to review any response to the evaluation and decide if you want to talk to the faculty member about their response, reconsider the evaluation, or simply Route to the Dean.

## Route to Dean

Please review the faculty evaluation materials, scoring, and feedback. To proceed with routing this workflow to the college Dean, press the **Route to Dean** button. If there are further changes or revisions that must be made, press the **Revise Evaluation** button in order to make changes to your initial Faculty Evaluation.

Revise Evaluation

Route to Dean

16. If you were to revise the evaluation, you would click on the Revise Evaluation button which would take you back to the Annual Evaluation Document section. That would give you the ability to upload a revised evaluation Word Document and potentially change the ratings. Check to ensure that ratings on the new Word document match those on the form. Use clear nomenclature with new evaluations (i.e., lastname-firstname-AE-REVISED-2023-24). Return to Step 8 in this document if you need guidance on how to upload files. Once you've made the changes, the document will go back to the faculty member to either accept or add an additional response. Do not delete old evaluations/documents—we would like to keep a complete record of the process.

NOTE: Faculty members and chairs receive notifications at every stage of the process.