

## Deleting a Continuance, Tenure and/or Promotion, or Annual Evaluation Submission

(rev. 8-27-25)

If faculty accidentally submit an incorrect file into a workflow or errantly submit a file to the wrong workflow, they should follow these steps to delete the submission. Note: Faculty should not delete files from the continuance or tenure/promotion workflows AFTER a deadline. Instead, they should work with chairs to make the corrections within the workflow to ensure that there is a record that deadlines were met.

1. Sign in to the appropriate workflow (continuance, annual evaluation, tenure and/or promotion).
2. Click the red document icon under the Actions column.

Hale, Rob	rob.hale@wku.edu	Department Chair Review	8/27/2025 @ 10:02am	8/27/2025 @ 10:02am	
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3. Scroll to the bottom of the Continuance Submission page, and click the Delete Submission button.

Delete Submission

### Routing Log

User	Step	Routing Description	Date/Time
Hale, Rob	Faculty initial submission	Originator to Department Chair	Wed, Aug 27, 2025 @ 10:02am

4. Confirm that you want to delete the submission by selecting Delete.

Confirm Deletion

Are you sure you'd like to delete this workflow submission and all related data? Please note, deleted data is not recoverable.

Cancel

Delete

5. You will receive a message on the screen and in an email confirming that the submission has been deleted.