# WKU Continuance Boomi Workflow—Faculty Directions (revised 8/2/24)

Faculty members will follow department/school/college guidelines to build the same packet for both Continuance and Annual Evaluation; they should submit the same packet into the two different workflows (*Full-time Faculty Evaluations* and *Faculty Continuance*). Before beginning the workflow, save the packet on your PC and label it with this nomenclature:

> • Lastname-Firstname-AAcP-2023-24.pdf (i.e., Red-Big-AAcP-2023-24.pdf)

1. Go to this page https://app.wku.edu/workflow/, and click on Dashboard under Faculty Continuance. You may need to log-in using normal WKU credentials.

2. When you arrive at the continuance workflow, click "Create New Faculty Continuance".

Faculty Continuance

[Create New Faculty Continuance]   [C Reload Data]
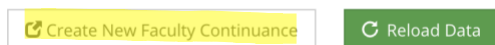
3. You will arrive at a page that looks like this:

Faculty Continuance Form

WKU ID *

800841607

Continuance Packet *

[+ Add Documents]

Actions	File Name	Uploaded By	Upload Date	Status
		No Continuance Packets		

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
800214407	Dereck Keeling	dereck.keeling@wku.edu	Academic Affairs	PROVOST
800531478	Luke Akridge	luke.akridge@wku.edu	Office of the President	PRESIDENT

> ⓘ Please review the Approval Chain above. If it is not accurate, contact the Provost office before submitting your Faculty Continuance Submission.

[Submit]

4. Double-check that your chair/director and dean are listed correctly in the approval chain at the bottom of the page. If not, contact your chair to make the correction before submitting your packet. If you need to make that correction has been made, start over.

5. If the approval chain is correct, click the green Add Documents button. You will arrive at a screen that looks like this:
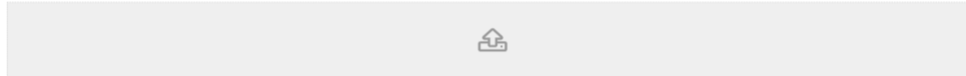
Upload Files

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
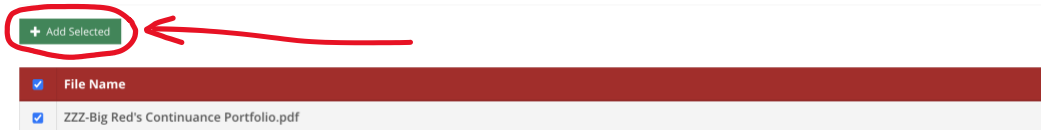
Review Uploaded Files

File Name
No Files Uploaded

Selected Files

Actions	File Name	Status
	No Files Selected	

Continue

6. Follow the directions on the page to either Drag and Drop or Click and Select your packet. Once you've added it, you will get to a screen that looks like this:

Review Uploaded Files

+ Add Selected

	File Name
☑	ZZZ-Big Red's Continuance Portfolio.pdf

7. **Click the green ADD SELECTED button** to correctly upload the file—forgetting this step is the most common error in the process (don't be common 🙂). You will arrive at a screen that looks like this:

Review Uploaded Files

File Name
No Files Uploaded

Selected Files

Actions	File Name	Status
🗑	ZZZ-Big Red's Continuance Portfolio.pdf	⏳

Continue

8. Click the red Continue button. You will arrive at a screen that looks like this:

Continuance Packet *

[Add / Manage Documents]

Actions	File Name	Uploaded By	Upload Date	Status
Download	ZZZ-Big Red's Continuance Portfolio.pdf	Hale, Rob		PENDING

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
800214407	Dereck Keeling	dereck.keeling@wku.edu	Academic Affairs	PROVOST
800531478	Luke Akridge	luke.akridge@wku.edu	Office of the President	PRESIDENT

ⓘ Please review the Approval Chain above. If it is not accurate, contact the Provost office before submitting your Faculty Continuance Submission.

[Submit]

9.   Click the red Submit button, and you will then see a Success page.

Note: *Throughout the review process, faculty will receive email notifications from the system with links to recommendation memos from all levels.*