TEXAS TECH UNIVERSITY

Office of Faculty Affairs and Development

Workflow Manager: Instruction Guide for Tenure &/or Promotion

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Welcome to Workflow Manager!

Workflow Manager is a TTUHSC-SOM auto-advancement, web-based program used by the School of Medicine for annual processes including but not limited to Mid-Cycle Review (MCR) and Tenure & Promotion (T&P). This system allows users to request approval to participate in processes, submit applications, upload necessary documentation, review applications,

Faculty Member Instructions

For Mid-Cycle Review (MCR) and Tenure &/or Promotion (T&P) Processes
Each process will be initiated by the Office of Faculty Affairs & Development via TTUHSC email.

Faculties will be invited, via email, to participate in either the MCR or T&P process and can choose to accept or decline participation by clicking a link within the email.

Example email:

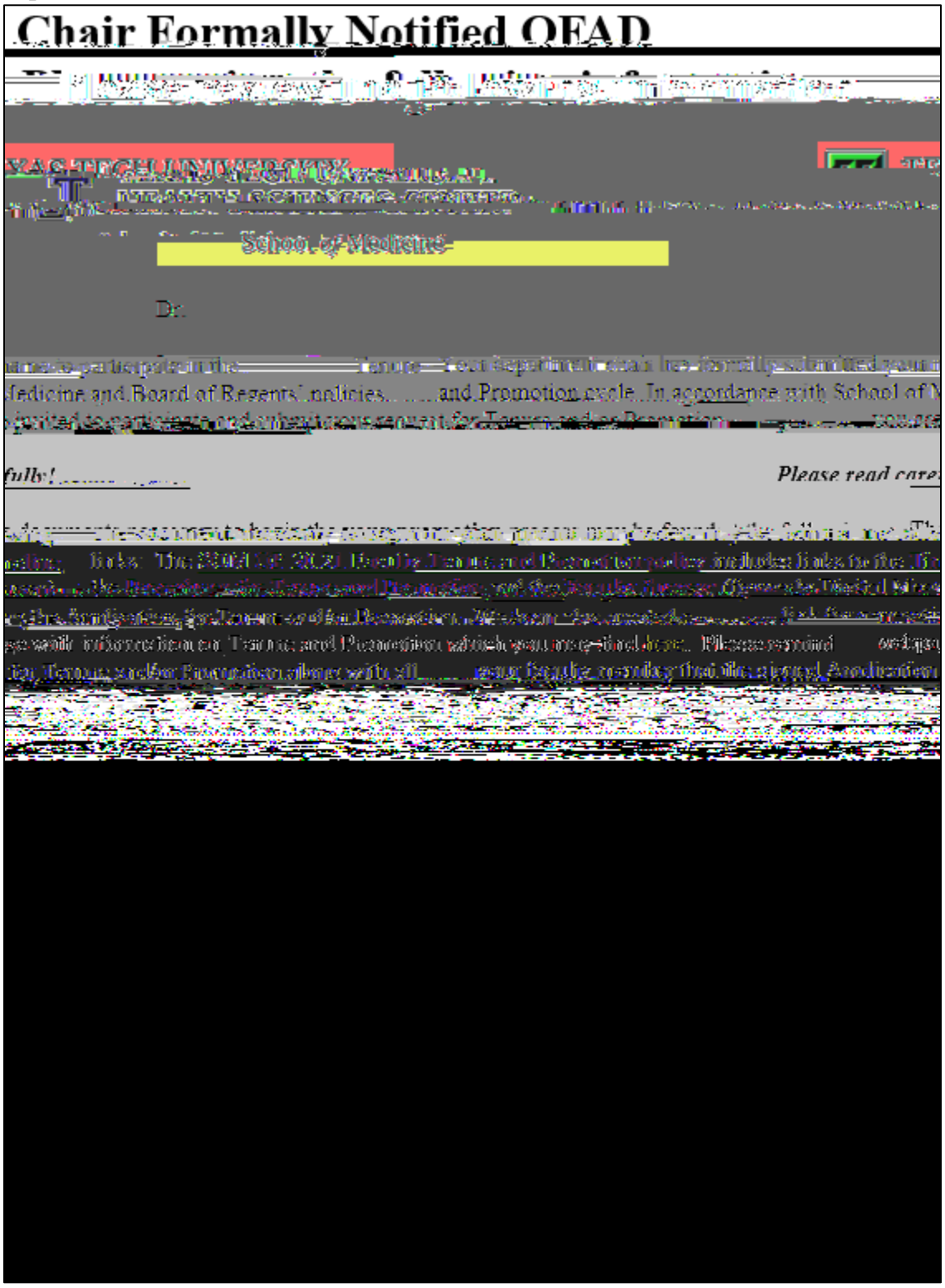
If faculty *choose to decline* participation, no further action is required.

If faculty choose to *accept* the invitation, they can either click on the link in the email that will take them to the Workflow Manager, or they can log into Workflow Manager, then select "Invitations."

Note: **If "Invitations" is not available**, this means the faculty did not receive an email notifying them the process has opened (see email on previous pag5 (e)3.6 (T.6 e)3.9 66as5 (e)31di

Once the department *chair formally submits* the faculty name, an email will be sent to the faculty member informing them how to proceed for the remainder of the Tenure and/or Promotion process, including submission deadlines.

Example email:



It is at this time faculty will begin preparation of their application using Faculty Success. **Once the application is complete (including necessary appendices) and ready to submit to their**

Steps for request to participate and/or upload completed applications:

Uploading your Completed Application

Follow the steps above to access Workflow Manager. Click on "Submit Request" as mentioned in the step above. Again, confirm your current track and title are correct, then select what you are applying for and the associated title. Upload your finalized application, then click 'Notify Chair.'

a. *If you are applying for Tenure ONLY, you do not need to select the 'Title Applying For.'*
b. **IMPORTANT NOTE:** *The system **will allow** you to proceed prior to uploading your application, so MAKE SURE YOU UPLOAD YOUR APPLICATION prior to clicking 'Notify Chair.'*

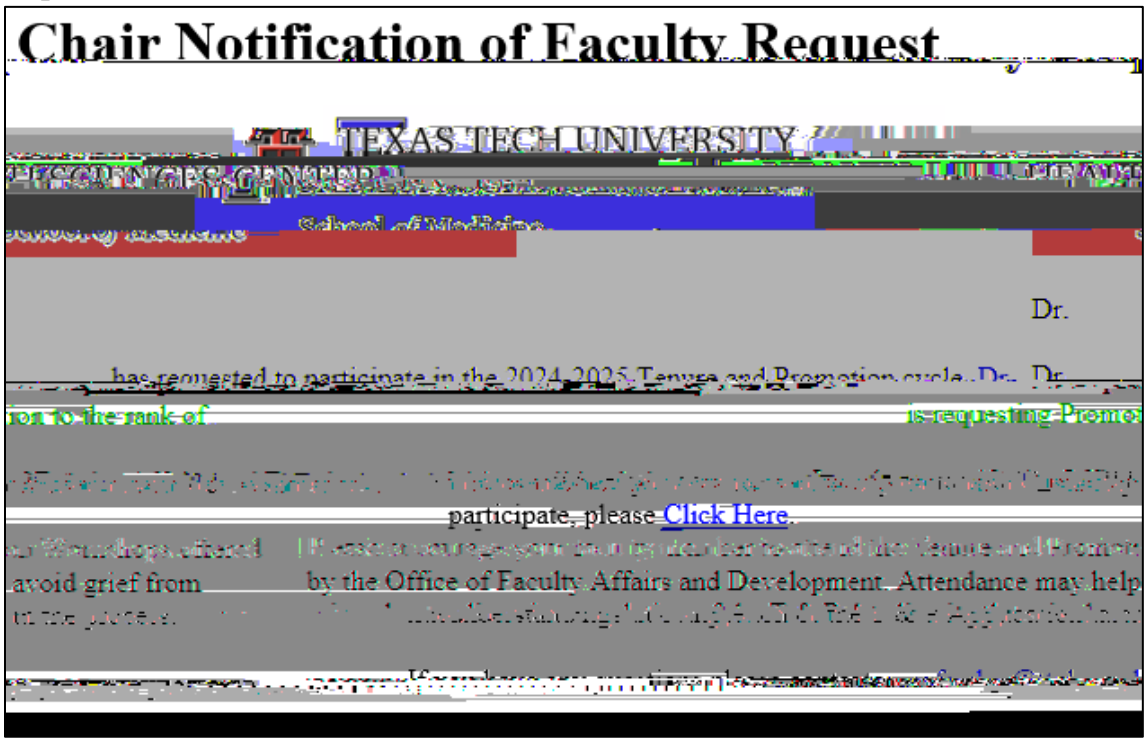
The faculty has

Department Chair Instructions

Once faculty click “I Want To Participate” in the Workflow Manager, an email will be sent to the department chair notifying them of their faculty member’s intent to participate in either promotion, tenure, or tenure and promotion.

Note: Requirement of the department chair to formally submit applicant’s name is not needed for a MCR.

Example email:



The department chair will click on the ‘Click Here’ link, and they will be directed to Workflow Manager. Below is an example of what the chair will see:

The department chair needs to:

1. V

1. Department chairs and their indicated proxy have 2 options to access the faculty's application:
    1. Click on the link referenced in the email
    2. Log into Workflow Manager using your eRaider ID and password.

    Upon log in, you will see iT Tw 0.530.1(D)7 (he)3.6

The department chair can download the application by clicking "View the Application." Once they review and sign the application, they can then re-upload it into Workflow Manager.

5. Separately, the required Academic Letters of Reference will also be uploaded by the department chair at this time. These will need to be uploaded to the "Academic Letters of Reference" section shown in the image above. *You will need to upload them 1 at a time or combine them into 1 .pdf and upload them as 1 document.*
    a. **NOTE:** Please name the Letters of Reference as follows: AcademicLOR-<letter writer's last name, letter writer's first name>
6. Click "Submit." An email will be sent to the faculty member informing them of your submission.

DO NOT UPLOAD your CHAIR'S LETTER OF SUPPORT at this time! You will upload your letter of support *after* the Departmental Committee Voting has closed.

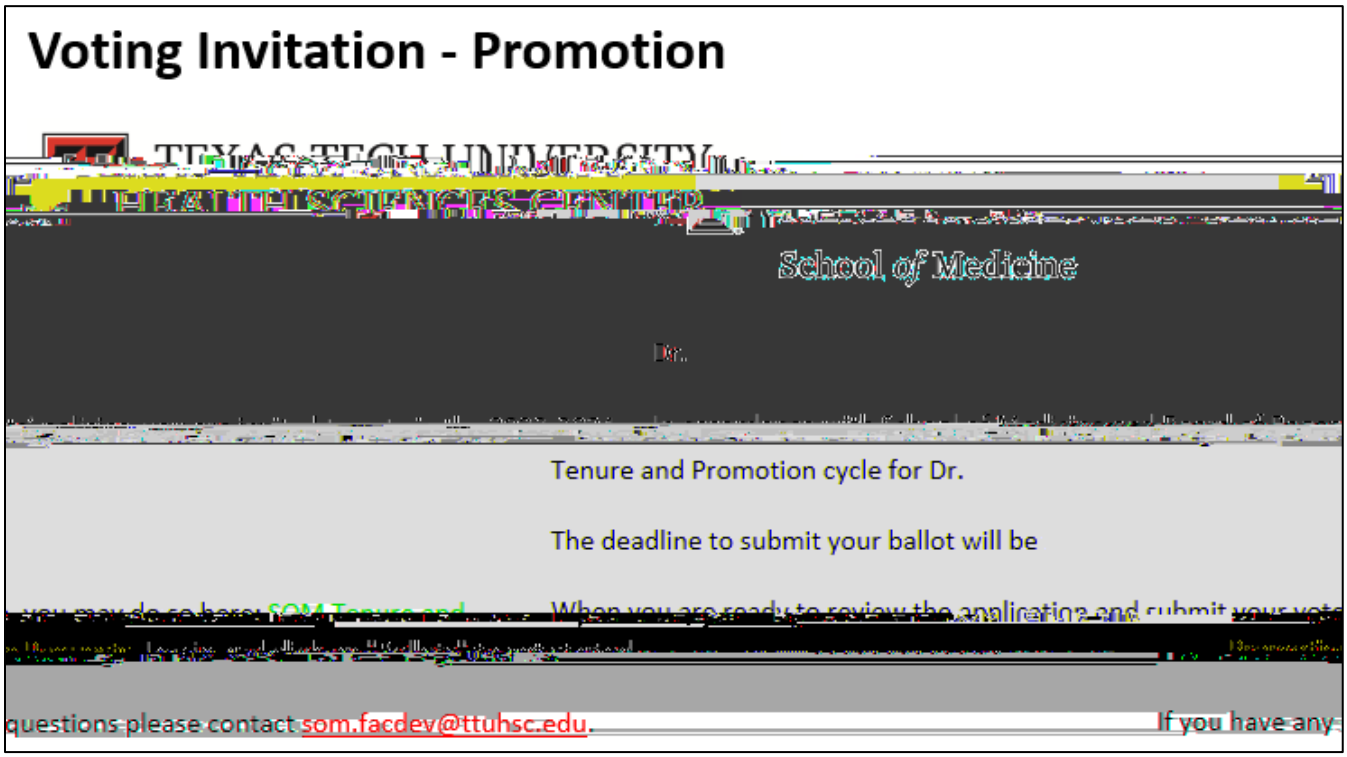
***For the moment,* the department chair's duties are complete.**

After the departmental committee's review and vote*, the department chair will revisit Workflow Manager to review the application one last time (if necessary), view the departmental vote, and upload their departmental chair letter of support.*

Departmental Review Committee Instructions

Departmental Review Committee Instructions

After the department chair has signed the application and uploaded the required Academic Letters of Reference, those faculties within the department who are at or above the desired rank/tenure status, or those faculty assigned by the Associate Dean for Faculty Affairs and Development will be eligible to review the application, provide comments about the applicant and their promotion packet, and vote (for, against, or abstain). Once voting is open, they will receive an email similar to the example below which indicates whether the applicant is applying for promotion or tenure:



You will notice there is a deadline to submit your ballot. This deadline WILL BE STRICTLY followed. No additional time will be allowed.

NOTE: If an applicant is applying for both promotion *and* tenure, and a departmental committee member is eligible to vote for both, they will receive two (2) separate emails indicating the necessity for 2 separate votes.

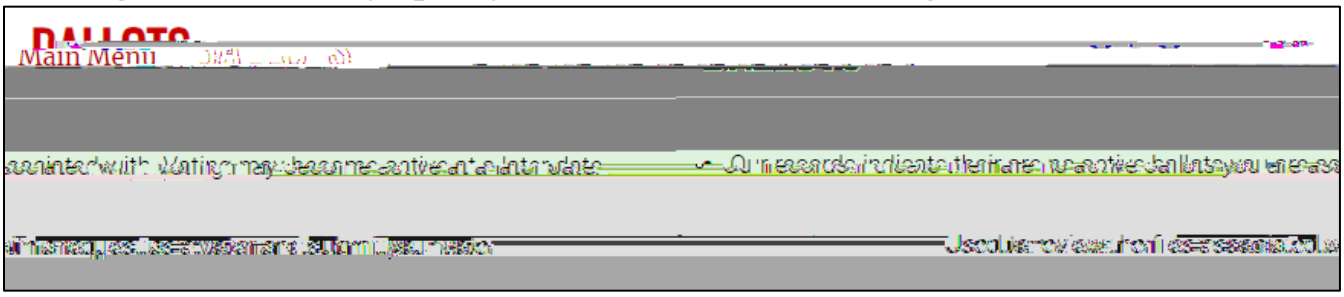
Once you click on "SOM Tenure and Promotion Requests," you will need to log-in using your eRaider ID and password. If you prefer, you can directly access Workflow Manager. You will be directed to your Main Menu and need to select "Ballots" under the Voter heading, as indicated in the image below:

1. After clicking into “Ballots,” you will see a full list of faculty for whom you have access to vote. You will click “Select” to begin the request you want to complete.

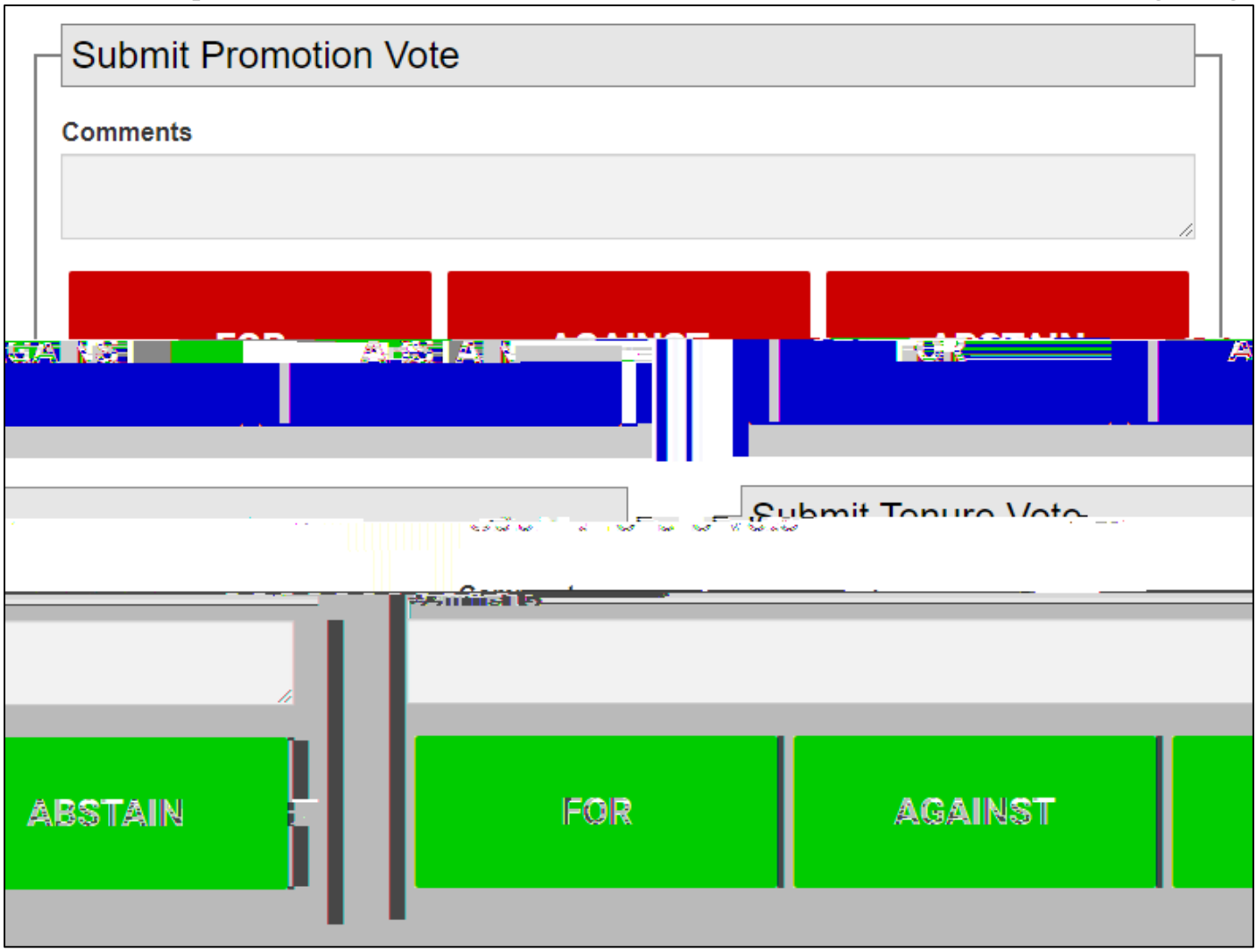
From this screen, you can:

- View Applications

If you have been assigned a voting role (departmental committee or SOM T&P Committee) but the **voting is not currently open**, <u>you will receive the following error</u>:

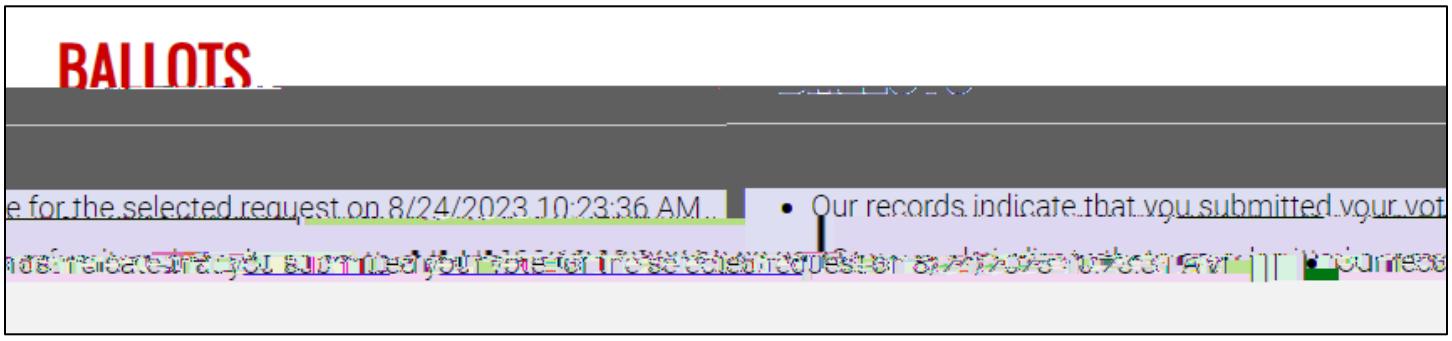


2. If voting is open, and depending on your current rank and tenure status, you will be allowed to vote for promotion, tenure, or both. You will see a screen similar to the following image:



<u>NOTE</u>: Add your comments prior to casting your vote. Once you click 'for', 'against' or 'abstain' you will **NOT** be able to go back and enter your comments.

Once you cast your ballot, you should see an indication highlighted in at the top of the screen stating your vote has been recorded. If you are voting for both tenure & promotion, you will have two (2) notices with the time stamp for each vote. See the example below:



At this point, you will not have access to return to the faculty's ballot. Should you try to access it again, you will see the previous message indicating you have already cast your vote.

NOTE: The Department Chair **will not** see the departmental committee *comments*. The Department Chair will only be privy to the total votes for, against or abstain.

At this time, the departmental committee duties are complete.

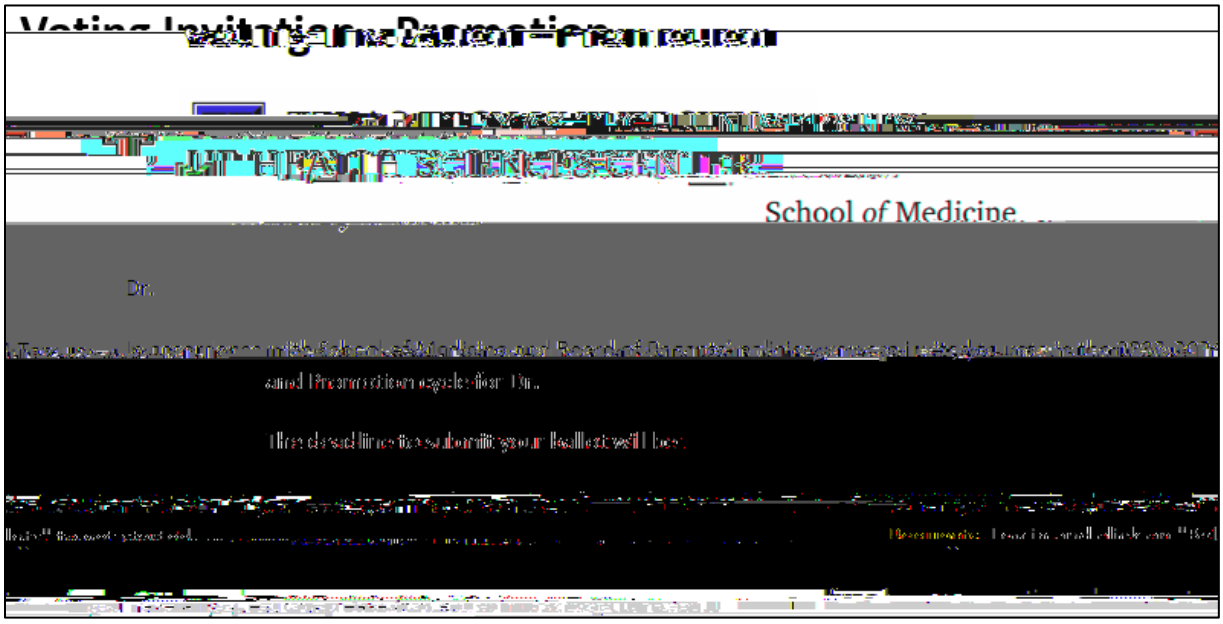
Department Chair Review, Ballot and Chair Letter of Support

Departmental Chair Review, Ballot and Chair Letter of Support

Once the departmental committee voting has concluded, the Department Chairs will have the opportunity to review the departmental votes, upload a letter of support, and cast their vote for, against or abstain.

NOTE: Department chairs will NOT have the ability to see the department committee *comments*. They will only see the total votes for, against or abstain.

An email will be sent to the Department Chair informing them the voting process is open. If an applicant is going up for promotion *and* tenure, there will be two (2) separate emails, and two (2) separate votes should be completed. The email will indicate whether the voting invitation is for promotion or tenure at the top. The email will be similar to the image below:



NOTE: You will notice there is a deadline to submit your ballot. This deadline WILL BE STRICTLY followed. No additional time will be allowed.