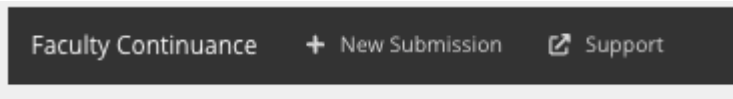


WKU Continuance Workflow—Faculty Directions (revised 6-18-2025)

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-2024-25.pdf (i.e., Red-Big-AAcP-2024-25.pdf) (substitute the appropriate academic year that is being reviewed; (i.e., if submitted in August 2026, then 2025-26; if submitted in August 2027, then 2026-27, etc.). Note for abbreviated continuance (submitted in January): just list the semester being reviewed (i.e., Red-Big-AAcP-2025 (if submitted in January 2026)).

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 “New Submission.”



3. You will arrive at a page that looks like this:

Faculty Continuance

Faculty Continuance

Faculty Member

WKUID

800841607

Name

Rob Hale

Department

Academic Affairs & Provost

* Continuance Packet

+ 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


Approval Chain

WKUID	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

- 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 needed to make that correction, start over.
- If the approval chain is correct, click the green Add Documents button. You can then Drag and Drop or Click and Select the appropriate file to upload. Note: the maximum file size is 40 MB.

* Continuance Packet

+ Add Documents



Upload Continuance Packet

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.

- When you have successfully uploaded the file, you will see a Pending message.

Upload Status	File Name	Uploaded By	Upload Date	Actions
Search Upload Status	Search File Name	Search Uploaded By	Search Upload Date	
Pending	Hale-Rob-AAcP-2024-25.pdf	Hale, Rob	6/18/2025, 9:57:13 AM	 

- Click the red Submit button at the bottom of the page, 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.