FACULTY Workflow Directions for Full-time Annual Evaluation (6-16-25)

IMPORTANT: Before you begin the process of uploading your Annual Activity Packet and CV, please save both documents on your computer with this nomenclature:

- Lastname-Firstname-AAP-2024-25.pdf *(Note: if you will also submit the packet for continuance, label it AAcP instead of AAP (lower case c intended).*
- Lastname-Firstname-CV-2024-25.pdf

Part I: Uploading and Submitting your Annual Activity Packet and CV

1. Go to: https://app.wku.edu/workflow/
2. On that page, click on the **Full-time** Faculty Evaluations Dashboard.
3. Log-in with your normal WKU credentials (you may have to do the Authenticator thing).
4. Then, click the + New Submission button at the top of the page.

5. You'll arrive at a page that looks like this:

6. Make sure the approval chain correctly lists you, your chair/director, and dean—<u>if not</u>, STOP, and contact amber.scott@wku.edu to correct the error. She will contact you once ITS has made the correction, and then you will re-start the process.
7. Once you know the approval chain is correct, click the green Add Documents button under **Annual Activity Packet**

A place to upload your Annual Activity Packet will open.

8. Drag and Drop or Click to select files from your computer to upload. Max file size is 40 MB.
9. Once you have successfully added the document, you will see a Pending message like this.

Upload Status	File Name	Uploaded By	Upload Date	Actions
Search Upload Status	Search File Name	Search Uploaded By	Search Upload Date	
Pending	Hale-Rob-AAP-2024-25.pdf	Hale, Rob	6/10/2025, 2:06:26 PM	

Note: If you upload the wrong file, simply click the trashcan icon to delete the file. You will see a red message that says "to Delete" which means the file will be deleted when submit the packet. You then need to add the correct file following the steps above.

10. Go through the same routine to add your CV. Click the green Add Documents button, follow the directions to Drag and Drop or Select the file from your computer to upload your CV. Once your CV is added correctly, you'll see Pending in the Upload Status Bar.

Upload Status	File Name	Uploaded By	Upload Date	Actions
Search Upload Status	Search File Name	Search Uploaded By	Search Upload Date	
Pending	Hale-Rob-CV-2024-25.pdf	Hale, Rob	6/10/2025, 2:13:02 PM	

Press the SUBMIT button. You'll then see a SUCCESS screen. You will also receive an email saying **Evaluation Packet Submitted**. Now you wait for your department chair to complete your evaluation. Note: *The Annual Evaluation Process is not complete until faculty have accepted the chair's evaluation or uploaded a response document—see Part II below.*

Part II: After the Chair Has Completed the Evaluation

1. You will receive an email notifying you that the chair has completed the evaluation. Click the ACCESS FULL-TIME FACULTY EVALUATION WORKFLOW button at the end of the email.

2. The link will take you directly to your chair's annual evaluation. Scroll down the page until you reach the Annual Evaluation Document section. Click the DOWNLOAD icon under Actions to read your chair/director's ratings and comments. Review the Criteria for Evaluation radio buttons on the web page to make sure they match the ratings on the college evaluation form that you downloaded. The page will look something like this:

Annual Evaluation Document

Upload Status	File Name	Uploaded By	Upload Date	Actions
Search Upload Status	Search File Name	Search Uploaded By	Search Upload Date	
Saved	Hale-Rob-AE-2024-25.pdf	Hale, Rob	6/12/2025, 5:06:04 PM	⬇

Showing 1 to 1 of 1 entries

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)

Faculty Review

If you accept your evaluation without comment, then simply press the **submit** button. If you would like to add a comment to the evaluation, please upload a document with your comment and then press **Submit**.

Faculty Comments

[+ Add Documents]

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

[Submit]

3. After you have read your evaluation and checked that the ratings match the evaluation on the downloaded document, you have two options.
   A. Press SUBMIT if you accept the evaluation. **Or**
   B. Upload a response document (label it Lastname-Firstname-Response-2024-25). Note: To upload your response, follow the directions elaborated on pages 1-2 of this document, steps 7, 8 and 9—and then press SUBMIT.
4. You will receive a Success message in the browser and an email notification called Faculty Received when you have successfully responded to your chair/director. You will continue to receive messages about the status of your evaluation until it is completed.

NOTE: If you have submission errors during the process, you will receive notification emails from your chair/director with instructions on how to correct the submission. For example, you might have uploaded the wrong document, you might have not included required materials in the packet, etc.