

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.”

Faculty Tenure and Promotion + New Submission Support Manage Proxies

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

Faculty Tenure and Promotion

Faculty Member

WKUID	Name	Department
800841607	Rob Hale	Academic Affairs & Provost's Office

* Portfolio 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

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

Please review the Approval Chain above. If it is not accurate, contact the Provost office BEFORE submitting your Faculty Tenure & Promotion Submission.


Submit

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

+ Add Documents


Upload Portfolio 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.

Once you've added it, you will see a Pending message 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-TenurePromotion-2025.pdf	Hale, Rob	6/18/2025, 11:16:06 AM	 

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.