WKU Tenure and/or Promotion Boomi Workflow—Faculty Directions (revised 6-18-25)

Faculty members will follow department/school/college guidelines to build their packet for Tenure and/or Promotion and submit it into the Faculty Tenure & Promotion workflow. Before beginning the workflow, save the packet on your PC and label it with this nomenclature:

- Tenure & Promotion: Lastname-Firstname-TenurePromotion-2025.pdf
- Tenure only: Lastname-Firstname-Tenure-2025.pdf
- Promotion to Associate Only: Lastname-Firstname-PromotionAssoc-2025.pdf
- Promotion to full: Lastname-Firstname-PromotionFull-2025.pdf
- Promotion to Instructor 2: Lastname-Firstname-PromotionInst2-2025.pdf
- Promotion to Senior Instructor 2: Lastname-Firstname-PromotionInstSr-2025.pdf
- 1. Go to this page https://app.wku.edu/workflow/, and click on Dashboard under Faculty Tenure & Promotion. You may need to log-in using normal WKU credentials.
- 2. When you arrive at the Tenure and Promotion workflow, click "New Submission."



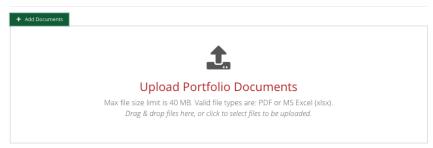
3. You will arrive at a page that looks like this:

Faculty Tenure and Promotion Faculty Member WKUID Department **±** 800841607 Rob Hale Academic Affairs & Provost's Office * Portfolio Documents Search Export ~ Columns v Search Upload Status Search File Name Search Uploaded By Search Upload Date No Documents Showing 0 to 0 of 0 entries Approval Chain WKUID Email 800841607 Rob Hale rob.hale@wku.edu English ORIGINATOR Alison Langdon English DEPT_CHAIR alison.langdon@wku.edu 800315535 Terrance Brown terrance.brown@wku.edu Arts & Letters DEAN 800214407 dereck.keeling@wku.edu 800531478 PRESIDENT Luke Akridge luke.akridge@wku.edu Office of the President 1 Please review the Approval Chain above. If it is not accurate, contact the Provost office BEFORE submitting your Faculty Tenure & Promotion

4. 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 need to make that correction, start over.

5. If the approval chain is correct, click the green Add Documents button and either Drag and Drop or Click and Select to add your packet:

* Portfolio Documents



Once you've added it, you will see a Pending message in the Upload Status column.



6. Click the red Submit button at the bottom of the page and you will 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.