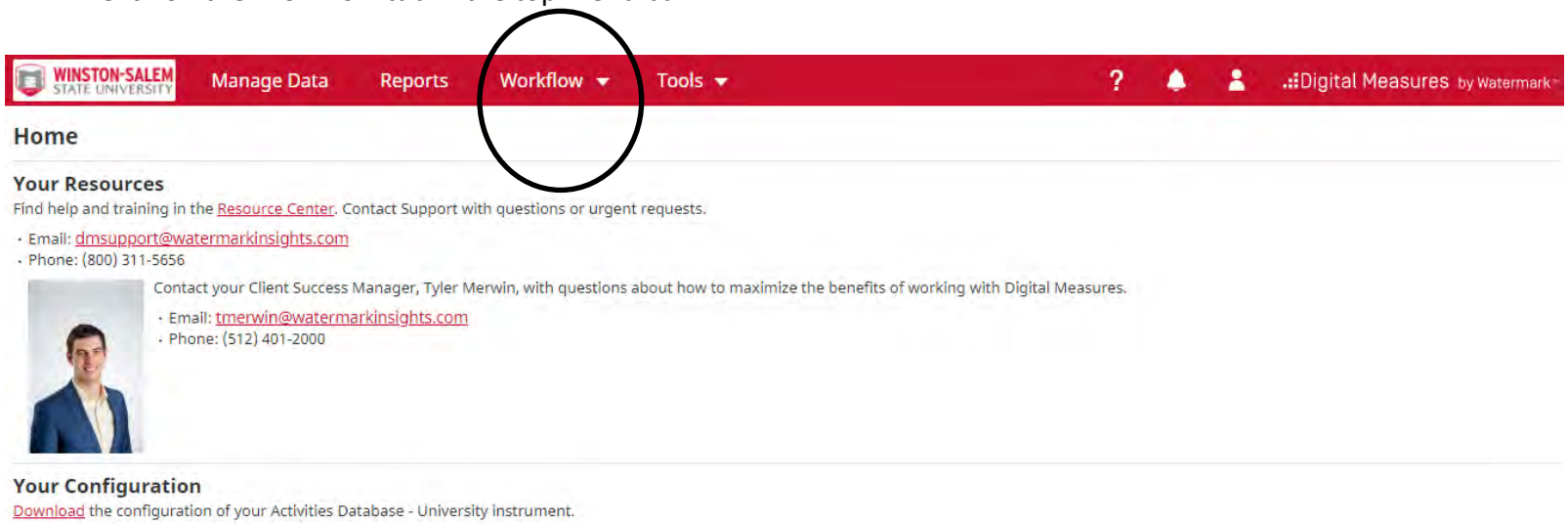
Instructions for Reviewers (Tenure, Promotion, Reappointment)

When the faculty has submitted their dossier or portfolio, you will receive an email notification from Digital Measures that you need to review. You can access the Workflow in two ways: Through the email which will prompt you to log into Digital Measures or by logging directly into Digital Measures through the WSSU webpage; Get More Info; and click on “Activity Insight” link.

1. Log in to Digital Measures by following the link and clicking on the WSSU login page. Please remember you will be promoted to login through the 2Factor authentication system powered by DUO.

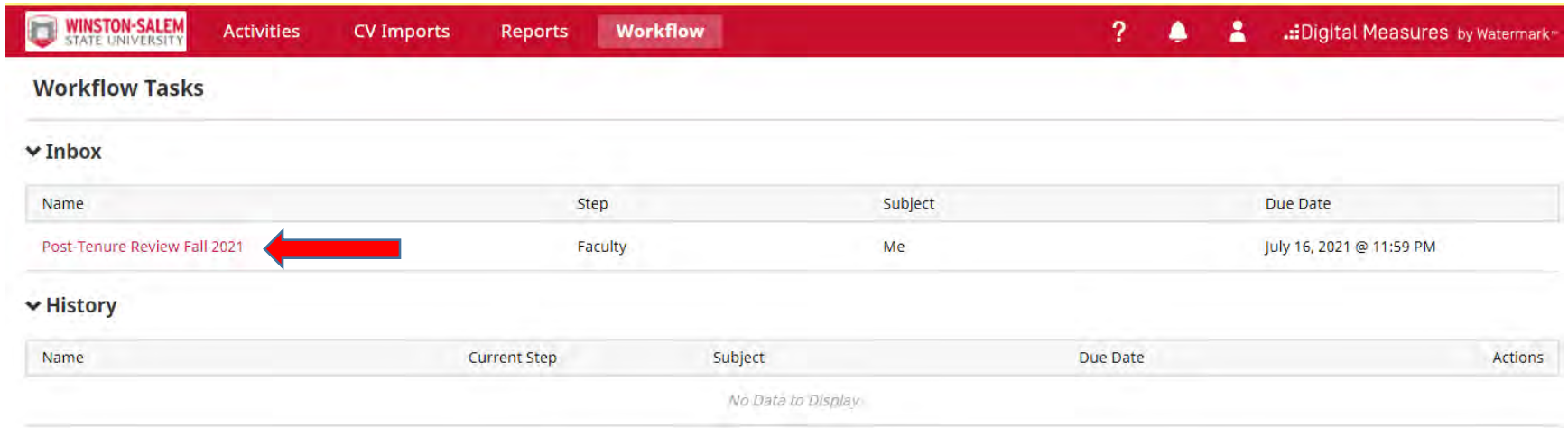
   https://www.digitalmeasures.com/login/wssu/faculty/dashboard/showDashboard

2. Click on the Workflow tab in the top menu bar.



3. Access your Workflow (Tasks) inbox.

In your Workflow inbox, you should see the faculty dossier or portfolio task listed. Click on the item.



4. Review materials submitted

Both committee chairs and committee members can see the materials submitted by the faculty member

Committee member:
You will have a read-only view. However, you will be able to view any draft response comments from the committee chair or other members). Once you have read the submission and its contents, notify the committee chair that you have completed your review.

Committee chair:
Accessing the faculty submissions provides access to faculty materials. You will also see a list of committee members, along with an indication of which committee members have reviewed the submission.

5. Complete the evaluation and provide an overall rating

   After consulting with the Senior Faculty Review Committee/University Tenure and Promotion committee members, the review chair must upload a recommendation letter on behalf of the Committee. If additional information is needed from the faculty member, the Committee Chair has the option to “send back” the document to gather the requested information.

   You will be required to upload documents and evaluation report. This document will be accessible by the applicant after the review has been forwarded to the next level review. The committee chair can include the Committee members vote using the drop-down boxes. This letter should include the "yes", "no", and "abstention" votes for the application's submission.

Manage Data | Reports | Workflow | Tools

< Department Senior Faculty Review Forms (Committee Chair)

Cancel | Apply

Committee Chair | Committee Member

Department Level Review

"Eligible Faculty Members who apply for promotion and/or Permanent Tenure must meet additional specific criteria published by their departments and their college/schools. Each department and school/college will provide a copy of the criteria for promotion and Permanent Tenure to each departmental Faculty Member, Promotion and Tenure Committee (formerly Faculty Personnel Committee), and to the Office of the Provost at the beginning of each academic year. The criteria will address teaching, research/scholarly or creative activity, and service (department, university, community, profession) and other factors used in making promotion/Permanent Tenure decisions. "

(From the WSSU Faculty Handbook Chapter 4, Section IV B.2)

Faculty applicants will be required to upload specific criteria for promotion and permanent tenure with their application. This action ensures all reviews are against the same standards.

After the departmental review, a letter must be uploaded by the designated committee chair or convener of the evaluation. This letter should include the "yes", "no", and "abstention" votes for the application's submission. This document will be accessible by the applicant after the review has been forwarded to the next level review. You may also include those votes in the form below (optional).

* Departmental Tenure and Promotion Criteria (Required) — Drop files here or click to upload

* Department's Recommendation Letter (Required) — Drop files here or click to upload

OPTIONAL: If your department wants to report faculty votes without printing and uploading the submitter application, votes can be recorded here along with the department letter.

Senior Faculty Votes-YES

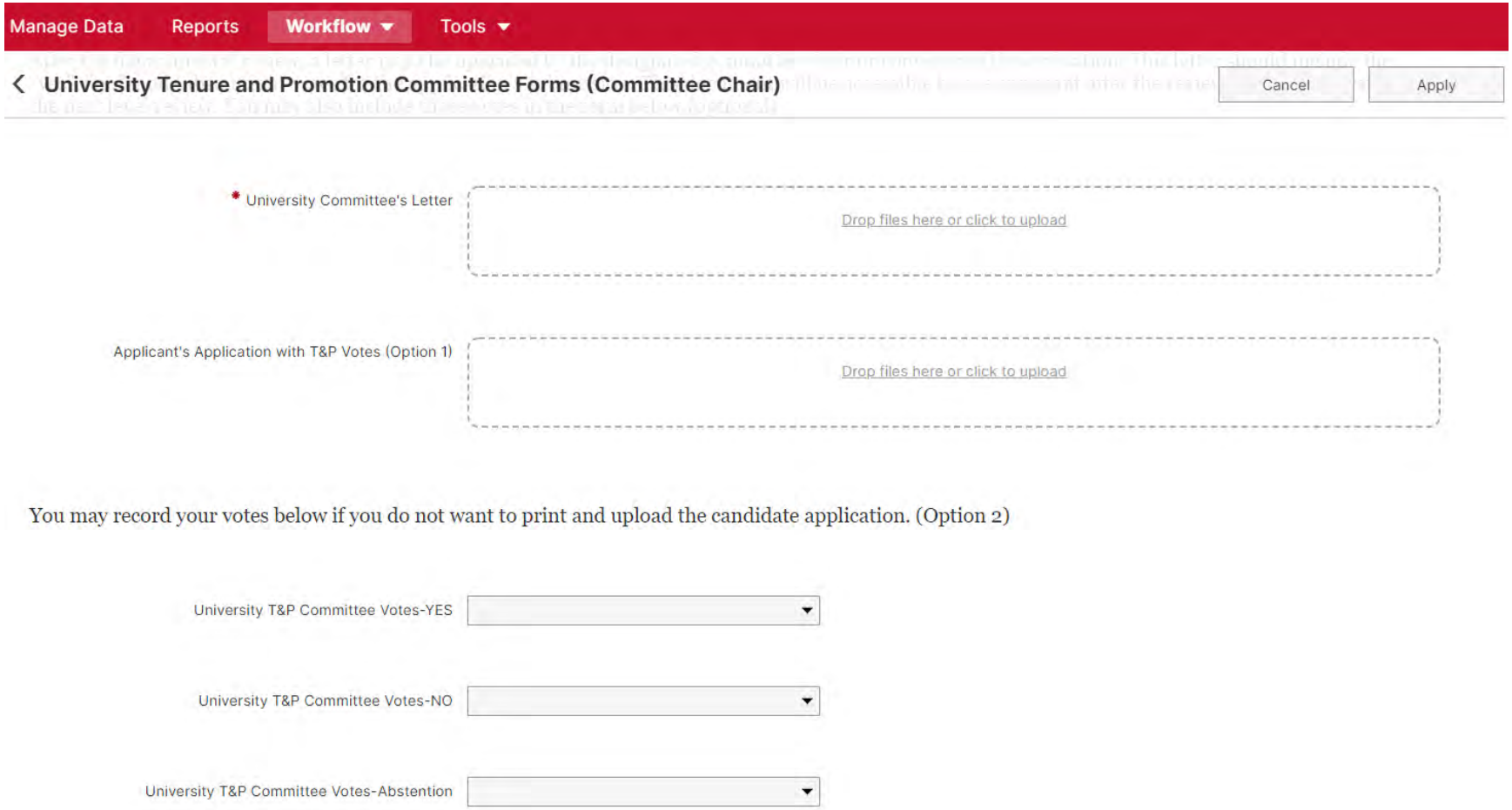
Senior Faculty Votes-NO

Senior Faculty Votes-ABSTAIN

Department's Evaluation Rubric (Optional) — Drop files here or click to upload

**The red asterisks indicate mandatory items/fields within the form (where applicable).*

University Tenure and Promotion Committee Screen



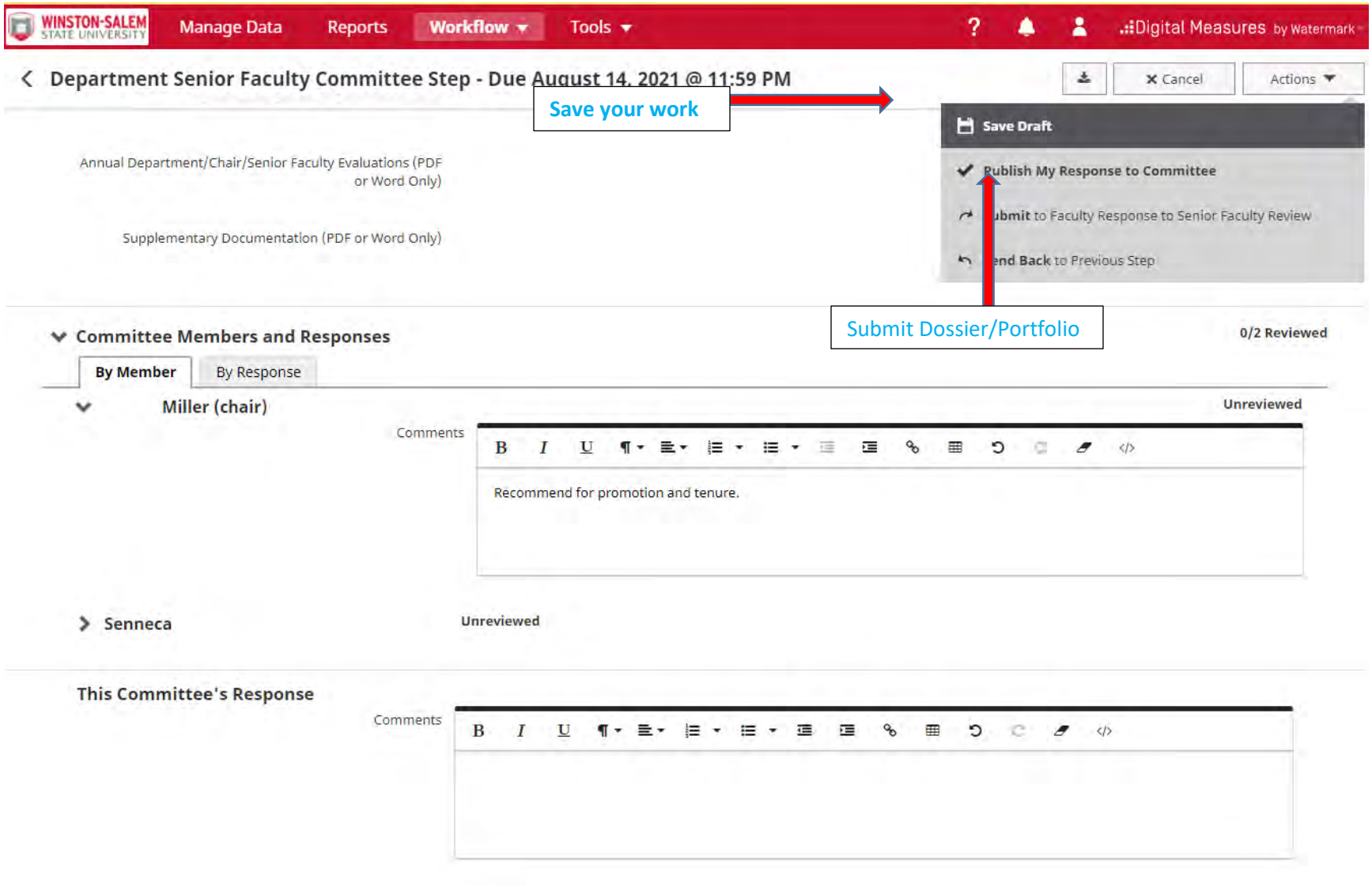
6. Saving your work and/or Submitting documents

   Click the "Actions - Save Draft" button while editing to save your work and return to continue editing your document. Note that this <u>does not</u> advance the portfolio and recommendation letter to the next step.

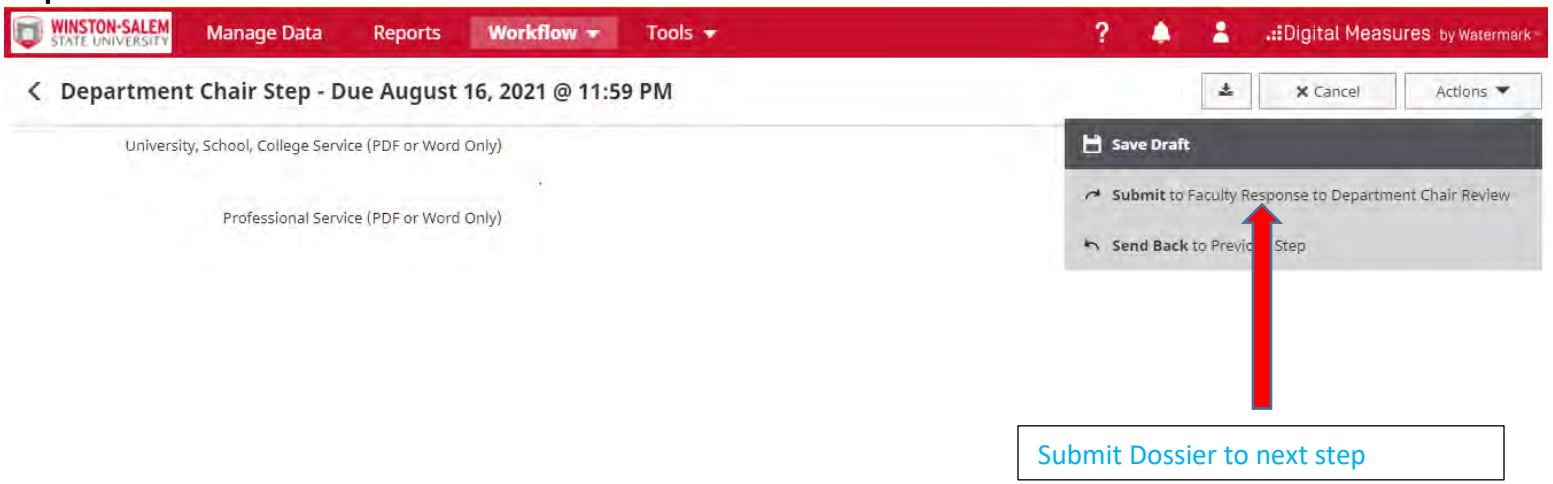
   To submit the documents, click the Action button at the top right of the screen and on the drop-down menu click on "Submit

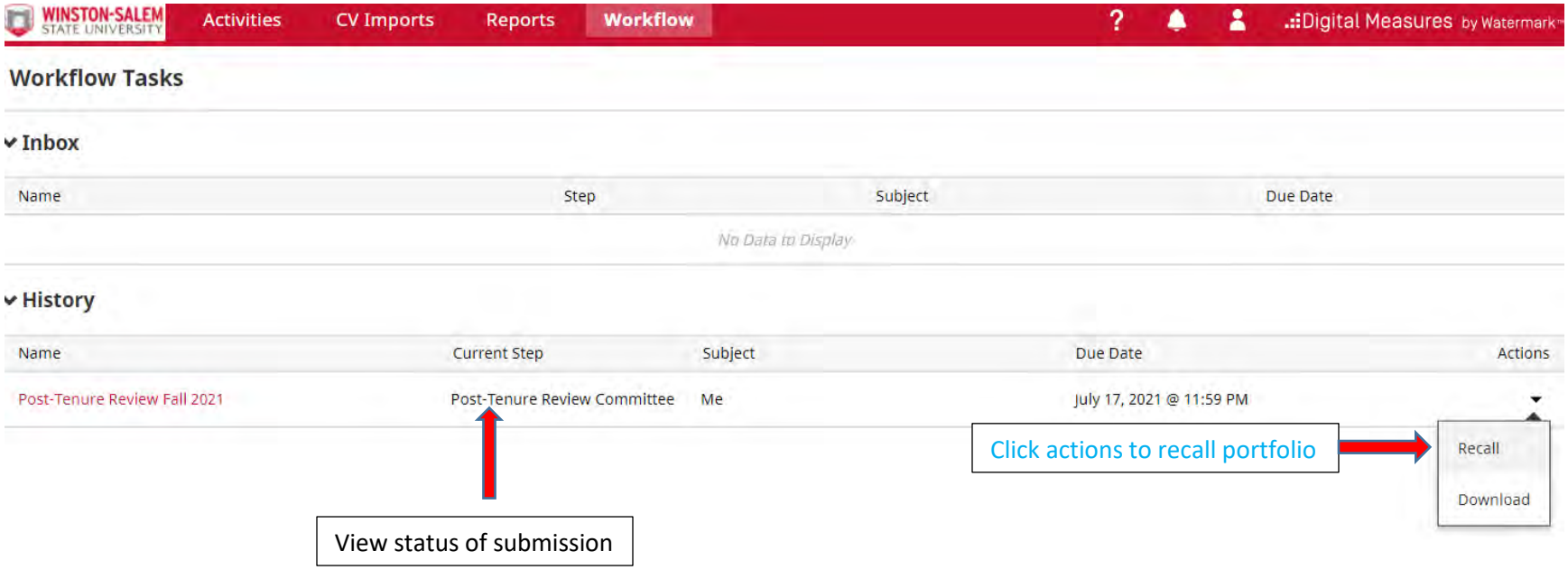
to Faculty to Response to Senior Faculty Review".

Committee Chair Screen for Submission



Department Chair Screen



Once submitted, the task will move out of your inbox and into your Workflow history.

7. Recall Dossier after submission
   The Senior Faculty Review Committee chair and the University Tenure and Promotion chair can recall their submission, view the status of the submission, review the content of the submission, and view the fields completed by reviewers in subsequent steps. The contents of the submission can also be exported for archival purposes by clicking the "download" button. After the entire process is completed, your Dossier information will be uploaded to Digital Measures for future reference.