

## WKU Continuance Boomi Workflow—Chair/Director Directions (revised 6-18-25)

### Full Review with August/September Timeline

1. Log in to Continuance Workflow by clicking on the link that appears in your email or by going to <https://app.wku.edu/workflow/> and clicking Dashboard.
2. Click the Download button for the faculty member that appears on the page, and make sure that the packet includes all information required for review. If incomplete, ask faculty member to re-submit (you can use the Send Back Button in the workflow, but you'll need to explain what's missing to them in an email); if complete, share the file with the committee using whatever protocol your department has created. See handout *Creating and Sharing Continuance and/or Tenure and Promotion Packets* for possible methodology.
3. After the continuance committee has met, reviewed and revised their memo, and shared it with you via email (Due by 9/4), complete your independent review of the packet, and write your memo.
4. Meet with the faculty member to discuss the committee memo and your own memo (Due 9/14). If the faculty member would like to add a response to what the committee or you said, they should email it to you (Due by 9/20).
5. By 9/20, log in to Continuance Workflow by clicking on the link that appeared in your email when the faculty member submitted their packet or by going to <https://app.wku.edu/workflow/> and clicking Dashboard. Make sure to:
  - a) Click "Faculty Acknowledgement" indicating you had conversation with faculty member.
  - b) Select the specific "Faculty Committee Recommendation" and your own "Department Chair Recommendation" from the two drop down menus.
  - c) Click on "Add Documents" to add both Committee and Chair Recommendations and any optionally submitted response document that the faculty member sent you.

See image on next page

## Department Chair

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\* Faculty Acknowledgement - Department Chair acknowledges that they have had conversation with faculty member before submitting documents to the dean.

\* Faculty Committee Recommendation

-- select an option --

\* Faculty Committee Documents

+ Add Documents

Search

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Upload Status	File Name	Uploaded By	Upload Date	Actions
Search Upload Status	Search File Name	Search Uploaded By	Search Upload Date	
No Documents				

Showing 0 to 0 of 0 entries

\* Department Chair Recommendation

-- select an option --

\* Department Chair Documents

+ Add Documents

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Faculty Candidate Response Documents

+ Add Documents

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Upload Status	File Name	Uploaded By	Upload Date	Actions
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Send Back


Submit

⬆

- To upload documents, click the green Add Documents button and then Drag and Drop or Click and Select to add the committee memo.

\* Faculty Committee Documents

+ Add Documents




Upload Faculty Committee Documents

Max file size limit is 40 MB. Valid file types are: PDF or MS Excel (xlsx).  
Drag & drop files here, or click to select files to be uploaded.

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7. When the file is attached, it shows up as Pending in the Upload Status column.



Upload Status	File Name	Uploaded By	Upload Date	Actions
Search Upload Status	Search File Name	Search Uploaded By	Search Upload Date	
Pending	Hale-Rob-Committee Memo-2024-25.pdf	Hale, Rob	6/18/2025, 10:31:01 AM	 

8. Repeat this process to add your own department chair recommendation—select the recommendation to continue or not in the dropdown menu, and add your memo. If the faculty member provided a response, you will repeat the process to add it as well.
9. When the documents are attached and recommendations have been selected, the page will look something like this:

\* Faculty Committee Documents

[+ Add Documents](#)

Search Export Columns

Upload Status	File Name	Uploaded By	Upload Date	Actions
Search Upload Status	Search File Name	Search Uploaded By	Search Upload Date	
Pending	Hale-Rob-Committee Memo-2024-25.pdf	Hale, Rob	6/18/2025, 10:31:01 AM	 

Showing 1 to 1 of 1 entries



\* Department Chair Recommendation

Recommend Continuance

\* Department Chair Documents

[+ Add Documents](#)

Search Export Columns

Upload Status	File Name	Uploaded By	Upload Date	Actions
Search Upload Status	Search File Name	Search Uploaded By	Search Upload Date	
Pending	Hale-Rob-Chair Memo-2024-25.pdf	Hale, Rob	6/18/2025, 10:33:55 AM	 

Showing 1 to 1 of 1 entries


Faculty Candidate Response Documents

[+ Add Documents](#)

Search Export Columns

Upload Status	File Name	Uploaded By	Upload Date	Actions
Search Upload Status	Search File Name	Search Uploaded By	Search Upload Date	
No Documents				

Showing 0 to 0 of 0 entries

[Send Back](#) [Submit](#) 

10. Once you are satisfied that all documents are included, press Submit. You will then see a Success Page.

*Note: Faculty members will immediately receive notifications and access to all memos once you submit to the dean. Chair/director and candidate will receive email notifications at every stage of review.*