

DEAN's Workflow Directions for Full-time Annual Evaluations (6-18-24)

1. Go to <https://app.wku.edu/workflow/>, and click the **Full-time** Faculty Evaluation Dashboard.
2. You will arrive at a screen with the names of all faculty in your college who have been evaluated in the Pending section. Click on the tiny magnifying glass next to the faculty member's name to see the evaluation record.

Pending

Full-Time Faculty Evaluation workflows awaiting your action.

Actions	Originator Name	Originator Email	Pending Step	Date Created	Last Updated
	Hale, Rob	rob.hale@wku.edu	Dean Review	5/21/2024 @ 2:37pm	5/21/2024 @ 2:53pm

3. You will arrive at screen that includes the faculty member's name, Annual Activity Packet (AAP) and CV updated by the faculty member; the Annual Evaluation Word document with the chair/director's narrative and ratings; a ratings section that transposes ratings from the document; and possibly other documents (i.e., a faculty member's response, a department chair's supplemental documents, etc.). Near the bottom of the screen, you will get to the Dean's Review section:

Dean's Review

Please review the faculty evaluation materials, scoring, and feedback. To endorse this evaluation, select the appropriate radio button. If you wish to add a comment, use the comment box or add a supplemental document. Only supplemental documents will be stored in the Banner Document Management System. When you have completed your review, press the **Submit** button to complete this workflow. If the department chair needs to correct errors in the evaluation, add your explanatory comments below and press the **Send Back** button in order to send this workflow back to the Dept Chair/Director for review.

Dean Decision

Select Below *

- Dean has reviewed and accepts evaluation without comment
- Dean has reviewed and accepts evaluation with comment
- Other

Comments

Dean's Supplemental Document

Upload

Actions	File Name	Uploaded By	Upload Date	Status
<i>No Documents Uploaded</i>				

4. After you have reviewed the faculty evaluation materials and ratings, select the appropriate radio button.

- a. If you select *Dean has reviewed and accepts evaluation **without** comment*, then simply click the SUBMIT button.
- b. If you select *Dean has reviewed and accepts evaluation **with** comment*, you may either add a brief comment in the box (typically these are brief, encouraging comments about the faculty member's performance or note a specific achievement). If the faculty member received unsatisfactory ratings, then it might be worthwhile to upload a document/letter commenting on the situation. For example, if someone were marked unsatisfactory for post-tenure review, then the dean would very likely upload a memo/letter. After adding or attaching a comment or memo, click SUBMIT.
- c. You will go to a Success page, and the faculty member and chair will receive email notifications that the evaluation is complete:



Full-Time Faculty Evaluation Workflow - Complete

Evaluation Complete

Terrance Brown has received and reviewed the Full-Time Faculty Evaluation for Rob Hale. To view Terrance Brown's acceptance and optional comment, access the Full-time Faculty Evaluation Workflow, below. This workflow is now complete. All uploaded documents have been added to BDMS under the faculty member's annual evaluation record.

All members associated with this workflow can access it at any time using the link below.

[Access Full-Time Faculty Evaluation Workflow](#)

5. All evaluation materials will be preserved in Boomi for several years, and all evaluation materials, with the exception of any language in the comment box, are uploaded to the Banner Document Manage System (BDMS) for archival. In other words, any uploaded documents are preserved in BDMS, and textbox comments and uploaded documents are preserved in the Boomi workflow.

NOTE: In some cases, a chair might upload an incorrect document, or a dean might catch another error. In those cases, deans have the option to select the OTHER radio button and send the document back to the chair for correction.

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