

CHAIR-DIRECTOR Workflow Directions for Full-time Annual Evaluations (6-16-25)

1. Go to: <https://app.wku.edu/workflow/> and click on **Full-time** Faculty Evaluations Dashboard to access all of your faculty evaluation submissions.
2. Log-in with your normal WKU credentials (you may have to do the Authenticator thing).
3. You will arrive at a screen that looks like this (although there will likely be more than one faculty member Pending evaluation). Click the icon under Actions to get to their packet and CV.

Full-Time Faculty Evaluations

Pending

Full-Time Faculty Evaluation workflows awaiting your action.

Search

10 per page

Refresh

Export

Columns

Originator Name	Originator Email	Pending Step	Date Created	Last Updated	Actions
Search Originator N	Search Originator	Search Pending Step	Search Date Creator	Search Last Updater	
Hale, Rob	rob.hale@wku.edu	Department Chair Evaluation	6/12/2025 @ 4:58pm	6/12/2025 @ 4:58pm	

NOTE: If you view the faculty member's evaluation materials by clicking on one of the email notifications, it will take you directly to the specific faculty member's submission.

4. You'll get to a screen that looks like this at the top:

2024-2025 Full-Time Faculty Evaluations

Department Chair Evaluation

Faculty Member

WKUID

800841607

Name

Rob Hale

Email

rob.hale@wku.edu

College

Arts & Letters

Department

Academic Affairs & Provost's Office

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

Check to make sure the approval chain is correct. If not, contact amber.scott@wku.edu to correct it. She'll contact you once the correction is made. Your faculty member will need to start over. If the chain is correct, then proceed.

5. Scroll down the page to get to the section that looks like this:

Faculty Upload

Please upload your Annual Activity Packet and CV.

* Annual Activity Packet

[Export](#)[Columns](#)

Upload Status	File Name	Uploaded By	Upload Date	Actions
Search Upload Status	Search File Name	Search Uploaded By	Search Upload Date	
Saved	Hale-Rob-AAP-2024-25.pdf	Hale, Rob	6/10/2025, 2:23:55 PM	Download

Showing 1 to 1 of 1 entries

* CV

[Export](#)[Columns](#)

Upload Status	File Name	Uploaded By	Upload Date	Actions
Search Upload Status	Search File Name	Search Uploaded By	Search Upload Date	
Saved	Hale-Rob-CV-2024-25.pdf	Hale, Rob	6/10/2025, 2:23:55 PM	Download

Showing 1 to 1 of 1 entries

Department Chair/Director Review

Please review the faculty member's annual activity packet and other relevant information, and complete your narrative evaluation using your college's standards and evaluation form (Word Document), indicating the ratings for each category on the Word document/form. Then, upload a copy of the evaluation. Next, transpose the scores from the Word document/form to the radio buttons for each category below. Finally, click the **Submit** button to share your evaluation with the faculty member.

Faculty Submission Acknowledgement

☐ Department Chair/Director has reviewed and acknowledges that the faculty member's annual activity packet and other relevant information is complete.

If the annual activity packet is incomplete, please fill out the Incomplete Submission Comments section below explaining what's missing, and then click the **Send Back** button at the very bottom of the form to send this workflow back to the faculty member for correction. If the annual activity packet is complete, click the Faculty Submission Acknowledgement checkbox.

Incomplete Submission Comments

If the faculty's Annual Activity Packet and/or CV are incomplete, please indicate your explanation here.

Annual Evaluation Document

[+ Add Documents](#)

- Review the faculty member's Annual Activity Packet (AAP) and CV by clicking the download buttons. As described in more detail on the webpage, review the AAP & CV, use your department/college standards for evaluation, and complete your college's Annual Evaluation Form to provide feedback and rate the colleague in each area (simply **BOLD** the rating on the document). It is vital to include comments for each area. If you rate a colleague as baseline or unsatisfactory, it is particularly important that you provide constructive feedback and suggestions for improvement. If you rate tenured colleagues as Unsatisfactory for Post-tenure Review, you must provide comments and a plan for improvement.


Once you've completed the evaluation on your college's template, **SAVE IT ON YOUR COMPUTER** with the following nomenclature: **Lastname-Firstname-AE-2024-25.docx**

Note: If the faculty member provided you with complete information, simply check the Faculty Submission Acknowledgement button. If the faculty member provided incomplete information or attached the wrong documents, you should explain their errors and/or the information they need to add in the Incomplete Submission comments box; then, scroll to the bottom of the page and use the Send Back button so faculty member can make corrections and re-submit.

- When you're ready to upload the annual evaluation using your college form, click the green Add Documents button under the Annual Evaluation Document section. A box will expand that looks like this:

Annual Evaluation Document

[+ Add Documents](#)





Upload Annual Evaluation Documents

Max file size limit is 40 MB. Valid file types are: PDF, MS Word (.docx), or MS Excel (xlsx).

Drag & drop files here, or click to select files to be uploaded.

Upload Status	File Name	Uploaded By	Upload Date	Actions
<input type="text" value="Search Upload Status"/>	<input type="text" value="Search File Name"/>	<input type="text" value="Search Uploaded By"/>	<input type="text" value="Search Upload Date"/>	
No Documents				

- Drag and Drop your file into the box or Click and then Select your file. It will look like this:

Pending	Hale-Rob-AE-2024-25.pdf	Hale, Rob	6/10/2025, 2:41:16 PM	 
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- Now select the radio buttons to indicate the level of performance. Essentially, you will transpose these ratings from the college evaluation form that you uploaded. Scroll down the page to get to the Criteria for Evaluation ratings buttons.

Criteria for Evaluation

Teaching

☐ Distinguished (Indicates a truly exceptional level of performance)

☒ Skilled (Indicates a level of strong performance)

☐ Baseline (Indicates a level of meeting minimum expectations)

☐ Unsatisfactory (Indicates a level of not meeting minimum expectations)

☐ N/A (Other)

Scholarly/Creative Activity

☐ Distinguished (Indicates a truly exceptional level of performance)

☒ Skilled (Indicates a level of strong performance)

☐ Baseline (Indicates a level of meeting minimum expectations)

☐ Unsatisfactory (Indicates a level of not meeting minimum expectations)

☐ N/A (Other)

Service

☒ Distinguished (Indicates a truly exceptional level of performance)

☐ Skilled (Indicates a level of strong performance)

☐ Baseline (Indicates a level of meeting minimum expectations)

☐ Unsatisfactory (Indicates a level of not meeting minimum expectations)

☐ N/A (Other)

Professionalism

☒ Satisfactory (Indicates a level of strong performance)

☐ Unsatisfactory (Indicates a level of not meeting minimum expectations)

☐ N/A (Other)

Post-Tenure Review

☒ Satisfactory (Indicates a level of strong performance)

☐ Unsatisfactory (Indicates a level of not meeting minimum expectations)

☐ N/A (Other)

10. After you have selected the ratings buttons, click SUBMIT. You will see a Success page, and the faculty member and you will receive an email confirmation called Faculty Review which shares a link to the evaluation.

Time will pass...

11. After the faculty member has reviewed your evaluation, they will either accept the evaluation or add a document responding to the evaluation. Chairs/Directors will receive a notification email informing them whether or not comments were added.
12. Chairs may go through the email notification or the workflow page to see any comments. Make sure to review any response to the evaluation and decide if you want to talk to the faculty member about their response, reconsider the evaluation, or simply Route to the Dean.

Route to Dean

Please review the faculty evaluation materials, scoring, and feedback. To proceed with routing this workflow to the college Dean, press the **Route to Dean** button. If there are further changes or revisions that must be made, press the **Revise Evaluation** button in order to make changes to your initial Faculty Evaluation.

Revise Evaluation

Route to Dean

13. If you were to revise the evaluation, you would click on the Revise Evaluation button which returns you to the Annual Evaluation Document section. That would give you the ability to upload a revised college evaluation form and potentially change the ratings. Check to ensure that ratings on the new college evaluation form match those on the workflow form. Use clear nomenclature with new evaluations (i.e., lastname-firstname-AE-REVISED-2024-25). Return to Steps 7- 8 in this document if you need guidance on how to upload files. Once you've made the changes, the document will go back to the faculty member to either accept or add an additional response. Do not delete old evaluations/documents—we would like to keep a complete record of the process.

NOTE: Faculty members and chairs receive notifications at every stage of the process.