

## FACULTY Workflow Directions for Full-time Annual Evaluation (6-18-24)

**IMPORTANT:** Before you begin the process of uploading your Annual Activity Packet and CV, please save both documents on your computer with this nomenclature:

- Lastname-Firstname-AAP-2023-24.pdf (Note: if you will also submit the packet for continuance, label it AAcP instead of AAP (lower case a intended).
- Lastname-Firstname-CV-2023-24.pdf

### Part I: Uploading and submitting your Annual Activity Packet and CV

1. Go to: <https://app.wku.edu/workflow/>
2. On that page, click on the **Full-time** Faculty Evaluations Dashboard.
3. Log-in with your normal WKU credentials (you may have to do the Duo thing).
4. Then, click the CREATE NEW EVALUATION button at the top of the page.

Create New Evaluation

Reload Data

5. You'll arrive at a page that looks like this:

#### 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       |

##### Faculty Upload

Please upload your Annual Activity Packet and CV below.

##### Annual Activity Packet

+ Upload

| Actions               | File Name | Uploaded By | Upload Date | Status |
|-----------------------|-----------|-------------|-------------|--------|
| No Documents Uploaded |           |             |             |        |

CV

+ Upload

| Actions        | File Name | Uploaded By | Upload Date | Status |
|----------------|-----------|-------------|-------------|--------|
| No CV Uploaded |           |             |             |        |

6. Make sure the approval chain correctly lists you, your chair/director, and dean—if not, STOP, and contact [amber.scott@wku.edu](mailto:amber.scott@wku.edu) to correct the error. She will contact you once it has been corrected, and then you will re-start the process.
7. Once you know the approval chain is correct, click the green UPLOAD button under **Annual Activity Packet** (see screen shot on previous page). You'll arrive at this screen:

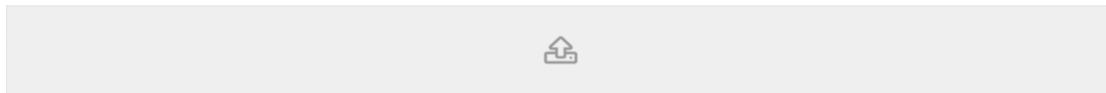
## Upload Files

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

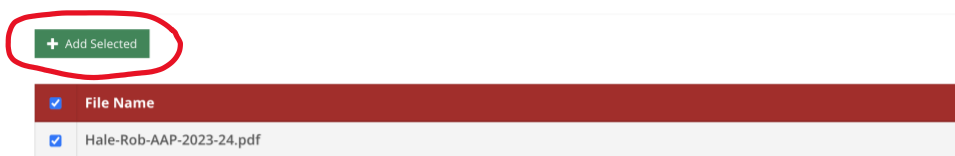
| File Name                |
|--------------------------|
| <i>No Files Uploaded</i> |

## Selected Files

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

Continue

8. 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



## Selected Files

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

Continue

**Remember to 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 😊).**

9. The page will look like this when you've done it correctly:

### Review Uploaded Files

| File Name         |
|-------------------|
| No Files Uploaded |

### Selected Files

| Actions | File Name                | Status |
|---------|--------------------------|--------|
|         | Hale-Rob-AAP-2023-24.pdf |        |



10. Then press the CONTINUE button.

11. Go through the same routine to add your CV. Click the green Upload your CV button, follow the directions to upload your CV, Click ADD SELECTED, and then click CONTINUE.

12. Once your files are added correctly, you'll arrive back at this screen:

### Annual Activity Packet



| Actions                                 | File Name                | Uploaded By | Upload Date | Status  |
|---|--------------------------|-------------|-------------|---------|
| <input type="button" value="Download"/> | Hale-Rob-AAP-2023-24.pdf | Hale, Rob   |             | PENDING |

### CV



| Actions                                 | File Name               | Uploaded By | Upload Date | Status  |
|---|-------------------------|-------------|-------------|---------|
| <input type="button" value="Download"/> | Hale-Rob-CV-2023-24.pdf | Hale, Rob   |             | PENDING |



### Audit Log

| User              | Step | Routing Description | Date/Time |
|-------------------|------|---------------------|-----------|
| No Audit Log Data |      |                     |           |

13. Press the SUBMIT button. You'll then see a SUCCESS screen. You will also receive an email saying **Evaluation Packet Submitted**. Now you wait for your department chair to complete your evaluation.

## Part II: After the chair has completed the evaluation

1. You will receive an email notifying you that the chair has completed the evaluation. Click the ACCESS FULL-TIME FACULTY EVALUATION WORKFLOW button at the end of the email.



### Faculty Review

Alison Langdon has submitted a Full-Time Faculty Evaluation for Rob Hale. The next step has been routed to Rob Hale for review and comment (if applicable).

All members associated with this step can access this workflow at any time using the link below; however, only the faculty member can take action.


**Faculty Member:** Rob Hale  
**Current Step:** Faculty Review  
**Actionable Role:** Faculty Member



2. Log in to the workflow. Then, click the magnifying glass next to your name under Pending.

### 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 | Faculty Review | 6/4/2024 @ 10:18am | 6/4/2024 @ 1:45pm |

3. After clicking the magnifying glass, you will return to the Full-Time Faculty Evaluation page. Scroll down the page until you reach the Annual Evaluation Document section. Click the DOWNLOAD button next to your name to read your chair/director's ratings and comments. Review the Criteria for Evaluation radio buttons on the web page to make sure they match the ratings on the Word document that you downloaded. The page will look something like this:



Annual Evaluation Document

| Actions                  | File name               | Uploaded By | Upload Date       | Status |
|--------------------------|-------------------------|-------------|-------------------|--------|
| <a href="#">Download</a> | Hale-Rob-AE-2023-24.pdf | Hale, Rob   | 6/4/2024 @ 1:45pm | SAVED  |

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)

Faculty Review

If you accept your evaluation without comment, then simply press the **submit** button. If you would like to add a comment to the evaluation, please upload a document with your comment and then press **Submit**.

[+ Upload](#)

| Actions                             | File Name | Uploaded By | Upload Date | Status |
|-------------------------------------|-----------|-------------|-------------|--------|
| <i>No Faculty Comments Uploaded</i> |           |             |             |        |

[Submit](#)

- After you have read your evaluation and checked that the ratings match the evaluation on the Word document, you have two options.
  - Press **SUBMIT** if you accept the evaluation. **Or**
  - Upload a response document (label it Lastname-firstname-Response-2023-24). Note: To upload your response, follow the directions elaborated on page 3 of this document, steps 7, 8 and 9—and then press **SUBMIT**.
- You will receive a Success message in the browser and an email notification called Faculty Received when you have successfully responded to your chair/director. You will continue to receive messages about the status of your evaluation until it is completed.

**NOTE:** If you have submission errors during the process, you will receive notification emails from your chair/director with instructions on how to correct the submission. For example, you might have uploaded the wrong document, you might have not included required materials in the packet, etc.