



# Rank and Tenure Process Training

Updated as of 7/31/2024



Please read the  
Workflow Basics  
first!

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What great minds can do.

# Whom to contact

For Faculty Success Training, please contact:

- Anna Calka or Kaerielles Larsen (Office of the Provost):  
[anna.calka@shu.edu](mailto:anna.calka@shu.edu) or [kaerielles.larsen@shu.edu](mailto:kaerielles.larsen@shu.edu)

For Workflow Questions, please contact:

- Anna Calka or Kaerielles Larsen (Office of the Provost):  
[anna.calka@shu.edu](mailto:anna.calka@shu.edu) or [kaerielles.larsen@shu.edu](mailto:kaerielles.larsen@shu.edu)

For Publication Questions, please contact:

- Erepository @shu.edu

# Best Practices





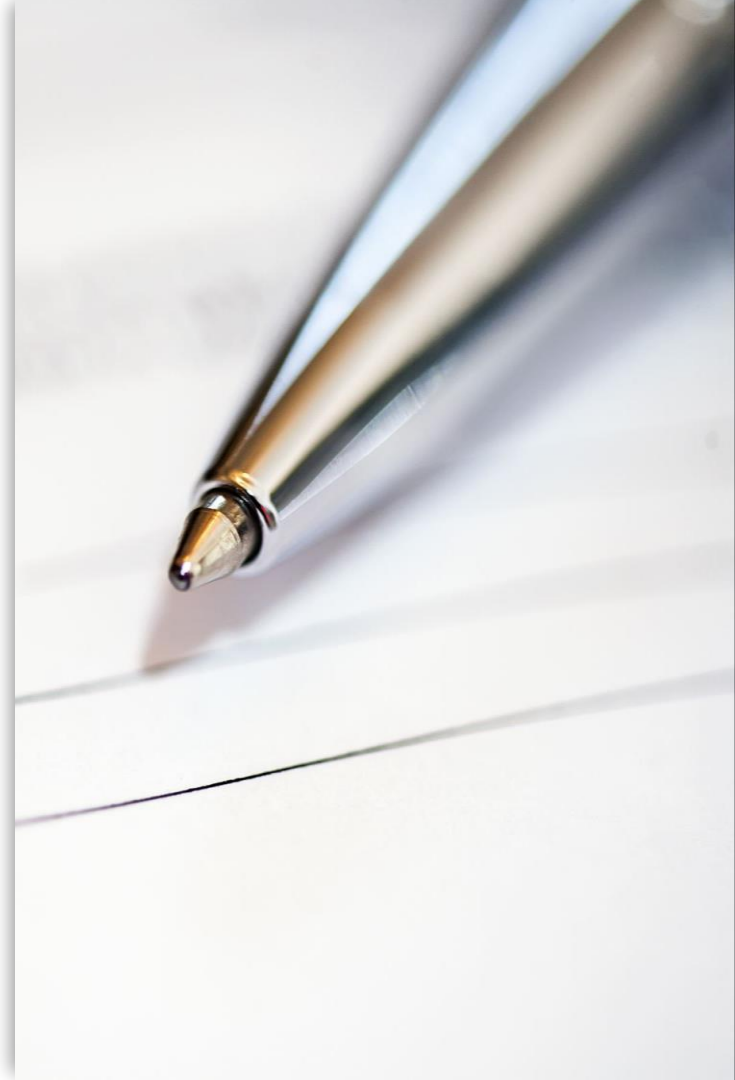


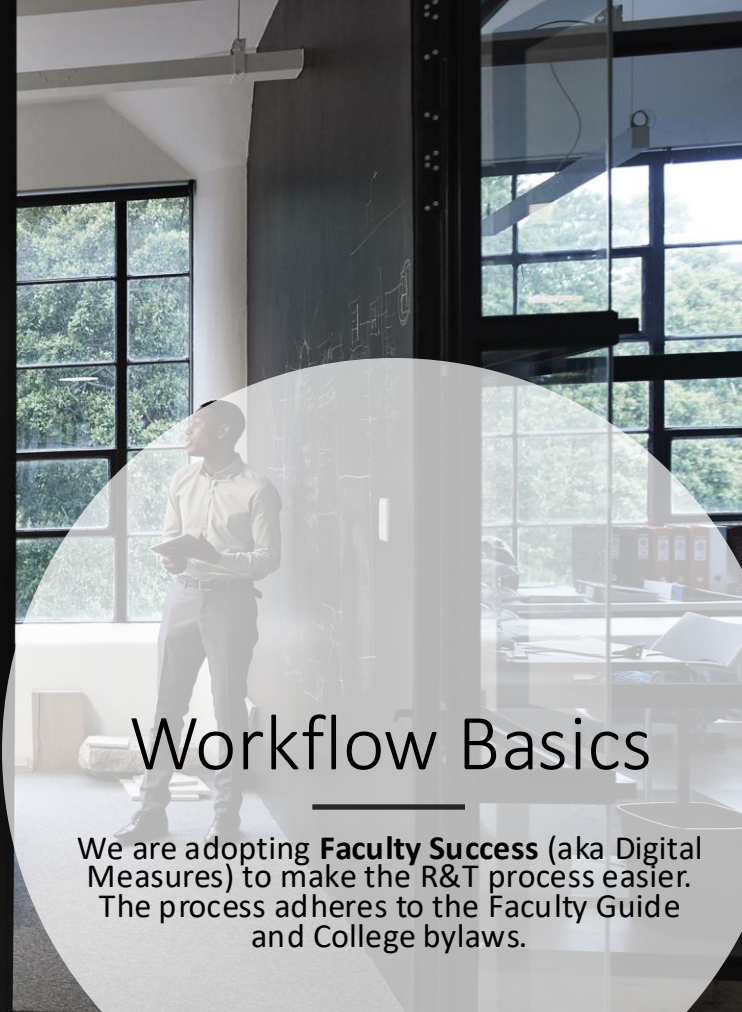
## Important Reminders when submitting your application

- Document type: please save your document as a PDF and combine your files into one document for each upload section
- Please include scholarly metrics- this data is prepared by the University Libraries

# Scholarly Metrics Report

- Scholarship impact can be measured in a multitude of quantitative methodologies. You are welcome to request your scholarly metrics for any purpose, but especially rank and tenure submissions.
- Please [fill out this form to request](#) your scholarly metrics report. If you would like to include discipline-specific metrics, please contact [erepository@shu.edu](mailto:erepository@shu.edu).
- If you request a metrics report for rank and tenure, please submit any requests for edits by September 9th.
- More [info on Scholarly Metrics](#)



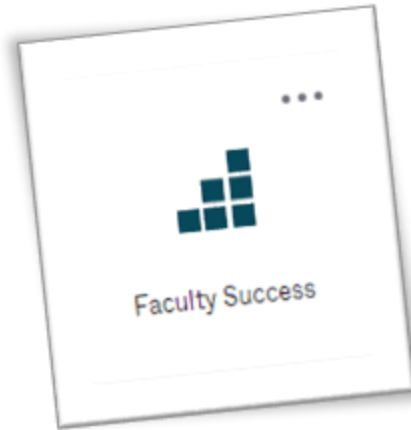
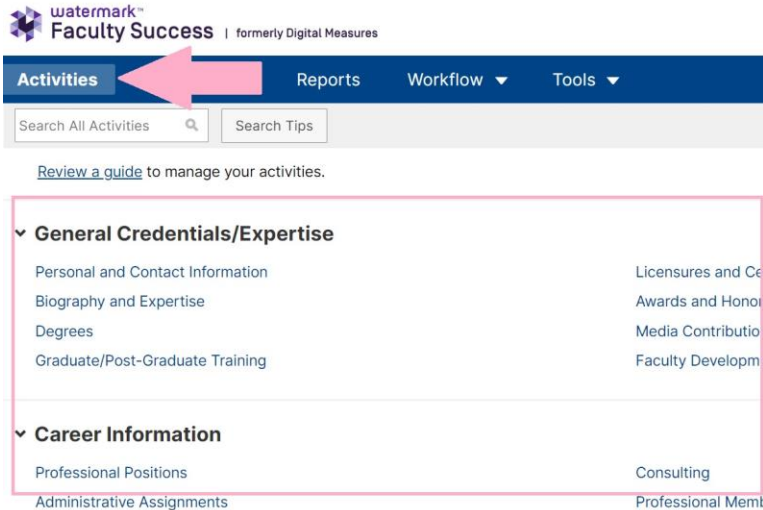


## Workflow Basics

We are adopting **Faculty Success** (aka Digital Measures) to make the R&T process easier. The process adheres to the Faculty Guide and College bylaws.

# A Few Reminders

- Faculty members can work on their Faculty Success (FS) profile at any time, even before the Workflow for their R&T application opens. Access it via the "Faculty Success" chicklet on PirateNet.
- You can update your Activities (scholarship, research, mentoring, service) directly in FS. Training on FS is available to those who want it: <https://www.shu.edu/technology/technology-training.cfm>





# Application

- Once a Workflow is launched, the applicant will receive an email from FS. You can access the application via the link in the email, or by logging in to FS through PirateNet, and clicking on Workflow → Tasks.
- Applications will be listed under "Inbox" with the applicant name.
- Once an application is submitted, it will move from "Inbox" to "History." Individuals can track the progress there under the "Current Step" tab. They will have timely access to all appropriate results during the process.

## Workflow Tasks

### ▼ Inbox

Name	Step	Subject	Due Date
R&T Test	Faculty	Me	May 5, 2022 @ 11:59 PM

### ▼ History

Name	Current Step	Subject	Due Date	Actions
------	--------------	---------	----------	---------

No Data to Display

# Application (continued)

All fields with “\*” are mandatory. Your application cannot be submitted to the next Workflow step without answering them.

Please enter the following information:

Home Address and Phone Number during application year \*

B I U

Current Rank \*

Other (please specify)

Years in Higher Education (Post Graduate) \*

Date of Hire at Seton Hall University: \*

Application for: \*

Years in Rank: \*

Highest Degree Held: \*

Date of Mandatory Tenure Review If applicable

## 1) EVIDENCE OF EXCELLENCE IN TEACHING: SUMMARY

**Excellence in Teaching** screen Faculty Success - verify that the report includes record of any of the following that you wish to be considered in your application: innovation in teaching methods; offering imaginative courses; consistent demand for courses indicated by high enrollment; sponsorship of original work by students; observation by colleague, chairperson and/or dean; campus and off-campus lecturing; student evaluations of teaching, and other materials required by the Faculty Guide 4.2. Student, colleague, and chairperson evaluations are to be attached under Excellence in Teaching Supporting Documentation.

# Application (continued)

## Uploading files:

- Simply drag your document from your computer and drop into the box, OR
- Click on "Upload" (inside the box) and select the files from your computer.
- There is no limit on number of files for each “upload box.”
- Thoughtfully title your files so that colleagues can easily recognize what they are.

### 1) EVIDENCE OF EXCELLENCE IN TEACHING: SUMMARY

**Excellence in Teaching** screen Faculty Success - verify that the report includes record of any of the following that you wish to be considered in your application: innovation in teaching methods, offering imaginative courses, consistent demand for courses indicated by high enrollment; sponsorship of original work by students; observation by colleague, chairperson and/or dean; campus and off-campus lecturing; student evaluations of teaching, and other materials required by the *Faculty Guide 4.2*. Student, colleague, and chairperson evaluations are to be attached under Excellence in Teaching Supporting Documentation.

Friendly suggestion:  
Please combine your files  
into “one pdf document  
for each upload field”

#### Evidence of Excellence in Teaching (supporting documents) •

[Drop files here or click to upload](#)

#### Teaching Evaluations

[Drop files here or click to upload](#)

Application  
(continued)

Organizing/Uploading your files

- Please combine your files in the order you want them to be read.
- Please upload your files in the order you would like to be displayed. Once you upload/drop your files there is no way to re-organize them. (If you make a mistake, please delete that file(s) and add it in the correct order.
- Please note that the files will not automatically organize alphabetically. Please make sure you upload them in the correct order.
- TIP: Where possible please upload your documents as pdf for the best viewing experience.

- 2) **PUBLICATIONS (Books, Articles, monographs, etc.)**  
Publications screen Faculty Success - verify that the report includes record of any of the following that you wish to be considered in your application: the publications referred to in the *Faculty Guide 4.4*. Publications and other evidence of research and scholarship are to be uploaded under Publications Supporting Documentation. As per *Article 4.4.c* of the Faculty Guide, the applicant must clearly distinguish between research that is in progress/revision and work that is published.

[Drop files here or click to upload](#)

[Drop files here or click to upload](#)

[illegible]

- Please [fill out this form to request](#) your scholarly metrics report. If you would like to include discipline-specific metrics, please contact *erepository@shu.edu*.
- If you request a metrics report for rank and tenure, please submit any requests for edits by September 9th.
- More [info on Scholarly Metrics](#)



# Application (continued)

- Make sure that you are uploading/dropping your files to the right “Upload box.” For example, your “Service documents” need to be uploaded in the “Service (supporting documents)” upload box.

## RESEARCH IN PROGRESS: SUMMARY

**Research Activities** screen Faculty Success - verify that the report includes record of any of the following that you wish to be considered in your application: research activities specified in the Faculty Guide 4.3. Copies of pertinent materials are to be uploaded under “**Research (supporting documents)**”.

- Research (supporting documents)

[Drop files here or click to upload](#)

## UNIVERSITY AND COMMUNITY SERVICE: SUMMARY

**Service Activities** screen Faculty Success - verify that the report addresses any of the items specified in the Faculty Guide 4.5 Copies of pertinent materials are to be uploaded under “**Service (Supporting Documentation)**”.

- Service (supporting documents)

[Drop files here or click to upload](#)

Link to any affiliated websites (if any)

B I U          

# Application (continued)

File of supporting documentation:

## 5) FILE OF SUPPORTING DOCUMENTATION: Table of Contents

Please provide a table of contents for all materials you are including to support your application as per *Faculty Guide 5.1.b*.

Table of Contents •

[Drop files here or click to upload](#)

CV Upload •

[Drop files here or click to upload](#)

Departmental R&T Guidelines •

[Drop files here or click to upload](#)

- Table of contents (suggested format: pdf)
- CV Upload: Please remember to upload your Faculty Success CV! You can additionally upload your own CV (instructions on how to download your FS report are on next slide)
- Departmental R&T Guidelines- please contact your chair for the most up to date guidelines.

# CV Report\*

In Faculty Success click on “Reports”, then select “Vita”

## Run Vita

[Download this report's template](#)

### Date Range

Start Date January 01 2022  
End Date December 31 2022

### Whom to Include

Users Selected by Individual (1)  
[Change Selection](#)

Include These Accounts Enabled Only

### File Format

File Format Microsoft Word (.doc)

Changes made to the Microsoft Word document w

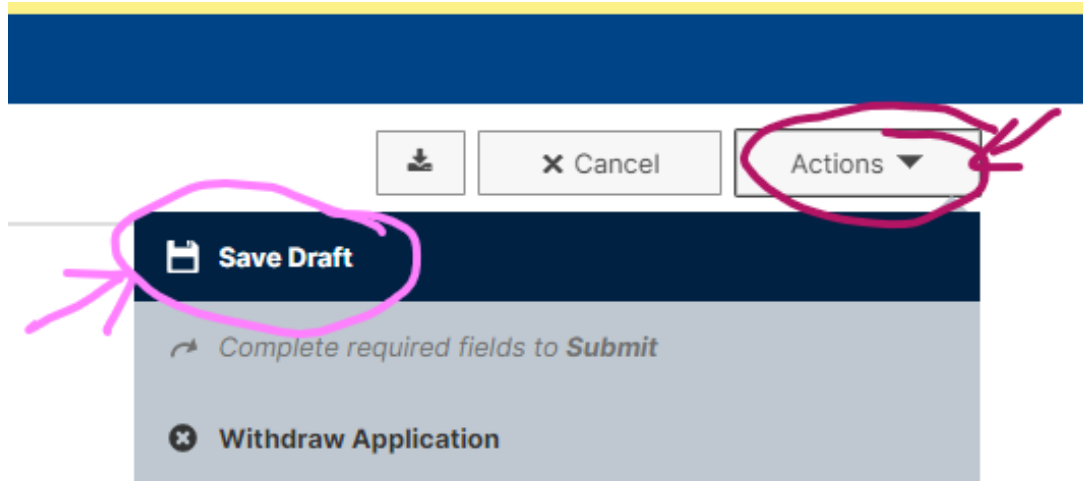
Page Size Letter

- **Date Range**, please select the relevant dates for your application. Typically, the Start Date for tenure candidates will be August 15 of the first year at SHU or, for candidates for promotion to full professor, October 2 of the year you applied for tenure. See the Faculty Guide for details. The End Date is October 1 of this year.
- **Whom to include Section** should be automatically populated with your name unless you are department chair, in which case, please select your name from the dropdown menu.
- **File Format**: you can select your format (Word or pdf.)

\*Instructions on how to run your Faculty Success CV Report

## Saving your application

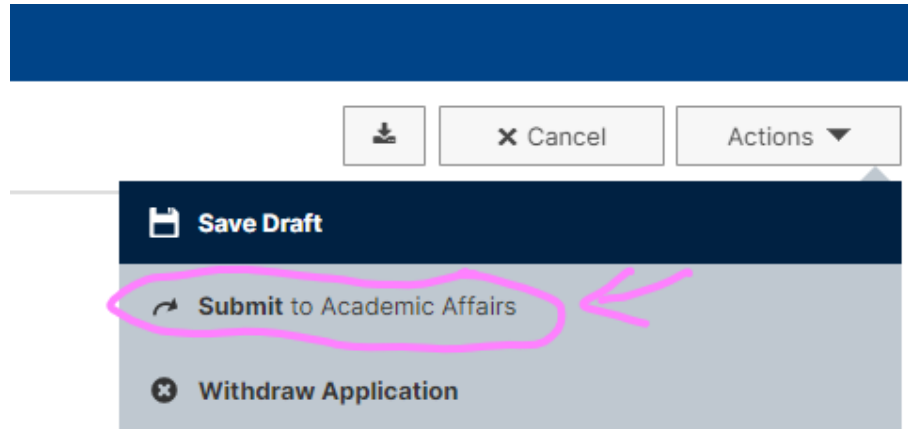
- In order to save your application, click on “Actions,” then “Save Draft” from the dropdown menu. You will be able to access it again by logging into Faculty Success and clicking Workflow → Tasks
- Saved applications will NOT be automatically submitted!





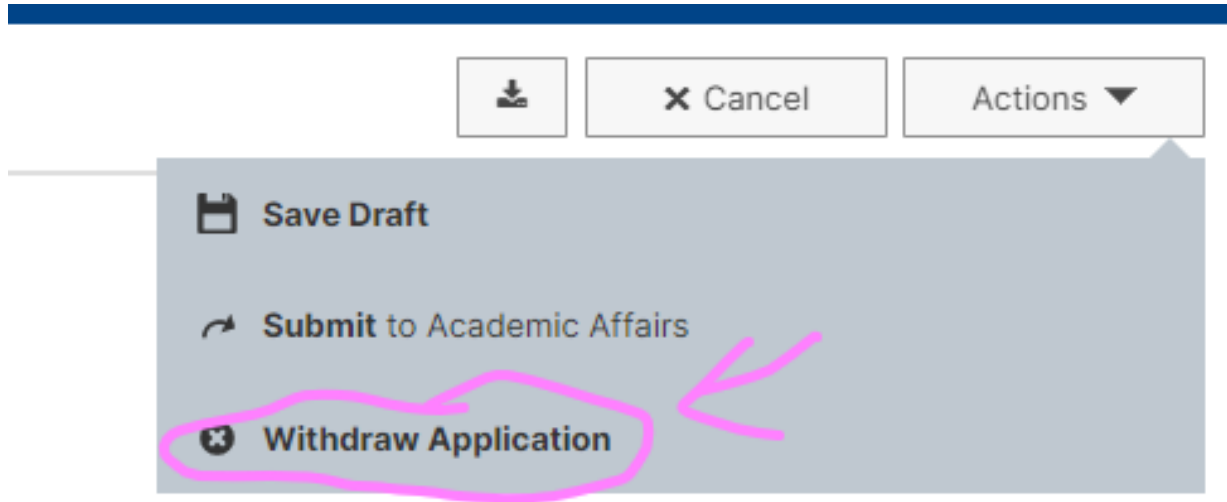
## Submitting your application (cont.)

- To submit your application, click on "Actions," then "Submit to Academic Affairs" from the drop-down menu.
- You can confirm that your application was submitted correctly by going to Workflow→Tasks. If your application appears under "History," you have properly submitted it to the next step in the process!
- If the "Submit" button is not showing for you, it means that you are missing information in mandatory fields. Please go back to your application and review.



## Withdrawing your application

- To withdraw your application from consideration, click on “Actions”, then from the drop-down menu “Withdraw Application.”
- Please remember that you cannot undo this step!



# Workflow Step By Step Tutorial

#Content







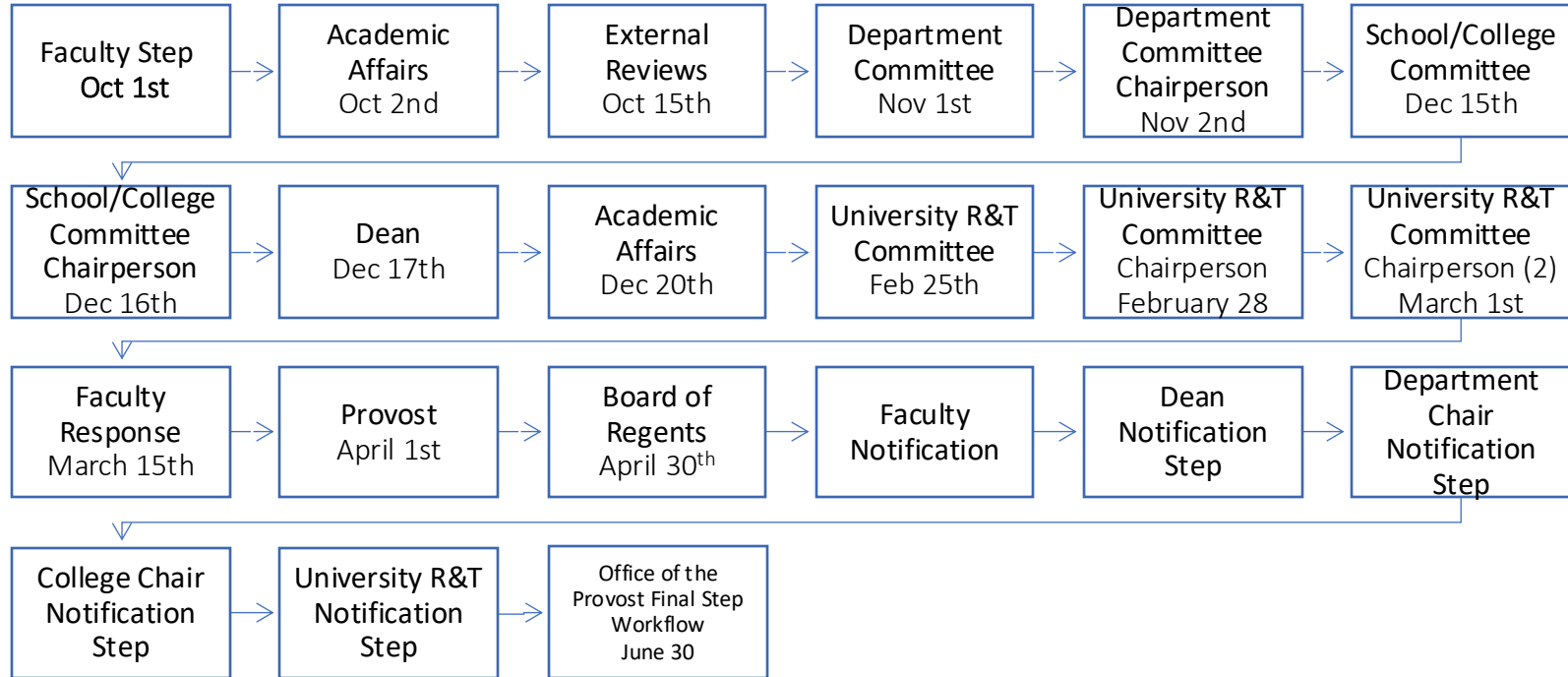
South Orange Campus:  
Tenure or  
Promotion (Full Professor)



# Workflow



# Due Dates:



# Faculty Step

- Activities

Manage Data

Reports

Workflow

Tools

Workflow Tasks

▼ Inbox

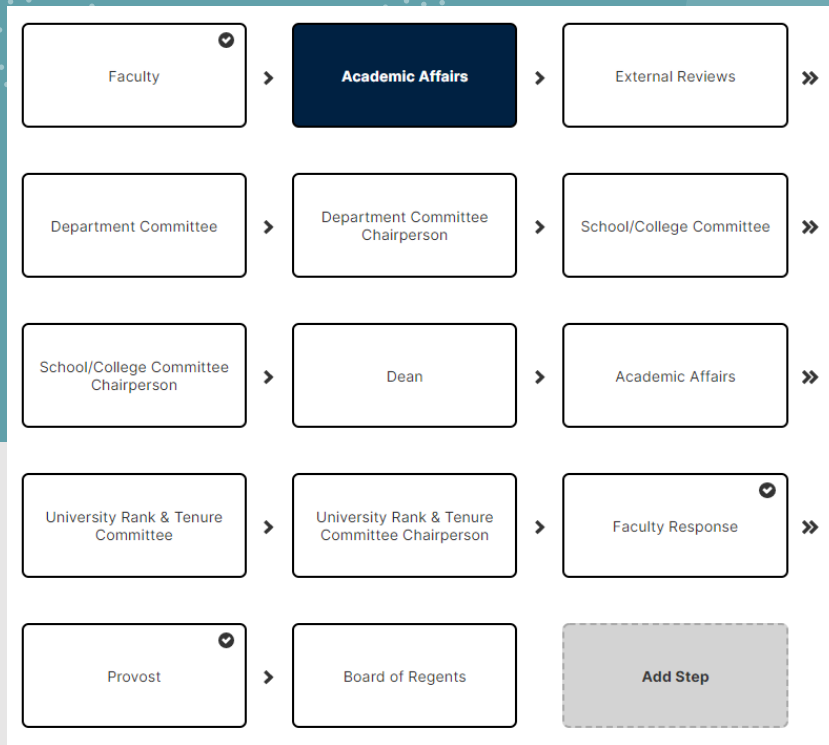
Name	Step	Subject
R&T Test	Faculty	Me

▼ History

Name	Current Step	Subject
No Data to Display		

## 2 Academic Affairs Step

- Once the candidate submits the application, it cannot be edited (unless "Recalled"). On **October 2nd** Academic Affairs will release all applications at the same time to the next step: External Reviews
- **Deadline: October 2nd**







# ATTENTION Department Committee Chairperson



- The next three steps (Step 3, 4 and 5), all require **action/submission** from the **department (committee) chairperson**.
- Please give yourself ample time to complete each step (the steps must be submitted sequentially):
  - External Review (**STEP 3**) - submit reviews ASAP because faculty cannot review until they are uploaded
  - Committee Voting process (**STEP 4**) - by Nov 1st
  - Department Statement, assessment, and member feedback and votes (**STEP 5**) - by November 2nd
- Only the **department committee chairperson** will have access to enter information/documents. Committee members will only have access to **VIEW** the application during **STEP 4**.

What great minds can do.

# 3 External Reviews Step

- The Department Chairperson will receive an email notification on October 2nd from FS to submit the following documents
  - the request letter that was sent soliciting external review letters
  - the submitted external review letters
- If letters were not solicited, that needs to be noted and submitted to the next step.

External review letters are not required and may not apply for all applicants (see faculty guide 5.2.b).

• External Reviews ☒ Yes, external reviews were solicited ☐ No, external reviews were not solicited

Letter sent to solicit external reviews

External Review Letters

Additional letters were requested but not received by the deadline.

## 3

# External Reviews Step Cont.

- Once all the letters are uploaded (if applicable) and the mandatory field selected, the department chairperson needs to click on **“Actions,”** then from the drop-down menu click on **“Submit to Department Committee.”**
- Once the application is submitted correctly it will disappear from your FS "Inbox."
- Please make sure you submit external review as soon as possible because the application will not be released from this step until you do so. Faculty colleagues will not have access to the application until you upload the letters!
- **Deadline: AS EARLY IN OCTOBER AS POSSIBLE but no later than October 15th.**

External review letters are not required and may not apply for all applicants (see faculty guide 5.2.b).

External Reviews ☒ Yes, external reviews were solicited ☐ No, external reviews were not solicited

Letter sent to solicit external reviews

External Review Letters

Additional letters were requested but not received by the deadline.

# 4

## Department Committee Step

### ATTENTION **COMMITTEE MEMBERS**:

- Committee members have access to [view the application only](#). To maintain anonymity, votes are submitted via the traditional departmental processes and then uploaded by the chairperson.
- Please review the application and let the committee chairperson know when you have completed your review using your traditional departmental procedures.
- There is no "Action" to be completed by the committee members in Faculty Success.

#### **Committee Member**

As per *Faculty Guide 5.2.d.2.3*, submit your vote on the ballot form prepared in advance by the chairperson with statements explaining reasons for the vote with reference to teaching, research, and service.

To maintain confidentiality this part of the process is not conducted on Faculty Success.

## 4

# Department Committee Step Cont.

## ATTENTION COMMITTEE CHAIRPERSON

- Committee members have access to view the application only!
- Once your whole departmental committee has reviewed and voted on the application, please select “Yes” and click on “**Actions**,” then from the drop-down menu click on “**Submit to Department Committee Chairperson**.” Once you submit to the next step, your committee members will lose access to the application!
- In the next step you (department committee chairperson) will be submitting votes, statements, and letters.
- Make sure to complete the committee voting process promptly to give yourself ample time to submit your review (Deadline for Review November 2nd).
- **Deadline for this step: November 1st.**

Committee Chair

Committee Member

### Committee Chair:

Please instruct your faculty committee members to submit their votes to you via your traditional departmental process. When ALL the votes are received select "YES" below, click on "ACTION" button and "submit to the Department Chair Committee" step. Once submitted the committee members will no longer have access to the application.

★ Committee Voting Completed

☒ Yes

☐ No

# 5 Department Committee Chairperson Step

- In this step you as the Committee Chairperson will have access to submit the departmental letter with an assessment of the need for the position along with the committee members' votes and feedback on teaching, research, and service.
- Your committee members will no longer have access to view the application.
- Please make sure you fill out all the necessary fields, then click on **“Actions,”** then from the drop-down menu click on **“Submit to School/College Committee”**
- **Deadline: November 2nd**

• This application is:

• Number of 'Yes' Votes:

• Number of 'No' Votes:

Attach department statement and assessment of need for the position along with committee members feedback as

• Chairpersons' letter on behalf of the department per Faculty Guide 5.2.d.4

• Department Votes (upload scanned originals or pdf files. Please make sure file names do not indicate the identity of the voter.)



# ATTENTION School/College Committee Chairperson



- The next two steps (Step 6 and 7), all require **action/submission** from the **School/College committee chairperson**.
- Please give yourself ample time to complete each step (the steps must be submitted sequentially):
  - Committee Voting process (**STEP 6**) - December 15
  - School/College Statement, along with committee members' feedback, votes, and explanations of any recusals (**STEP 7**) - December 16
- Only you as the **School/College committee chairperson** will have access to enter information/documents. Committee members will only have access to **VIEW** the application during **STEP 6**.

**What great minds can do.**

# 6 School/College Committee Step

## ATTENTION **COMMITTEE MEMBERS**:

- Committee members have access to view the application only! To maintain anonymity, votes and comments on teaching, research, and service are submitted to the college committee chairperson according to the traditional processes prescribed by the College.
- Please review the application and let the committee chair know when you have completed your review and submitted your ballots following your College procedures.
- There is no Action to be completed by the committee members in Faculty Success.

### **Committee Member**

As per *Faculty Guide 5.2.d.2.3*, submit your vote on the ballot form prepared in advance by the chairperson with statements explaining reasons for the vote with reference to teaching, research, and service.

To maintain confidentiality this part of the process is not conducted on Faculty Success.

## 6

# School/College Committee Step Cont.

## ATTENTION COMMITTEE CHAIRPERSON

- Committee members have access to view the application only! o maintain anonymity, votes and comments on teaching, research, and service are submitted to the college committee chairperson according to the traditional processes prescribed by the College.
- Once ALL committee members have submitted ballots for the application, select “Yes” and click on “**Actions,**” then from the drop-down menu click on “**Submit to School/College Committee Chairperson.**” Once you submit to the next step, your committee members will lose access to the application!
- In the next step you (School/College committee chairperson) will be submitting votes, statements, and letters.
- Make sure to complete the committee voting process promptly to give yourself ample time to submit your review (Deadline for submitting review is December 16).
- **Deadline for this step: December 15th.**

College Committee Chair:

Please instruct your faculty committee members to submit their votes to you according to your college bylaws and Faculty Guide 5.1.g and 5.3.g . When ALL the votes are received select "YES" below, click on "ACTION" button and "submit to the School/College Committee Chairperson" step. Once submitted the committee members will no longer have access to the application.

School/College Committee Voting Completed

☒ Yes

☐ No

# 7 School/College Committee Chairperson Step

- In this step you as the Committee Chairperson will have access to submit the School/College Committee Statement along with committee feedback, votes, and explanations of any recusals.
- Your committee members will no longer have access to view the application.
- Please make sure you fill out all the necessary fields, then click on **“Actions,”** then from the drop-down menu click on **“Submit to Dean.”**
- **Deadline: December 16th.**

• This application is:

• Number of 'Yes' Votes:

• Number of 'No' Votes:

Number of 'Recusal' Votes if any:

Attach School/College Committee statement along with committee members feedback, votes and explaining any recusals.

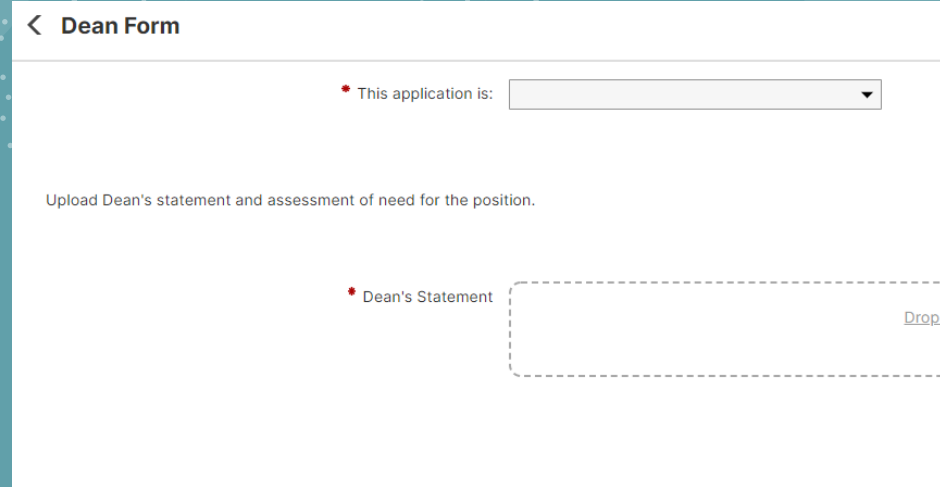
• School/College Statement  [Drop f](#)

• School/College Votes (upload scanned originals or pdf file.  
Please ensure that the files are anonymous)  [Drop f](#)

# ATTENTION DEANS

- Faculty Success Workflow is sequential, and one step can happen at a time.
- You as the dean will have access to view the application starting November 1<sup>st</sup>, however you will be able to submit your review only **AFTER** the School/College Committee Chairperson submits their review.
- You can start working on your review earlier and save it on your computer and once you receive the Workflow notification you can submit it via Workflow.

## 8 Dean Step



The screenshot shows a web form titled "Dean Form" with a back arrow icon. It contains a dropdown menu for "This application is:" and a text area for "Dean's Statement" with a dashed border and a "Drop" label. Below the text area is a prompt to upload a statement and assessment.

< Dean Form

\* This application is:

Upload Dean's statement and assessment of need for the position.

\* Dean's Statement  Drop

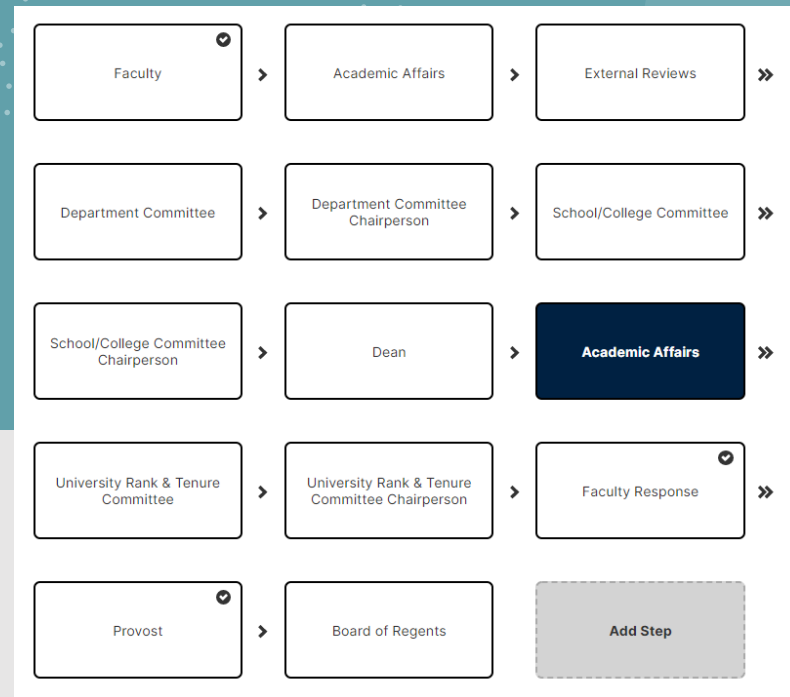
- Please submit your dean's statement via e-mail to Ms. Bernadette McVey in the Office of the Provost who will submit it on your behalf. Please clearly mark your document with the candidate's name.
- In your e-mail please list the name of the candidate(s) and whether the application was a) approved b) not approved
  - Joe Doe: Not approved
  - Jane Smith: Approved
- **Deadline: December 17th.**



## 9

# Academic Affairs Step

- Once the application is submitted to Academic Affairs the process is on hold until **Academic Affairs Convenes the University Rank and Tenure Committee and launches Review.**
- **Deadline: December 20th.**



# ATTENTION University Rank and Tenure Committee Chairperson



- The next two steps (Step 10 and 11 & 12), all require **action/submission** from the **University Rank & Tenure Committee Chairperson**.
- Please give yourself ample time to complete each step (the steps must be submitted sequentially):
  - Committee Voting process (**STEP 10**)
  - School/College Statement, along with committee members feedback, and explanation of any recusals (**STEP 11**)
  - Votes (**Step 12**)
- Only you as the **University Rank & Tenure Committee Chairperson** will have access to enter information/documents. Committee members will only have access to **VIEW** the application during **STEP 10**.

What great minds can do.

# 10

## University Rank & Tenure Committee Step

### ATTENTION **URT COMMITTEE MEMBERS:**

- URT Committee members have access to [view the application only!](#) To maintain anonymity, ballots are submitted to Academic Affairs according to the traditional process.
- Please review the application and let the URT committee chairperson know when you have submitted your ballots following the prescribed committee procedures.
- There is no Action to be completed by the committee members in Faculty Success.

#### **Committee Member:**

As per *Faculty Guide 5.5.g*, submit your vote on the ballot form prepared in advance by the chairperson with statements explaining reasons for the vote with reference to teaching, research, and service.

To maintain confidentiality this part of the process is not conducted on Faculty Success.

# 10

## University Rank & Tenure Committee Step Cont.

### ATTENTION **URT COMMITTEE CHAIRPERSON**

- URT Committee members have access to [view the application only](#)!
- Once all URT committee members have submitted their ballots for an application. please select “Yes” and click on **“Actions,”** then from the drop-down menu click on **“Submit to University Rank & Tenure Committee Chairperson.”** Once you submit to the next step, your committee members will [lose access](#) to the application!
- In the next step you (University Rank & Tenure Committee Chairperson) will be submitting, statements and letters.
- VOTES will be submitting in a separate step
- Make sure to complete the committee voting process promptly to give yourself ample time to submit your review (Deadline for submitting review is March 1).
- **Deadline for this step: February 25th.**

Committee Chair:

Please instruct your faculty committee members to submit their votes to you via according to the University Rank and Tenure Committee Bylaws and Faculty Guide 5.1.g and 5.5.g. When ALL the votes are received select “YES” below, click on “ACTION” button and “submit to the University Rank and Tenure Committee Chairperson” step. Once submitted the committee members will no longer have access to the application.

Committee Voting Completed

☐ Yes

☐ No

11

# University Rank & Tenure Committee Chairperson Step

- In this step you as the Committee Chairperson will have access to submit a letter to the candidate and the committee ballots and explanation of any recusals.
- Your committee members will no longer have access to view the application.
- Please make sure you fill out all the necessary fields, then click on **“Actions,”** then from the drop-down menu click on **“University Rank & Tenure Committee Chairperson (2).”**
- **Deadline: February 28th.**

• This Application is:

• Number of 'Yes' Votes:

• Number of 'No' Votes:

Number of 'Recusal' Votes if any:

Attach University Rank and Tenure Committee statement along with committee members feedback, votes and explanation

• University Committee Statement:

• University Committee Votes:

# 12 University Rank & Tenure Committee Chairperson Step

< University Rank & Tenure Committee Chairperson (2) Form

Attach University Rank and Tenure Committee Votes.

\* University R&T Votes

- In this step you as the Committee Chairperson will have access to submit University R&T VOTES
- Your committee members will no longer have access to view the application.
- Please make sure you fill out all the necessary fields, then click on **“Actions,”** then from the drop-down menu click on **“Submit to Faculty Response.”**
- **Deadline: March 1st.**



# ATTENTION FACULTY MEMBER

- In the next step (STEP 13) you will be able to submit to the Provost a supplementary statement per *Faculty Guide* 5.6.b (OPTIONAL).
- You will be also able to withdraw your application from consideration for Promotion/Tenure.
- **Withdrawing your application is IRREVERSIBLE!!!**
  - Please be careful when selecting your choices.
  - The system will ask you again to confirm



# 13 Faculty Response Step

ATTENTION FACULTY MEMBERS (applicants):

- You may submit to the Provost a supplementary statement in this step if applicable per *Faculty Guide* 5.6.b.
- **Whether you are or are not submitting statement you must move the application to the next step.**
- In order to move the application to the next step click on “**Actions**,” then from the drop-down menu click on “**Submit to Provost**.”
- To withdraw your application, click on “**Actions**,” then from the drop-down menu click on “**Opt Out**” ← **THIS ACTION IS IRREVERSIBLE !**
- **Deadline: March 15th.**


Per *Faculty Guide* 5.6.b the applicant may submit to the Provost a supplementary statement by uploading it below. This statement is optional.

No additional documentation (publications, contracts, etc.) can be provided.

**When complete (with or without the supplementary statement) select the “Action” tab and “Submit” to move your application to the next step or, if you wish to withdraw your application from consideration for Promotion/Tenure, select “Opt Out” to close the process no later than March 15.**

**Please note that withdrawing your application by selecting “Opt Out” is irreversible.**

Faculty Supplemental Statement

B I U        

# 14

## Provost Step

• This application is:


If the applicant is not being recommended, select the 'Not Recommended' option under the Actions tab. This will close the application process.

• Provost's Statement

[Drop files here or click to upload](#)

- During this step the Provost will be reviewing application and will submit Provost's recommendation by April 1<sup>st</sup>
- **Deadline: April 1st.**

# 15 Board of Regents



This Applicant is::

\* Board of Regents Statement

The screenshot shows a web form with a white background. At the top, there is a label 'This Applicant is::' followed by a light gray rectangular input field with a small downward arrow on the right. Below this, there is a red asterisk icon followed by the text 'Board of Regents Statement'. To the right of this text is a large, empty rectangular area defined by a dashed gray border.

- During this step the Provost will be submitting the Board of Regents' Statement by April 30<sup>th</sup>.
- **Deadline: April 30th.**

# 16

## Faculty Notification Step

- This is the notification step. No action is needed.
- You will receive an e-mail notification from Faculty Success once the letters are submitted.
- **Please log in to Faculty Success, click on “Workflow” → “Tasks” and then on the workflow with your name.**
- **Completed workflow will be located in your “History”. (Workflow→Tasks→History)**
- The workflow will automatically move to the next step in 24 hrs.

← Faculty Notification Step Form

Notification: Letters from Provost and Board of Regents are ready to be viewed.

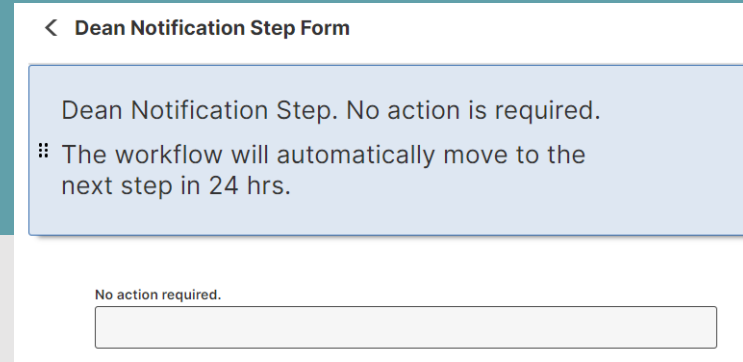
No action is required.

The workflow will automatically move to the next step in 24 hrs.

Notification only, no action required

# 17

## Dean Notification Step

A screenshot of a web form titled "Dean Notification Step Form". The form has a light blue header bar with a back arrow and the title. Below the header is a light blue box containing the text "Dean Notification Step. No action is required." and a list item with a double colon icon stating "The workflow will automatically move to the next step in 24 hrs." Below this box is a white section with the text "No action required." and an empty rectangular input field.

< Dean Notification Step Form

Dean Notification Step. No action is required.

- ⌘ The workflow will automatically move to the next step in 24 hrs.

No action required.

- This is the notification step. No action is needed.
- You will receive an e-mail notification from Faculty Success to view provost/board letter for a faculty member(s) in your school/college.
- Please log in to Faculty Success, click on “Workflow” → “Tasks” and then on the appropriate workflow. If you log in after the workflow has moved on to the next step you will be able to view it under the history.
- **The workflow will automatically move to the next step in 24 hrs.**
- **Please note that the workflow will close on June 30, and you will lose access to the workflow. Please make sure to view the Provost/Board letter in a timely manner.**



# 18 Department Chair Notification Step

## < Department Chair Notification Step Form

Department Chair Notification Step. No action is required.

The workflow will automatically move to the next step in 24 hrs.

No action Required

- This is the notification step. No action is needed.
- You will receive an e-mail notification from Faculty Success to view provost/board letter for a faculty member(s) in your department.
- Please log in to Faculty Success, click on “Workflow” → “Tasks” and then on the appropriate workflow. If you log in after the workflow has moved on to the next step you will be able to view it under the history.
- **The workflow will automatically move to the next step in 24 hrs.**
- **Please note that the workflow will close on June 30, and you will lose access to the workflow. Please make sure to view the Provost/Board letter in a timely manner.**

# 19

## College Chair Notification Step

### < College Chair Notification Step Form

College Chair Notification Step. No action is required.

The workflow will automatically move to the next step in 24 hrs.

No action required.

- This is the notification step. No action is needed.
- You will receive an e-mail notification from Faculty Success to view provost/board letter for a faculty member(s) in your school/college.
- Please log in to Faculty Success, click on “Workflow” → “Tasks” and then on the appropriate workflow. If you log in after the workflow has moved on to the next step you will be able to view it under the history.
- **The workflow will automatically move to the next step in 24 hrs.**
- **Please note that the workflow will close on June 30, and you will lose access to the workflow. Please make sure to view the Provost/Board letter in a timely manner.**

# 20

## University R&T Committee Notification Step

### < Dean Notification Step Form

Dean Notification Step. No action is required.

⚡ The workflow will automatically move to the next step in 24 hrs.

No action required.

- This is the notification step. No action is needed.
- You will receive an e-mail notification from Faculty Success to view provost/board letter for a faculty member(s) in your school/college.
- Please log in to Faculty Success, click on “Workflow” → “Tasks” and then on the appropriate workflow. If you log in after the workflow has moved on to the next step you will be able to view it under the history.
- **The workflow will automatically move to the next step in 24 hrs.**
- **Please note that the workflow will close on June 30, and you will lose access to the workflow. Please make sure to view the Provost/Board letter in a timely manner.**



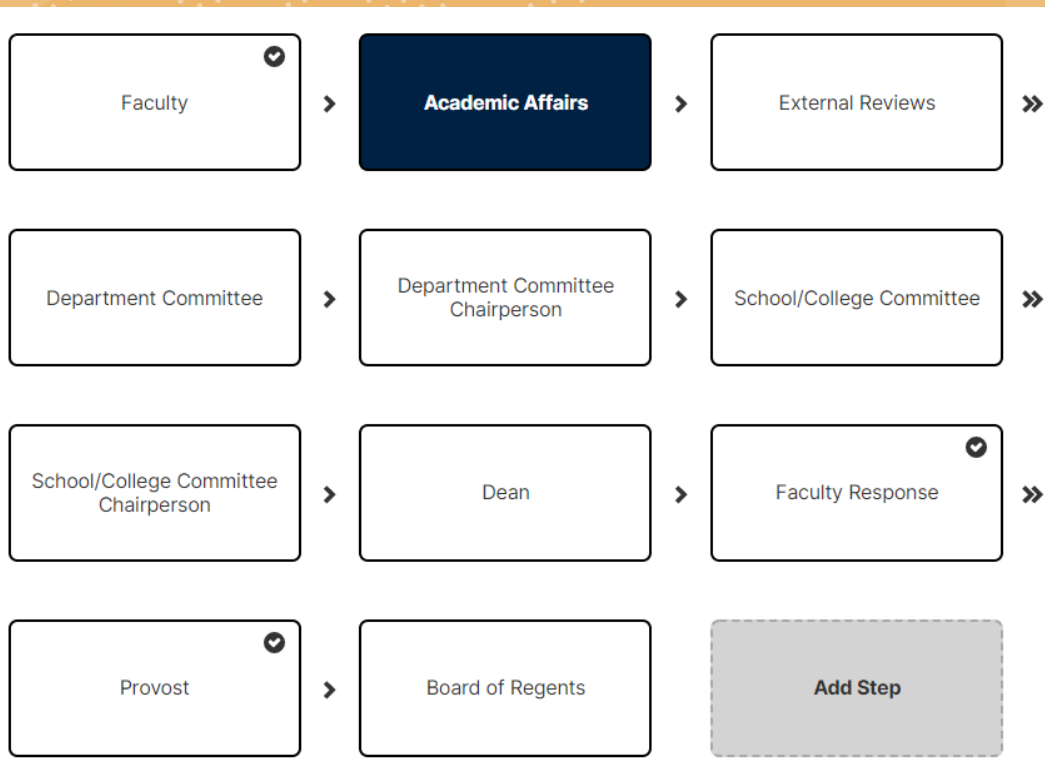
## A FEW REMINDERS

- **You can check on status of your application at any time:**
  - Please log in to Faculty Success, click on “Workflow” → “Tasks” and then on the workflow with your name. You will have access to all the posted information/reviews except the external reviews if applicable!
- **Your completed application workflow will move from INBOX to HISTORY:**
  - When it is on a different step in the workflow
  - Once the whole workflow is completed→ it will stay in your history forever as your record.

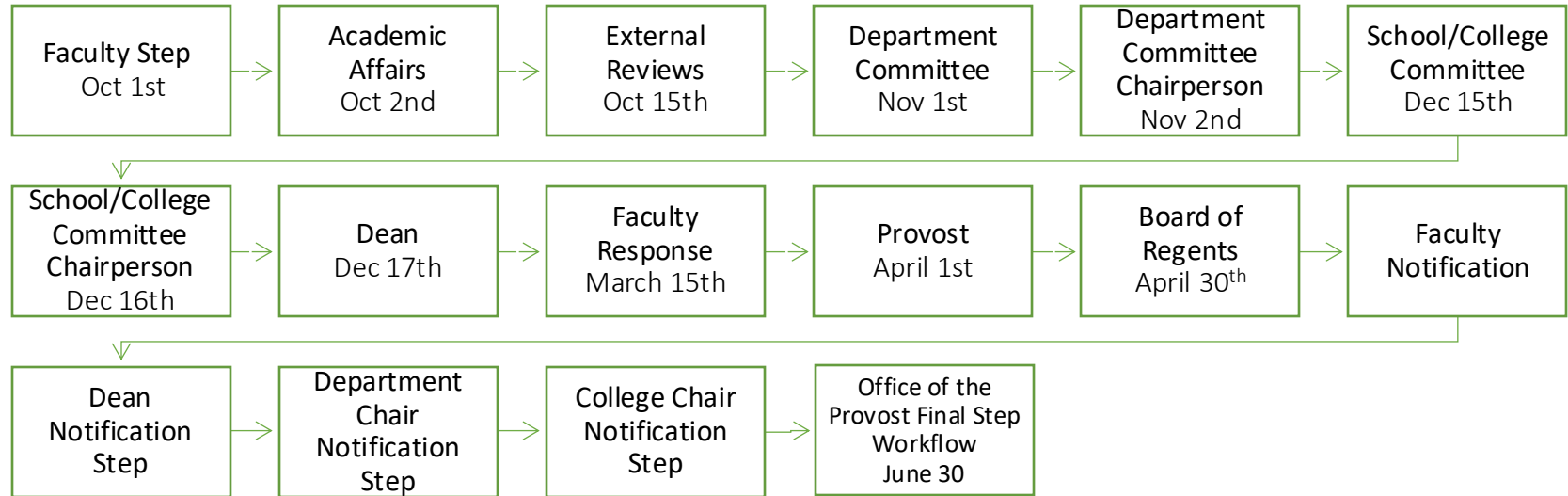


Clinical, Lecturers and  
Faculty Associates

# Workflow



# Due Dates:



# Faculty Step

- Activities

Manage Data

Reports

Workflow

Tools

Workflow Tasks

▼ Inbox

Name	Step	Subject
R&T Test	Faculty	Me

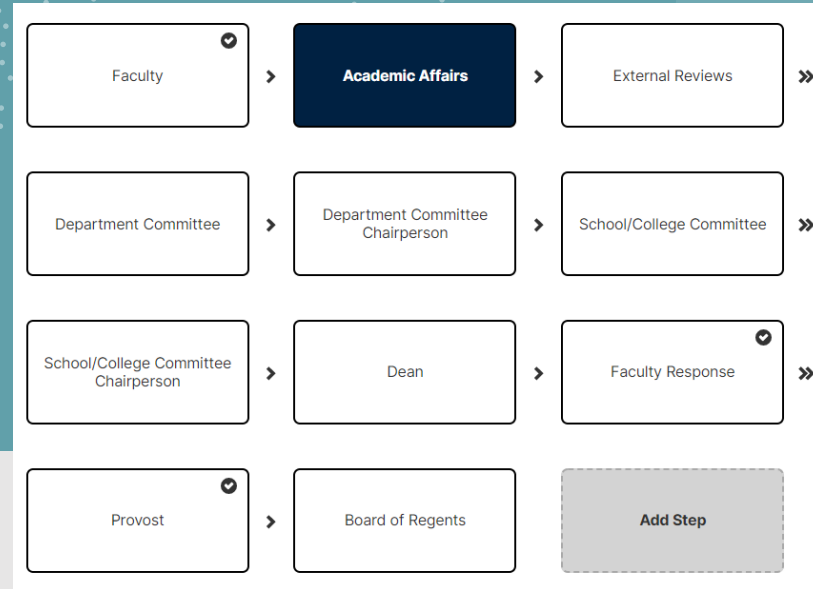
▼ History

Name	Current Step	Subject
No Data to Display		



## 2 Academic Affairs Step

- Once the candidate submits the application, it cannot be edited (unless "Recalled"). On **October 2nd** Academic Affairs will release all applications at the same time to the next step: External Reviews
- Deadline: October 2nd





# ATTENTION Department Committee Chairperson



- The next three steps (Step 3, 4 and 5), all require **action/submission** from the **department (committee) chairperson**.
- Please give yourself ample time to complete each step (the steps must be submitted sequentially):
  - External Review (**STEP 3**) - submit reviews ASAP because faculty cannot review until they are uploaded
  - Committee Voting process (**STEP 4**) - by Nov 1st
  - Department Statement, assessment, and member feedback and votes (**STEP 5**) - by November 2nd
- Only the **department committee chairperson** will have access to enter information/documents. Committee members will only have access to **VIEW** the application during **STEP 4**.

What great minds can do.

# 3 External Reviews Step

- The Department Chairperson will receive an email notification on October 2nd from FS to submit the following documents
  - the request letter that was sent soliciting external review letters
  - the submitted external review letters
- If letters were not solicited, that needs to be noted and submitted to the next step.

External review letters are not required and may not apply for all applicants (see faculty guide 5.2.b).

• External Reviews ☒ Yes, external reviews were solicited ☐ No, external reviews were not solicited

Letter sent to solicit external reviews

External Review Letters

Additional letters were requested but not received by the deadline.

## 3

# External Reviews Step Cont.

- Once all the letters are uploaded (if applicable) and the mandatory field selected, the department chairperson needs to click on **“Actions,”** then from the drop-down menu click on **“Submit to Department Committee.”**
- Once the application is submitted correctly it will disappear from your FS "Inbox."
- Please make sure you submit external review as soon as possible because the application will not be released from this step until you do so. Faculty colleagues will not have access to the application until you upload the letters!
- **Deadline: AS EARLY IN OCTOBER AS POSSIBLE but no later than October 15th.**

External review letters are not required and may not apply for all applicants (see faculty guide 5.2.b).

External Reviews ☒ Yes, external reviews were solicited ☐ No, external reviews were not solicited

Letter sent to solicit external reviews

External Review Letters

Additional letters were requested but not received by the deadline.

# 4

## Department Committee Step

### ATTENTION **COMMITTEE MEMBERS**:

- Committee members have access to [view the application only](#). To maintain anonymity, votes are submitted via the traditional departmental processes and then uploaded by the chairperson.
- Please review the application and let the committee chairperson know when you have completed your review using your traditional departmental procedures.
- There is no "Action" to be completed by the committee members in Faculty Success.

#### **Committee Member**

As per *Faculty Guide 5.2.d.2.3*, submit your vote on the ballot form prepared in advance by the chairperson with statements explaining reasons for the vote with reference to teaching, research, and service.

To maintain confidentiality this part of the process is not conducted on Faculty Success.

## 4

# Department Committee Step Cont.

## ATTENTION COMMITTEE CHAIRPERSON

- Committee members have access to view the application only!
- Once your whole departmental committee has reviewed and voted on the application, please select “Yes” and click on “**Actions**,” then from the drop-down menu click on “**Submit to Department Committee Chairperson**.” Once you submit to the next step, your committee members will lose access to the application!
- In the next step you (department committee chairperson) will be submitting votes, statements, and letters.
- Make sure to complete the committee voting process promptly to give yourself ample time to submit your review (Deadline for Review November 2nd).
- **Deadline for this step: November 1st.**

Committee Chair

Committee Member

### Committee Chair:

Please instruct your faculty committee members to submit their votes to you via your traditional departmental process. When ALL the votes are received select "YES" below, click on "ACTION" button and "submit to the Department Chair Committee" step. Once submitted the committee members will no longer have access to the application.

★ Committee Voting Completed

☒ Yes

☐ No

# 5 Department Committee Chairperson Step

- In this step you as the Committee Chairperson will have access to submit the departmental letter with an assessment of the need for the position along with the committee members' votes and feedback on teaching, research, and service.
- Your committee members will no longer have access to view the application.
- Please make sure you fill out all the necessary fields, then click on **“Actions,”** then from the drop-down menu click on **“Submit to School/College Committee”**
- **Deadline: November 2nd**

• This application is:

• Number of 'Yes' Votes:

• Number of 'No' Votes:

Attach department statement and assessment of need for the position along with committee members feedback at

• Chairpersons' letter on behalf of the department per Faculty Guide 5.2.d.4

• Department Votes (upload scanned originals or pdf files. Please make sure file names do not indicate the identity of the voter.)

# ATTENTION School/College Committee Chairperson



- The next two steps (Step 6 and 7), all require **action/submission** from the **School/College committee chairperson**.
- Please give yourself ample time to complete each step (the steps must be submitted sequentially):
  - Committee Voting process (**STEP 6**) - December 15
  - School/College Statement, along with committee members' feedback, votes, and explanations of any recusals (**STEP 7**) - December 16
- Only you as the **School/College committee chairperson** will have access to enter information/documents. Committee members will only have access to **VIEW** the application during **STEP 6**.

**What great minds can do.**



# 6 School/College Committee Step

## ATTENTION **COMMITTEE MEMBERS**:

- Committee members have access to view the application only! To maintain anonymity, votes and comments on teaching, research, and service are submitted to the college committee chairperson according to the traditional processes prescribed by the College.
- Please review the application and let the committee chair know when you have completed your review and submitted your ballots following your College procedures.
- There is no Action to be completed by the committee members in Faculty Success.

### **Committee Member**

As per *Faculty Guide 5.2.d.2.3*, submit your vote on the ballot form prepared in advance by the chairperson with statements explaining reasons for the vote with reference to teaching, research, and service.

To maintain confidentiality this part of the process is not conducted on Faculty Success.

## 6

# School/College Committee Step Cont.

## ATTENTION COMMITTEE CHAIRPERSON

- Committee members have access to view the application only! o maintain anonymity, votes and comments on teaching, research, and service are submitted to the college committee chairperson according to the traditional processes prescribed by the College.
- Once ALL committee members have submitted ballots for the application, select “Yes” and click on “**Actions,**” then from the drop-down menu click on “**Submit to School/College Committee Chairperson.**” Once you submit to the next step, your committee members will lose access to the application!
- In the next step you (School/College committee chairperson) will be submitting votes, statements, and letters.
- Make sure to complete the committee voting process promptly to give yourself ample time to submit your review (Deadline for submitting review is December 16).
- **Deadline for this step: December 15th.**

College Committee Chair:

Please instruct your faculty committee members to submit their votes to you according to your college bylaws and Faculty Guide 5.1.g and 5.3.g . When ALL the votes are received select "YES" below, click on "ACTION" button and "submit to the School/College Committee Chairperson" step. Once submitted the committee members will no longer have access to the application.

School/College Committee Voting Completed

☒ Yes

☐ No

# 7 School/College Committee Chairperson Step

- In this step you as the Committee Chairperson will have access to submit the School/College Committee Statement along with committee feedback, votes, and explanations of any recusals.
- Your committee members will no longer have access to view the application.
- Please make sure you fill out all the necessary fields, then click on **“Actions,”** then from the drop-down menu click on **“Submit to Dean.”**
- **Deadline: December 16th.**

• This application is:

• Number of 'Yes' Votes:

• Number of 'No' Votes:

Number of 'Recusal' Votes if any:

Attach School/College Committee statement along with committee members feedback, votes and explaining any recusals.

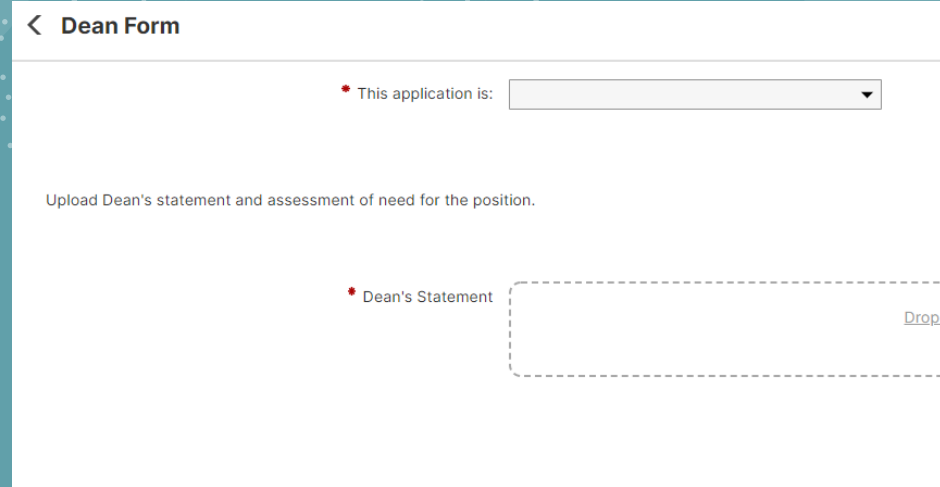
• School/College Statement  [Drop f](#)

• School/College Votes (upload scanned originals or pdf file.  
Please ensure that the files are anonymous)  [Drop f](#)

# ATTENTION DEANS

- Faculty Success Workflow is sequential, and one step can happen at a time.
- You as the dean will have access to view the application starting November 1<sup>st</sup>, however you will be able to submit your review only **AFTER** the School/College Committee Chairperson submits their review.
- You can start working on your review earlier and submit it to Ms. Bernadette McVey.

## 8 Dean Step



The screenshot shows a web form titled "Dean Form" with a back arrow icon. It contains a required dropdown menu for "This application is:", a text instruction to "Upload Dean's statement and assessment of need for the position.", and a required dashed box for "Dean's Statement" with a "Drop" link on the right.

< Dean Form

\* This application is:

Upload Dean's statement and assessment of need for the position.

\* Dean's Statement [Drop](#)

- Please submit your dean's statement via e-mail to Ms. Bernadette McVey in the Office of the Provost who will submit it on your behalf. Please clearly mark your document with the candidate's name.
- In your e-mail please list the name of the candidate(s) and whether the application was a) approved b) not approved
  - Joe Doe: Not approved
  - Jane Smith: Approved
- **Deadline: December 17th.**

# ATTENTION FACULTY MEMBER

- In the next step (STEP 9) you will be able to submit to the Provost a supplementary statement per *Faculty Guide* 5.6.b (OPTIONAL).
- You will be also able to withdraw your application from consideration for Promotion/Tenure.
- **Withdrawing your application is IRREVERSIBLE!!!**
  - Please be careful when selecting your choices.
  - The system will ask you again to confirm



## 9

# Faculty Response Step

ATTENTION FACULTY MEMBERS (applicants):

- You may submit to the Provost a supplementary statement in this step if applicable per *Faculty Guide* 5.6.b.
- Whether you are or are not submitting statement you must move the application to the next step.**
- In order to move the application to the next step click on “**Actions**,” then from the drop-down menu click on “**Submit to Provost**.”
- To withdraw your application, click on “**Actions**,” then from the drop-down menu click on “**Opt Out**” ← **THIS ACTION IS IRREVERSIBLE !**
- Deadline: March 15th.**

Per *Faculty Guide* 5.6.b the applicant may submit to the Provost a supplementary statement by uploading it below. This statement is optional.

No additional documentation (publications, contracts, etc.) can be provided.

**When complete (with or without the supplementary statement) select the “Action” tab and “Submit” to move your application to the next step or, if you wish to withdraw your application from consideration for Promotion/Tenure, select “Opt Out” to close the process no later than March 15.**

**Please note that withdrawing your application by selecting “Opt Out” is irreversible.**

Faculty Supplemental Statement

B I U           

# ATTENTION FACULTY MEMBER



- Please read important information for STEPS 10 & 11
- NO action is required from you in the next two steps.
- It provides information on how to access your decision letters.



What great minds can do.



# 10 Provost Step

• This application is:


If the applicant is not being recommended, select the 'Not Recommended' option under the Actions tab. This will close the application process.

• Provost's Statement

[Drop files here or click to upload](#)

- During this step the Provost will be reviewing the application and will submit Provost's recommendation by April 1<sup>st</sup>
- **Deadline: April 1st.**

# 11 Board of Regents



This Applicant is::

\* Board of Regents Statement

The screenshot shows a web form with a white background. At the top, there is a label 'This Applicant is::' followed by a light gray rectangular dropdown menu with a small black downward arrow on the right. Below this, there is a red asterisk icon followed by the text 'Board of Regents Statement'. To the right of this text is a large, empty rectangular box with a dashed gray border, intended for a statement.

- During this step the Provost will be submitting the Board of Regents' Statement by April 30<sup>th</sup>.
- **Deadline: April 30th.**

# 12

## Faculty Notification Step

### < Faculty Notification Step Form

Notification: Letters from Provost and Board of Regents are ready to be viewed.

No action is required.

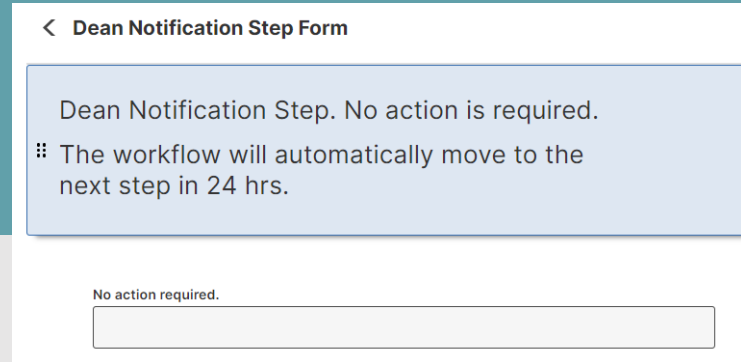
The workflow will automatically move to the next step in 24 hrs.

Notification only, no action required

- This is the notification step. No action is needed.
- You will receive an e-mail notification from Faculty Success once the letters are submitted.
- Please log in to Faculty Success, click on “Workflow” → “Tasks” and then on the workflow with your name.
- Completed workflow will be located in your “History”. (Workflow→Tasks→History)
- The workflow will automatically move to the next step in 24 hrs.

# 13

## Dean Notification Step

A screenshot of a web form titled "Dean Notification Step Form". The form has a light blue header bar with a back arrow and the title. Below the header is a light blue box containing the text "Dean Notification Step. No action is required." and a list item with a double colon icon stating "The workflow will automatically move to the next step in 24 hrs." Below this box is a white section with the text "No action required." and an empty rectangular input field.

< Dean Notification Step Form

Dean Notification Step. No action is required.

- ⋮ The workflow will automatically move to the next step in 24 hrs.

No action required.

- This is the notification step. No action is needed.
- You will receive an e-mail notification from Faculty Success to view provost/board letter for a faculty member(s) in your school/college.
- Please log in to Faculty Success, click on “Workflow” → “Tasks” and then on the appropriate workflow. If you log in after the workflow has moved on to the next step you will be able to view it under the history.
- **The workflow will automatically move to the next step in 24 hrs.**
- **Please note that the workflow will close on June 30, and you will lose access to the workflow. Please make sure to view the Provost/Board letter in a timely manner.**

# 14 Department Chair Notification Step

## < Department Chair Notification Step Form

Department Chair Notification Step. No action is required.

The workflow will automatically move to the next step in 24 hrs.

No action Required

- This is the notification step. No action is needed.
- You will receive an e-mail notification from Faculty Success to view provost/board letter for a faculty member(s) in your department.
- Please log in to Faculty Success, click on “Workflow” → “Tasks” and then on the appropriate workflow. If you log in after the workflow has moved on to the next step you will be able to view it under the history.
- **The workflow will automatically move to the next step in 24 hrs.**
- **Please note that the workflow will close on June 30, and you will lose access to the workflow. Please make sure to view the Provost/Board letter in a timely manner.**

# 15

## College Chair Notification Step

### < College Chair Notification Step Form

College Chair Notification Step. No action is required.

The workflow will automatically move to the next step in 24 hrs.

No action required.

- This is the notification step. No action is needed.
- You will receive an e-mail notification from Faculty Success to view provost/board letter for a faculty member(s) in your school/college.
- Please log in to Faculty Success, click on “Workflow” → “Tasks” and then on the appropriate workflow. If you log in after the workflow has moved on to the next step you will be able to view it under the history.
- **The workflow will automatically move to the next step in 24 hrs.**
- **Please note that the workflow will close on June 30, and you will lose access to the workflow. Please make sure to view the Provost/Board letter in a timely manner.**



## A FEW REMINDERS

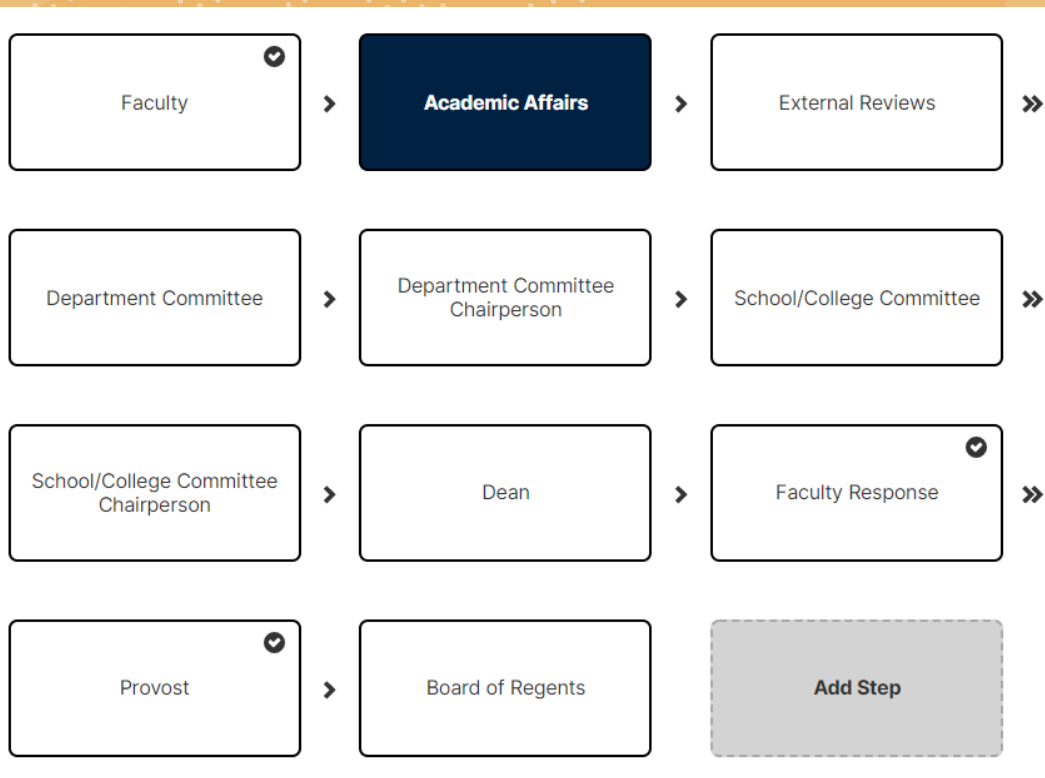
- **You can check on status of your application at any time:**
  - Please log in to Faculty Success, click on “Workflow” → “Tasks” and then on the workflow with your name. You will have access to all the posted information/reviews except the external reviews if applicable!
- **Your completed application workflow will move from INBOX to HISTORY:**
  - When it is on a different step in the workflow
  - Once the whole workflow is completed→ it will stay in your history forever as your record.



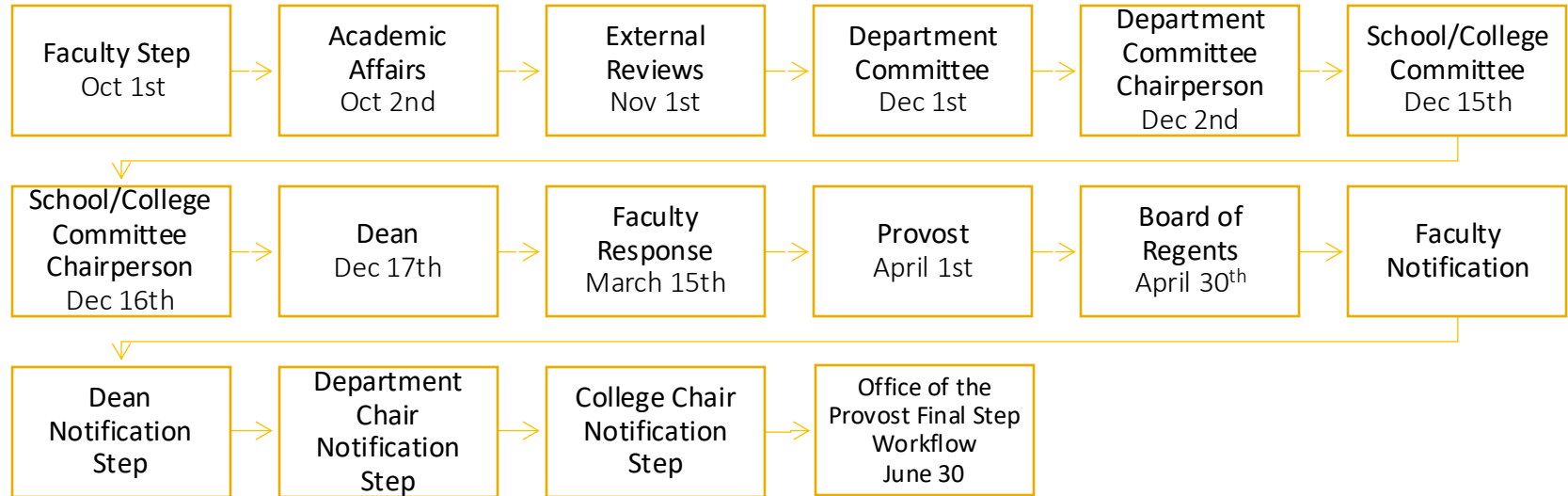
## Law School Tenure and Promotion



# Workflow



# Due Dates (Law School Only):



# Faculty Step

- Activities

Manage Data

Reports

Workflow ▾

Tools ▾

## Workflow Tasks

▼ Inbox

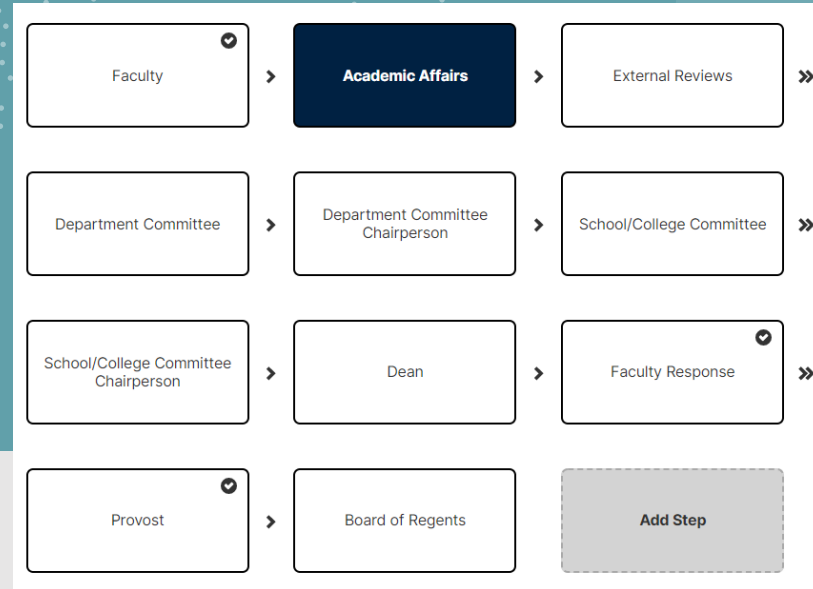
Name	Step	Subject
R&T Test	Faculty	Me

▼ History

Name	Current Step	Subject
No Data to Display		

## 2 Academic Affairs Step

- Once the candidate submits the application, it cannot be edited (unless "Recalled"). On **October 2nd** Academic Affairs will release all applications at the same time to the next step: External Reviews
- Deadline: October 2nd



# ATTENTION Department Committee Chairperson



- The next three steps (Step 3, 4 and 5), all require **action/submission** from the **department (committee) chairperson**.
- Please give yourself ample time to complete each step (the steps must be submitted sequentially):
  - External Review (**STEP 3**) - submit reviews ASAP because faculty cannot review until they are uploaded
  - Committee Voting process (**STEP 4**) - by Nov 1st
  - Department Statement, assessment, and member feedback and votes (**STEP 5**) - by November 2nd
- Only the **department committee chairperson** will have access to enter information/documents. Committee members will only have access to **VIEW** the application during **STEP 4**.

What great minds can do.

# 3 External Reviews Step

- The Department Chairperson will receive an email notification on October 2nd from FS to submit the following documents
  - the request letter that was sent soliciting external review letters
  - the submitted external review letters
- If letters were not solicited, that needs to be noted and submitted to the next step.

External review letters are not required and may not apply for all applicants (see faculty guide 5.2.b).

• External Reviews ☒ Yes, external reviews were solicited ☐ No, external reviews were not solicited

Letter sent to solicit external reviews

External Review Letters

Additional letters were requested but not received by the deadline.

## 3

# External Reviews Step Cont.

- Once all the letters are uploaded (if applicable) and the mandatory field selected, the department chairperson needs to click on **“Actions,”** then from the drop-down menu click on **“Submit to Department Committee.”**
- Once the application is submitted correctly it will disappear from your FS "Inbox."
- Please make sure you submit external review as soon as possible because the application will not be released from this step until you do so. Faculty colleagues will not have access to the application until you upload the letters!
- **Deadline: AS EARLY IN NOVEMBER AS POSSIBLE but no later than November 1st.**

External review letters are not required and may not apply for all applicants (see faculty guide 5.2.b).

External Reviews ☒ Yes, external reviews were solicited ☐ No, external reviews were not solicited

Letter sent to solicit external reviews

External Review Letters

Additional letters were requested but not received by the deadline.

# 4

## Department Committee Step

### ATTENTION **COMMITTEE MEMBERS**:

- Committee members have access to [view the application only](#). To maintain anonymity, votes are submitted via the traditional departmental processes and then uploaded by the chairperson.
- Please review the application and let the committee chairperson know when you have completed your review using your traditional departmental procedures.
- There is no "Action" to be completed by the committee members in Faculty Success.

#### **Committee Member**

As per *Faculty Guide 5.2.d.2.3*, submit your vote on the ballot form prepared in advance by the chairperson with statements explaining reasons for the vote with reference to teaching, research, and service.

To maintain confidentiality this part of the process is not conducted on Faculty Success.



## 4

# Department Committee Step Cont.

## ATTENTION COMMITTEE CHAIRPERSON

- Committee members have access to view the application only!
- Once your whole departmental committee has reviewed and voted on the application, please select “Yes” and click on “**Actions**,” then from the drop-down menu click on “**Submit to Department Committee Chairperson**.” Once you submit to the next step, your committee members will lose access to the application!
- In the next step you (department committee chairperson) will be submitting votes, statements, and letters.
- Make sure to complete the committee voting process promptly to give yourself ample time to submit your review (Deadline for Review December 2nd).
- **Deadline for this step: December 1st.**

Committee Chair

Committee Member

### Committee Chair:

Please instruct your faculty committee members to submit their votes to you via your traditional departmental process. When ALL the votes are received select "YES" below, click on "ACTION" button and "submit to the Department Chair Committee" step. Once submitted the committee members will no longer have access to the application.

★ Committee Voting Completed

☒ Yes

☐ No

# 5 Department Committee Chairperson Step

- In this step you as the Committee Chairperson will have access to submit the departmental letter with an assessment of the need for the position along with the committee members' votes and feedback on teaching, research, and service.
- Your committee members will no longer have access to view the application.
- Please make sure you fill out all the necessary fields, then click on **“Actions,”** then from the drop-down menu click on **“Submit to School/College Committee”**
- **Deadline: December 2nd**

• This application is:

• Number of 'Yes' Votes:

• Number of 'No' Votes:

Attach department statement and assessment of need for the position along with committee members feedback as

• Chairpersons' letter on behalf of the department per Faculty Guide 5.2.d.4

• Department Votes (upload scanned originals or pdf files. Please make sure file names do not indicate the identity of the voter.)

# ATTENTION School/College Committee Chairperson



- The next two steps (Step 6 and 7), all require **action/submission** from the **School/College committee chairperson.**
- Please give yourself ample time to complete each step (the steps must be submitted sequentially):
  - Committee Voting process (**STEP 6**) - December 15
  - School/College Statement, along with committee members' feedback, votes, and explanations of any recusals (**STEP 7**) - December 16
- Only you as the **School/College committee chairperson** will have access to enter information/documents. Committee members will only have access to **VIEW** the application during **STEP 6**.

**What great minds can do.**

# 6 School/College Committee Step

## ATTENTION **COMMITTEE MEMBERS**:

- Committee members have access to view the application only! To maintain anonymity, votes and comments on teaching, research, and service are submitted to the college committee chairperson according to the traditional processes prescribed by the College.
- Please review the application and let the committee chair know when you have completed your review and submitted your ballots following your College procedures.
- There is no Action to be completed by the committee members in Faculty Success.

### **Committee Member**

As per *Faculty Guide 5.2.d.2.3*, submit your vote on the ballot form prepared in advance by the chairperson with statements explaining reasons for the vote with reference to teaching, research, and service.

To maintain confidentiality this part of the process is not conducted on Faculty Success.

## 6

# School/College Committee Step Cont.

## ATTENTION COMMITTEE CHAIRPERSON

- Committee members have access to view the application only! o maintain anonymity, votes and comments on teaching, research, and service are submitted to the college committee chairperson according to the traditional processes prescribed by the College.
- Once ALL committee members have submitted ballots for the application, select “Yes” and click on “**Actions,**” then from the drop-down menu click on “**Submit to School/College Committee Chairperson.**” Once you submit to the next step, your committee members will lose access to the application!
- In the next step you (School/College committee chairperson) will be submitting votes, statements, and letters.
- Make sure to complete the committee voting process promptly to give yourself ample time to submit your review (Deadline for submitting review is December 16).
- **Deadline for this step: December 15th.**

College Committee Chair:

Please instruct your faculty committee members to submit their votes to you according to your college bylaws and Faculty Guide 5.1.g and 5.3.g . When ALL the votes are received select "YES" below, click on "ACTION" button and "submit to the School/College Committee Chairperson" step. Once submitted the committee members will no longer have access to the application.

School/College Committee Voting Completed



Yes



No

# 7 School/College Committee Chairperson Step

- In this step you as the Committee Chairperson will have access to submit the School/College Committee Statement along with committee feedback, votes, and explanations of any recusals.
- Your committee members will no longer have access to view the application.
- Please make sure you fill out all the necessary fields, then click on **“Actions,”** then from the drop-down menu click on **“Submit to Dean.”**
- **Deadline: December 16th.**

• This application is:

• Number of 'Yes' Votes:

• Number of 'No' Votes:

Number of 'Recusal' Votes if any:

Attach School/College Committee statement along with committee members feedback, votes and explaining any recusals.

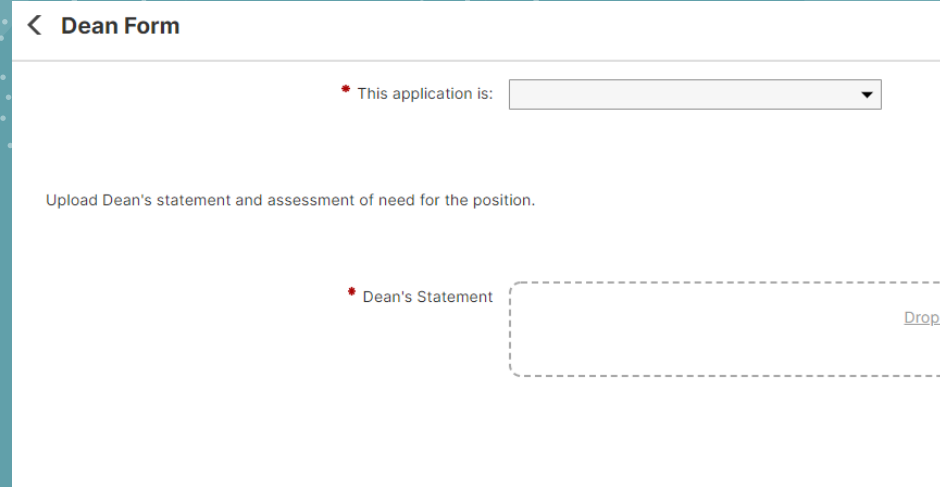
• School/College Statement  [Drop f](#)

• School/College Votes (upload scanned originals or pdf file.  
Please ensure that the files are anonymous)  [Drop f](#)

# ATTENTION DEANS

- Faculty Success Workflow is sequential, and one step can happen at a time.
- You as the dean will have access to view the application starting November 1<sup>st</sup>, however you will be able to submit your review only **AFTER** the School/College Committee Chairperson submits their review.
- You can start working on your review earlier and save it on your computer and then send it to Ms. Bernadette McVey.

## 8 Dean Step



The screenshot shows a web form titled "Dean Form" with a back arrow icon. It contains a required dropdown menu for "This application is:", a text instruction "Upload Dean's statement and assessment of need for the position.", and a required dashed box for "Dean's Statement" with a "Drop" label on the right.

< Dean Form

\* This application is:

Upload Dean's statement and assessment of need for the position.

\* Dean's Statement Drop

- Please submit your dean's statement via e-mail to Ms. Bernadette McVey in the Office of the Provost who will submit it on your behalf. Please clearly mark your document with the candidate's name.
- In your e-mail please list the name of the candidate(s) and whether the application was a) approved b) not approved
  - Joe Doe: Not approved
  - Jane Smith: Approved
- **Deadline: December 17th.**



# ATTENTION FACULTY MEMBER

- In the next step (STEP 9) you will be able to submit to the Provost a supplementary statement per *Faculty Guide* 5.6.b (OPTIONAL).
- You will be also able to withdraw your application from consideration for Promotion/Tenure.
- **Withdrawing your application is IRREVERSIBLE!!!**
  - Please be careful when selecting your choices.
  - The system will ask you again to confirm



## 9

# Faculty Response Step

ATTENTION FACULTY MEMBERS (applicants):

- You may submit to the Provost a supplementary statement in this step if applicable per *Faculty Guide* 5.6.b.
- Whether you are or are not submitting statement you must move the application to the next step.**
- In order to move the application to the next step click on “**Actions**,” then from the drop-down menu click on “**Submit to Provost**.”
- To withdraw your application, click on “**Actions**,” then from the drop-down menu click on “**Opt Out**” ← **THIS ACTION IS IRREVERSIBLE !**
- Deadline: March 15th.**


Per *Faculty Guide* 5.6.b the applicant may submit to the Provost a supplementary statement by uploading it below. This statement is optional.

No additional documentation (publications, contracts, etc.) can be provided.

When complete (with or without the supplementary statement) select the “Action” tab and “Submit” to move your application to the next step or, if you wish to withdraw your application from consideration for Promotion/Tenure, select “Opt Out” to close the process no later than March 15.

Please note that withdrawing your application by selecting “Opt Out” is irreversible.

Faculty Supplemental Statement

B I U         

# 10 Provost Step

• This application is:

If the applicant is not being recommended, select the 'Not Recommended' option under the Actions tab. This will close the application process.

• Provost's Statement

[Drop files here or click to upload](#)

- During this step the Provost will be reviewing application and will submit Provost's recommendation by April 1<sup>st</sup>
- **Deadline: April 1st.**

11

## Board of Regents

This Applicant is::

\* Board of Regents Statement

- During this step the Provost will be submitting the Board of Regents' Statement by April 30<sup>th</sup>.
- **Deadline: April 30th.**

# 12

## Faculty Notification Step

- This is the notification step. No action is needed.
- You will receive an e-mail notification from Faculty Success once the letters are submitted.
- Please log in to Faculty Success, click on “Workflow” → “Tasks” and then on the workflow with your name.
- Completed workflow will be located in your “History”. (Workflow→Tasks→History)
- The workflow will automatically move to the next step in 24 hrs.

< Faculty Notification Step Form

Notification: Letters from Provost and Board of Regents are ready to be viewed.

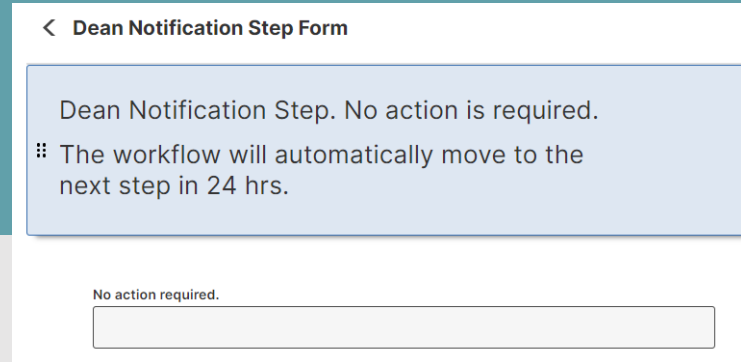
No action is required.

The workflow will automatically move to the next step in 24 hrs.

Notification only, no action required

# 13

## Dean Notification Step

A screenshot of a web form titled "Dean Notification Step Form". The form has a light blue header bar with a back arrow and the title. Below the header is a light blue box containing the text "Dean Notification Step. No action is required." followed by a list icon and "The workflow will automatically move to the next step in 24 hrs." Below this box is a white section with the text "No action required." and an empty rectangular input field.

< Dean Notification Step Form

Dean Notification Step. No action is required.

⌘ The workflow will automatically move to the next step in 24 hrs.

No action required.

- This is the notification step. No action is needed.
- You will receive an e-mail notification from Faculty Success to view provost/board letter for a faculty member(s) in your school/college.
- Please log in to Faculty Success, click on “Workflow” → “Tasks” and then on the appropriate workflow. If you log in after the workflow has moved on to the next step you will be able to view it under the history.
- **The workflow will automatically move to the next step in 24 hrs.**
- **Please note that the workflow will close on June 30, and you will lose access to the workflow. Please make sure to view the Provost/Board letter in a timely manner.**

# 14 Department Chair Notification Step

## < Department Chair Notification Step Form

Department Chair Notification Step. No action is required.

The workflow will automatically move to the next step in 24 hrs.

No action Required

- This is the notification step. No action is needed.
- You will receive an e-mail notification from Faculty Success to view provost/board letter for a faculty member(s) in your department.
- Please log in to Faculty Success, click on “Workflow” → “Tasks” and then on the appropriate workflow. If you log in after the workflow has moved on to the next step you will be able to view it under the history.
- **The workflow will automatically move to the next step in 24 hrs.**
- **Please note that the workflow will close on June 30, and you will lose access to the workflow. Please make sure to view the Provost/Board letter in a timely manner.**

# 15

## College Chair Notification Step

### < College Chair Notification Step Form

College Chair Notification Step. No action is required.

The workflow will automatically move to the next step in 24 hrs.

No action required.

- This is the notification step. No action is needed.
- You will receive an e-mail notification from Faculty Success to view provost/board letter for a faculty member(s) in your school/college.
- Please log in to Faculty Success, click on “Workflow” → “Tasks” and then on the appropriate workflow. If you log in after the workflow has moved on to the next step you will be able to view it under the history.
- **The workflow will automatically move to the next step in 24 hrs.**
- **Please note that the workflow will close on June 30, and you will lose access to the workflow. Please make sure to view the Provost/Board letter in a timely manner.**





## A FEW REMINDERS

- **You can check on status of your application at any time:**
  - Please log in to Faculty Success, click on “Workflow” → “Tasks” and then on the workflow with your name. You will have access to all the posted information/reviews except the external reviews if applicable!
- **Your completed application workflow will move from INBOX to HISTORY:**
  - When it is on a different step in the workflow
  - Once the whole workflow is completed→ it will stay in your history forever as your record.



# Faculty Success Tips

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# Training

[Faculty Success](#) is a secure and easy to use online tool for faculty members to organize, track, and report on their scholarships, instructions, research, creative work, as well as clinical, service, and other professional activities. Workshops will be offered on the following dates. You may register for any of them [here](#).

## File Organization Tips

1. Always save your documents to the cloud ([Microsoft OneDrive for Business](#)) for safe keeping.
  - a. If you are not saving to a cloud storage location, backup your files regularly to an external device (USB, external hard drive, etc)
2. It is not necessary to save every file that is sent to you.
  - a. Only save files that are relevant or important to your work.
3. Group and organize your files within folders.
  - a. You may name your folders based on year, semester, location, or topic.
4. Keep track and delete any old files or previous versions you may not be using.
  - a. It is recommended to keep the original version of a document, and the final edited version of it.
5. Make digital copies of all paper documents and keep them organized in Microsoft OneDrive for Business

This will eliminate the possibility of losing a paper document.

## Naming Convention Tips

File names are an important part of organizing, sharing, and tracking your data files. Developing a proper naming convention will help you save time when searching for files, as well as keep you organized for years to come.

1. Keep file names short, but descriptive.
  2. The goal when naming files is to be able to tell what the file is about without having to open it.
  3. Create relevant folders with logical names.
  4. Be consistent when naming your files.
    - a. Consider date, location, or project name to start off your file names.
  5. An example of an ambiguous file name is **DC2022July4**.  
Instead, name it **2022 – Washington DC Trip**
- When naming files, ask yourself “Would this name make sense to someone else?”

## Converting a Microsoft365 document to PDF format (Word or PowerPoint)

1. Click on the File menu at the top left of the screen and select **Save as** or **Save a copy**.
2. Select a location to save to file to.
3. On the right side of the screen, name your file appropriately.
4. Directly underneath the file name you have chosen, change the type of file by clicking on the drop-down menu and selecting **PDF (.pdf)**.
5. Click on the **Save** button next to the drop-down menu to save your file as a PDF.

## Combining multiple PDF file

With Foxit PDF Editor, you can easily combine multiple PDF files into one convenient document and rearrange them into a particular order. To do so:

1. Open Foxit PDF Editor and click on the **Convert** tab in the top toolbar.
2. Locate and click on the **Combine Files** icon.
3. Add files by dragging and dropping them on this screen or select them individually by clicking on **Add Files**.
4. You can now decide how many pages of each document to include, and in which order you would like the combined document to be designed.
5. To complete the process, click on the **Combine** button at the top right of the screen.
6. Make sure to save this new merged document.

# More information

- For more information about how to use [Microsoft OneDrive for Business](#), here is a recording from one of our workshops.



- For more information about how to use [Foxit PDF Editor](#), here is a recording from one of our workshops.







# Scholarly Metrics Reports

- University Libraries creates scholarly metrics reports for tenure and promotion candidates. Send questions to: [erepository@shu.edu](mailto:erepository@shu.edu)
- These reports include journal rankings, acceptance rates, citations, h-indices, WorldCat counts, statistics from our [e-Repository](#) (including usage, social media and news mentions) to help faculty prepare their tenure and promotion applications.
- We will setup a [faculty profile](#) for you in the eRepository as a first step. If you would like request a Scholarly Metrics Report, please fill out this [form](#).

What great minds can do.

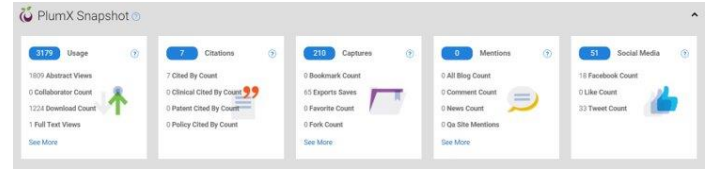
# Traditional vs. Non- Traditional Metrics

- Circulation figures
  - Citation figures
  - External accolades
  - Journal acceptance rates
  - Journal impact factors
  - Journal rankings
  - PlumX Metrics (from SHU's Institutional Repository)
  - Scopus statistics
  - Selected Works Profile download statistics by sector, institution and country
- Book publisher reputation
  - Book reviews
  - Documentaries
  - External accolades
  - Juried exhibits
  - News Coverage
  - Open access vs. paywall journals
  - Social Media Coverage
  - Ticket sales or sales of art, and the institutions of peer publishing, exhibiting, performing, or presenting in the same venues.

**What great minds can do.**

# Provide Context about your Scholarship

- The Scholarly Metrics reports are meant to be a launching pad to provide context about your scholarship
- The University Rank and Tenure Committee is comprised of faculty from many disciplines – STEM vs. Non-STEM, clear Scopus presence vs. Minimal Scopus presence. Therefore, give context about your scholarship ***within your own discipline*** and ***explain the impact of your scholarship to those in other disciplines.***
- All disciplines have different benchmarks. It is important to spend time thinking about how you can contextualize your scholarship.



Journal	H Index	WorldCat Holdings	Peer Reviewed
Field Methods	49	581	Yes
Western Journal of Black Studies	12	1501	Yes

African and Asian

African Studies Q

World Medical & I

The table below shows syllabi downloads for candidate from the [Diplomacy Syllabi collection](#) from SHU's eRepository.

Course Name	Downloads
<a href="#">Economic Development of Africa</a>	71
<a href="#">International Political Economy</a>	54
<a href="#">Conflict and Conflict Resolution in Plural Societies</a>	47
<a href="#">Justice, Truth, and Reconciliation in Post-Conflict Societies</a>	34
<a href="#">Institutions of Post-Conflict Governance</a>	32
<a href="#">Peacemaking and Peacekeeping</a>	16
<a href="#">Introduction to International Relations</a>	8
<b>TOTAL</b>	262

# Provide Clarity and Context



Give explanation about solo authorship or name placement in articles with a series of authors within the context of your discipline



Open access vs. Paywall: Journals tend to be open access in Europe; therefore access is free and readership or citations may be higher than journal articles behind a paywall. Subscription based journals may have less access and therefore lower readership or citations.



Disciplines such as law or often diplomacy do not have impact factors. Be sure to explain this to your review committee.



Popular publications (Time, Vanity Fair) have wide distribution but no traditional scholarly metrics. Use web and magazine circulation and social media instead.



Describe grants applied for and grants won. How does this advance your research agenda and enhance departmental and university recognition.

# Scopus Reports

Scopus is a SHU database that provides excellence coverage in the hard sciences and some social sciences. You can search for authors profiles that may include:

- Journal rankings
- Citations per article
- Total citations
- Co-authors

