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.



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:

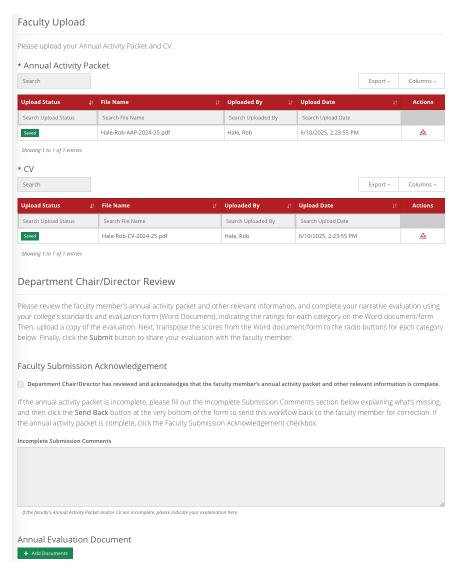


Approval Chain

| 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:

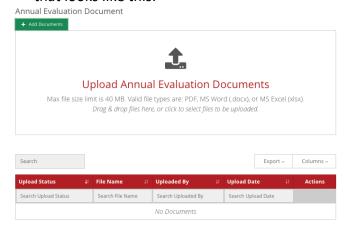


6. Review the faculty member's Annual Activity Packet (AAP) and CV by clicking the download buttons. As described in more detail on the webpage, review the AAP & CV, use your department/college standards for evaluation, and complete your college's Annual Evaluation Form to provide feedback and rate the 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.

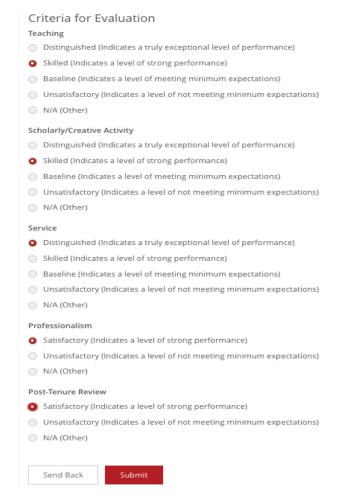
7. When you're ready to upload the annual evaluation using your college form, click the green Add Documents button under the Annual Evaluation Document section. A box will expand that looks like this:



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



9. 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.



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 <u>or</u> 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.



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.