WKU Department Chairs/Directors Tenure & Promotion Boomi Workflow
(rev. 6-18-2025)

1. Log in to Tenure & Promotion Workflow by clicking on the link that appears in your email after faculty member submits packet (alternatively, go through the T&P Workflow page).

2. Click the download icon, and **make sure that the packet includes all information required for review (e.g., packet, SITEs, etc.)—do not skip this step**.

* Portfolio Documents

Upload Status ⬍	File Name ⬍	Uploaded By ⬍	Upload Date ⬍	Actions
Search Upload Status	Search File Name	Search Uploaded By	Search Upload Date	
Saved	Hale-Rob-TenurePromotion-2025.pdf	Hale, Rob	6/18/2025, 11:20:30 AM	⬇

If incomplete, ask faculty member to re-submit; you can use the send back button, but you will need to explain to them what's missing in an email. If complete, add the downloaded document to your department's shared folder or by whatever means you securely share documents with your colleagues (see *Directions for OneDrive and Folder Access* for advice on one way to create shared folder if your department doesn't already have a way to do this).

3. Double check that all members in the approval chain are correct. If not, please notify associate dean to make the correction. Faculty member must restart if correction made.

Approval Chain

WKU	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
801661886	Bud Fischer	robert.fischer@wku.edu	Academic Affairs	PROVOST
800022339	Timothy Caboni	caboni@wku.edu	Office of the President	PRESIDENT

4. After the T&P committee has met, reviewed & revised their memo, and shared it with you via email, complete your own independent review of the packet, and write your memo.

5. Meet with the faculty member to discuss the committee memo and your own memo.

6. By November 1, log in to Tenure and Promotion Workflow by clicking on the link that appeared in your email when the faculty member submitted their packet OR going to https://app.wku.edu/workflow/ and clicking on Dashboard in the Faculty Tenure & Promotion Workflow.

7. When you complete your review, make sure to:
   a) Click the Faculty Acknowledgement that you have had conversation with faculty member.
   b) Select the Faculty Committee Recommendation and your own recommendation from the two drop down menus.
   c) Click on Add Documents to add both Committee and Chair Recommendations.

Department Chair

☐ 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 | | | | 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

* Department Chair Recommendation

-- select an option --

* 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	
		No Documents		

Showing 0 to 0 of 0 entries

[Send Back] [Submit]

8. To upload documents, click the green Add Documents button and then Drag and Drop or Click and Select the documents. Pending will appear in the Upload Status column when you have successfully uploaded the memo.

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-2025.pdf	Hale, Rob	6/18/2025, 11:32:40 AM	📥 🗑

9. You will repeat this process for your own department chair recommendation—select the recommendation to tenure and/or promote or not in the dropdown menu, and add your own department chair memo.

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

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