TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

School *of* Medicine
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, cast ballots, and provide anonymous comments when applicable.

Workflow Manager aids in moving a process to the next step after prior steps have been completed. For example, when invited to participate in a process, faculty can accept the request or indicate their interest in participation, which will automatically trigger an email to their department chair notifying the chair of the faculty's desire to participate. The department chair can then approve the faculty's request, which will trigger an email to be sent back to the faculty member informing them of their chair's decision and granting them the ability to upload documentation (such as a promotion application).

Information about the use of the program can be found in this manual, and one-on-one or group training is available upon request from the Office of Faculty Affairs and Development.

Faculty Member Instructions

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:

Process Open

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.
School *of* Medicine

Dr.

In accordance with School of Medicine and Board of Regents' policies, this is your formal notification that the 2024-2025 Tenure and Promotion Process is open.

For more information about the Tenure and Promotion process, please visit the Tenure and Promotion webpage, here.

If you are ready to submit your participation request to your department chair, you may do so here: SOM Tenure and Promotion Requests. Log in and click on "Submit Request" to get started. This will send an automatic email to your department chair informing them of your desire to participate. Once your chair is notified of your intent, they can formally submit your name to the Office of Faculty Affairs and Development.

If you do not wish to participate in the 2024-2025 Tenure and Promotion, please go here to: Decline

If you have any questions please contact som.facdev@ttuhsc.edu

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

Revised November 3, 2023

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 page), or they have already completed this step.
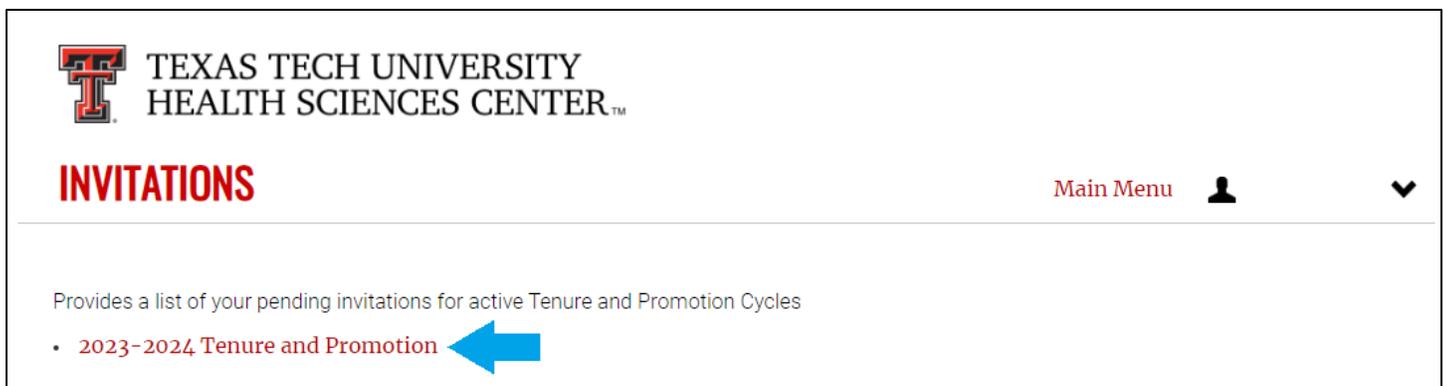

After clicking "Invitations," faculty will see the list of current processes open to them. They will need to click on the process they wish to participate in:

After clicking on the process, in this case Tenure and Promotion, faculty will see:

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

FACULTY INVITATION   Main Menu 👤 ⌄

You have been invited to participate in the 2023-2024 Tenure and Promotion. Please indicate if you would or would not like to participate below:

I wish to participate in the tenure and promotion process, please notify the associated chair to submit my name to the office of faculty development.

Request Type

Title Applying For

I WANT TO PARTICIPATE

It is HIGHLY important to make sure you select the proper request type, and title applying for (if promotion is selected). Your choices will be:

- Request Type:
    - Promotion
    - Tenure (do not select this unless you are on, or planning to switch to, the Tenure Track)
    - Tenure & Promotion (do not select this unless you are on, or planning to switch to, the Tenure Track)
- Title Applying For:
    - Associate Professor
    - Professor
    - Research Associate Professor
    - Research Professor

Once faculty select their Request Type and Title Applying for, click "I Want To Participate." 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.

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:

Chair Formally Notified OFAD
Please review the following information

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
School *of* Medicine

Dr.

Your department chair has formally submitted your name to participate in the   Tenure and Promotion cycle. In accordance with School of Medicine and Board of Regents' policies, you are invited to participate and submit your request for Tenure and/or Promotion.

Please read carefully!

The documents necessary to begin the **your promotion** process may be found at the following links: The SOM OP 20.21 Faculty Tenure and Promotion policy includes links to the Timeline, the Procedures for Tenure and Promotion and the Faculty Success (formerly Digital Measures) link for generating the Application for Tenure and/or Promotion. We have also created a webpage with information on Tenure and Promotion which you may find here. Please remind your faculty member that the signed Application for Tenure and/or Promotion along with all appendices must be completed and submitted electronically (e-mail or flash drive) in one pdf file to the Office of Faculty Affairs and Development no later than   .

Workshops designed to help your faculty complete the T & P Application will be held in June. Please see the Tenure and Promotion Website for specific dates of attendance. **RSVP is required.** We will provide location information when we receive your RSVP. We encourage you to attend one workshop as attendance may help avoid grief from misunderstandings in completion of the T & P Application later in the process.

As an applicant, it is your responsibility to furnish the Campus Department Chair with five (5) names, addresses and email addresses from which the Chair can contact for letters of reference that address academic credentials. Reference letters from the following list are acceptable and are listed in order of preference as determined by the SOM T&P Committee:

1. another academician, not employed by TTUHSC at or above the rank desired,
2. blind letters from academicians (not known to applicant),
3. someone who works with academicians (AMA, etc.) at a state or national level,
4. faculty member that has been at TTUHSC and left.

If the faculty member does not know five (5) academic colleagues, the Campus Department Chair along with the faculty member can identify individuals who can be asked to evaluate the faculty member's CV using the appropriate table. It is the responsibility of the Campus

Department Chair to obtain letters of reference from at least three (3), but no more than five (5) individuals and submit these letters to the Office of Faculty Affairs and Development no later than _____ This is a time-consuming process. **All letters requesting the references should be out by** ____,_____ There are three **Academic Reference Letter** templates (non-tenure track, tenure track and tenured) which may be used when requesting a reference letter and may be found at https://www.ttuhsc.edu/medicine/documents/policies/SOMOP20.21.C.docx (Tenure Track), https://www.ttuhsc.edu/medicine/documents/policies/SOMOP20.21.E.docx (Tenured) https://www.ttuhsc.edu/medicine/documents/policies/SOMOP20.21.D.docx (Non-tenure Track). Chairs may wish to set an earlier deadline for receipt of letters to ensure that at least three (3) can be submitted by the September 1st deadline.

Three **additional Optional Area of Excellence Reference Letters** can be solicited by the faculty member, from colleagues <u>not in their department,</u> who can speak to their area of excellence (clinical, scholarly, OR teaching). The **Optional Letters** are to be addressed to TTUHSC School of Medicine, Office of Faculty Affairs and Development, 3601 4th Street, STOP 6213, Lubbock, Texas 79430, or sent by email to som.facdev@ttuhsc.edu, and must be received by this office no later than close of business _____. If more than three letters are requested, only the first three received will be included with their application. A template for requesting these letters may be found at https://www.ttuhsc.edu/medicine/documents/policies/SOMOP20.21.F.docx.

Applications are created using Faculty Success (formerly known as Digital Measures). When you are ready to submit your final application, including appendices and signature, you may do so here: SOM Tenure and Promotion Application Submission. Log in and click on "Submit Request."

If you have any questions please contact som.facdev@ttuhsc.edu

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 department chair**, faculty will log into Workflow Manager and upload their final, signed application and appendices in one (1) .pdf.

- *Applications **will only be accepted by the OFAD** if all documents are uploaded to this system, and in this format.*
- *For assistance with creating your application, faculty should attend a T&P Workshop, access the T&P Informational Webpage, access the Faculty Success webpage, and/or reach out to the Office of Faculty Affairs and Development.*

Revised November 3, 2023

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

To Request to Participate:

1. Either use the links in the above-mentioned email, or Log into <u>Workflow Manager</u> using your eRaider ID and password.

2. Click on 'Submit Request'
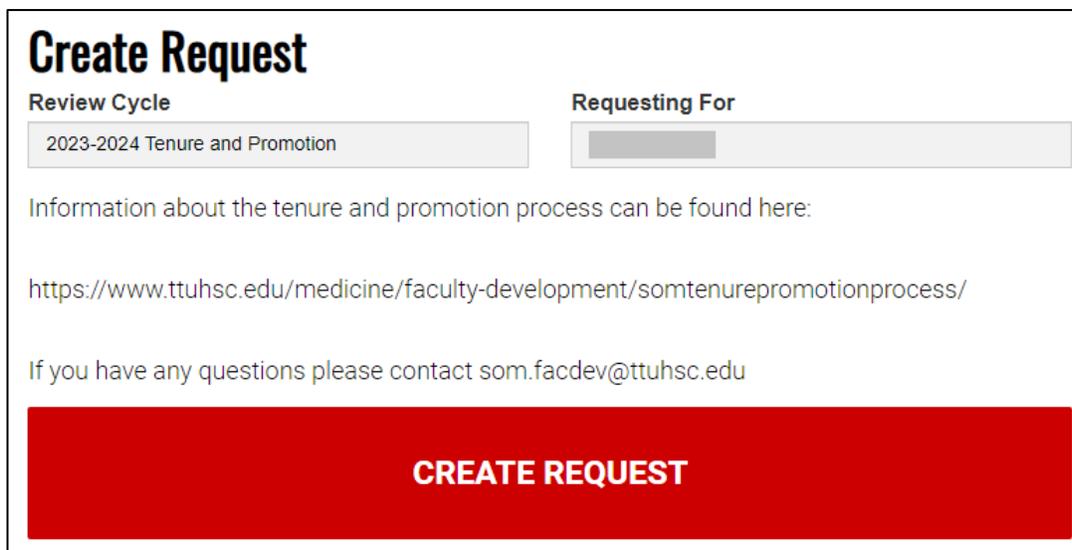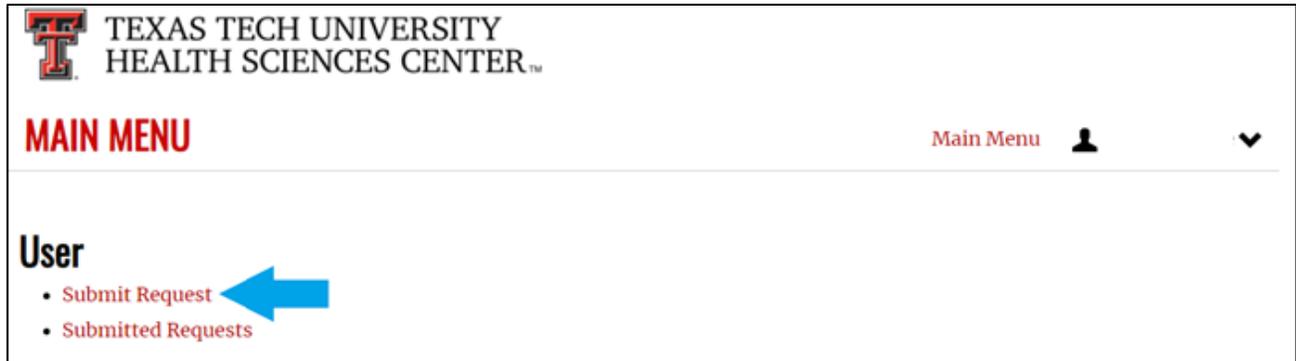
3. Review your cycle and 'Request For' type, then click 'Create Request'

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 now completed their portion of the T&P Process.

Note: Once the 'Notify Chair' button has been selected, the faculty member will no longer be able to access their application or any other documents uploaded from this point forward for the duration of the T&P process. Therefore, remember to keep a copy for your records.

Department Chair Instructions

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:

Chair Notification of Faculty Request

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

School *of* Medicine

Dr.

Dr.   has requested to participate in the 2024-2025 Tenure and Promotion cycle. Dr. is requesting Promotion to the rank of

In order to notify the Office of Faculty Affairs and Development of this candidate's intent to participate, please Click Here.

Please encourage your faculty member to attend the Tenure and Promotion Workshops offered by the Office of Faculty Affairs and Development. Attendance may help avoid grief from misunderstandings in completion of the T & P Application later in the process.

If you have any questions please contact som.facdev@ttuhsc.edu.

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:

CHAIR REVIEW   Main Menu 👤   ⌄

Dr. _____ please consider the request by Dr. _____ to be considered for Promotion to

You may submit the request. If you are submitting you will need to indicate if you are recommending them for tenure, promotion or tenure and promotion.

As department chair I formally submit the request by [ ]

I recommend they are considered for

FORMALLY SUBMIT

The department chair needs to:
1. Verify the process (tenure, promotion, or tenure & promotion)
2. Verify the rank (Associate Professor or Full Professor)
3. Click "Formally Submit"

Note: If the incorrect process or incorrect rank is visible, the chair needs to reach out to the faculty member to discuss the error. Then, the faculty member and/or chair can reach out to the OFAD to have the error corrected.

The Department Chair must now wait until the faculty member completes their application and submits their packet to Workflow Manager. Once faculty upload their dossier into Workflow Manager, the department chair will receive a notification email.

Example email:

Chair Notification Request is Ready for Review

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
School *of* Medicine

Dr.

Dr.   has uploaded their application for the 2023-2024 Tenure and Promotion cycle. Please use this link to access the application. **Link**

Your responsibility will be to review the application, sign the application, and reupload it to the system. Additionally, you will need to attach the 3-5 Required Academic Reference Letters, of which you have received, to the appropriate section of this program, which is indicated by the section that says, "Academic Letters of Reference."

**DO NOT combine the reference letters with the .pdf of the application. Make sure to upload them into the system separately! **

If you have any questions please contact som.facdev@ttuhsc.edu

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 the screen below:

TEXAS TECH UNIVERSITY
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MAIN MENU   Main Menu 👤   ⌄

User
- Submit Request
- Submitted Requests

Voter
- Ballots

Chair
- Review Requests

2. Click on '**Review Requests**' option under the '**Chair**' category. The number of review requests is dependent upon the number of faculty within the department who have requested to participate in a process or who have submitted documents for chair's review. After clicking '**Review Requests**' you will see a screen similar to the one below:

REQUESTS   Main Menu   👤   ⌄

Lists the request you are associated with as chair, to allow you to accept, decline or upload supporting files

Filter

[   ]   **SEARCH**

Requests

Name	Request Type
	Promotion

Chair Decision: Declined
Request Status: Pending Submission

SELECT

Name	Request Type
	Tenure & Promotion

Chair Decision: Pending
Request Status:

SELECT

Name	Request Type
	Promotion

Chair Decision: Accepted
Request Status: Pending Submission

SELECT

Name	Request Type
	Promotion

Chair Decision: Accepted
Request Status: Submitted

SELECT

As you can see in the image above, there are 4 requests for this particular example. Explanation is as follows:

1. Name: Will populate faculty member's name under the 'Name' title
2. Chair Decision: Will indicate the chair's decision on the faculty's request to participate in the process
   a. Accepted: The chair approved the faculty's request to participate
   b. Pending: The chair needs to formally submit the faculty member's name to OFAD through Workflow Manager

        i. If the faculty member has decided not to participate, the faculty member and/or department chair needs to inform the OFAD via email (som.facdev@ttuhsc.edu)

3. Request Status: Indicates which step the chair needs to complete next. There are 3 possible options for this status. They are as follows:
   a. Blank:
      i. The chair has not formally submitted the faculty member's name to the OFAD, and therefore faculty has not yet submitted documents
      ii. The chair has formally submitted the faculty member's name, but the faculty has not yet uploaded their dossier to be signed by the chair.
   b. Pending Submission: The chair has formally submitted the faculty member's name to the OFAD, and the faculty has uploaded their application. At this point, the **chair needs to:**
      i. **Review the application and sign the application**
      ii. **Submit the application back into Workflow Manager**
      iii. **Upload the required academic reference letters into Workflow Manager (do not combine them with the candidate's dossier)**
   c. Submitted: The chair has formally submitted the faculty member's name to the OFAD, the faculty has uploaded their application, the chair has reviewed the application, signed the application, attached the required academic reference letters, and submitted the documents. Once submitted, chairs will no longer have access to add, edit, or remove documents from the system.

4. The chair will need to select the faculty member for whom they wish to review and sign the application. They can do so by clicking the "Select" button under the faculty's name. A screen similar to this should appear:

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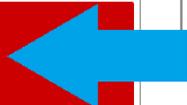
1. After clicking into "Ballots," you will see a full list of faculty for whom you have access to vote. You will click "Select" to begin the request you want to complete.

From this screen, you can:
- View Applications
- View Letters of Reference (required and optional)
- Add comments about the applicant/application (*this is optional*)
- Submit your vote

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

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:

NOTE: **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.

Revised November 3, 2023

Once the Department Chair logs into [Workflow Manager](#), they will see the following screen and will need to click on "Ballots".

After clicking on "Ballots," the chair will see the following screen:

NOTE: The "Ballots" screen contains much more information. Users should scroll down through the whole screen to view all data.

It is at this time the Department Chair has the ability to:

    a. Review the application
    b. Review all letters of reference (required academic and optional area of excellence)
    c. Upload the Chair's Letter of Recommendation
    d. View the departmental voting totals
    e. Add additional comments
    f. Submit vote(s)

The departmental vote totals can be found at the bottom of the screen, and will look similar to the following image:
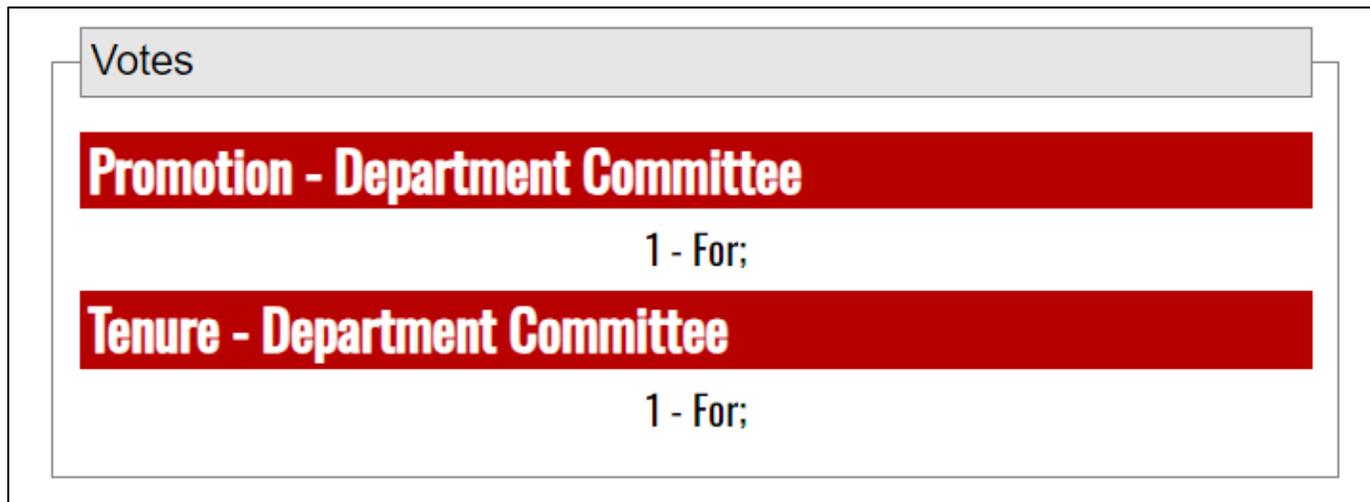
NOTE: These totals *will show* total votes cast. If there are no votes for any option (for, oppose, abstain) then nothing will show for those options. For example, in the case above there are zero votes opposed or abstained, therefore only the votes 'for' are shown.

The Department Chair should review the application once more (if necessary), view the letters of reference (both academic and area of excellence), and view the departmental votes. Then, the Department Chair should upload their Letter of Recommendation in the designated area as indicated in the image below:

NOTE: Please name the file "Chair LOR - <Chair Name> for <Applicant Name>"

Once the Chair's Letter of Recommendation is uploaded, the Department Chair is ready to cast their vote. If the chair wishes to add additional comments, other than those comments in the chair's letter of recommendation, they can do so here.

NOTE: Once you click either 'favor', 'oppose', or 'abstain', you will be UNABLE to add additional comments, therefore add your comments *prior* to clicking the vote of your choice.

If a Department Chair is viewing an applicant going up for tenure *and* promotion, there will be 2 voting areas and **both** will have to be completed as the tenure vote is separate from the promotion vote. See image below for an example of the voting area:

At this time, the Department Chair's duties are complete.

School of Medicine Tenure & Promotion Committee Review & Vote

School of Medicine Tenure & Promotion Committee Review & Vote

Once the Department Chair has completed their final review, uploaded their Chair's Letter of Recommendation, and cast their vote, the School of Medicine Tenure & Promotion Committee members will receive access to all dossiers of faculty outside their department. The Office of Faculty Affairs and Development will notify you via email when your access is open.

When you log into Workflow Manager, you will click on the "Review Requests" option under the Committee heading, as indicated in the image below:
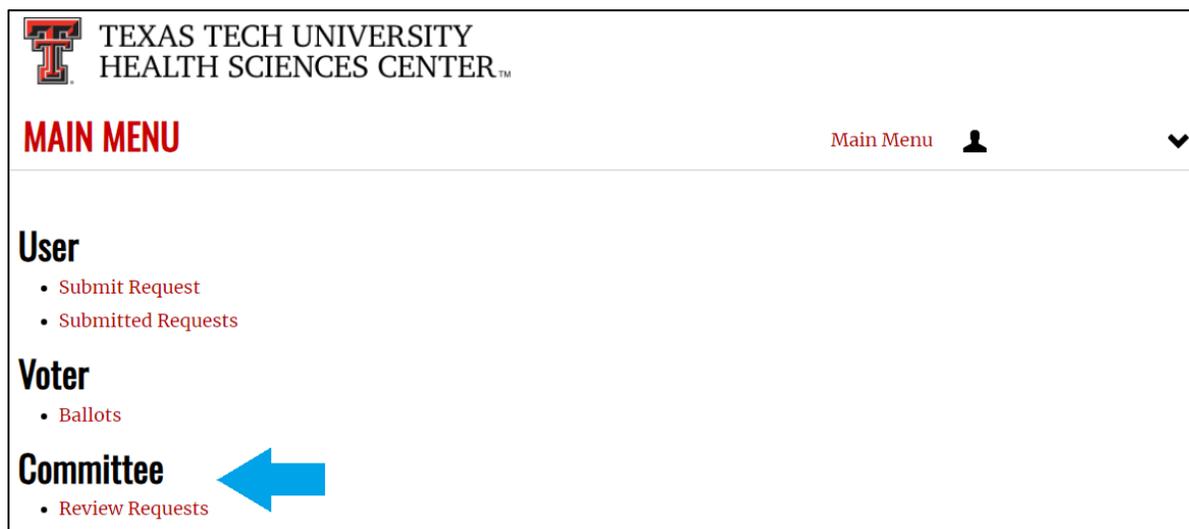
NOTE: Your access will be dependent upon your role.

Primary, Secondary and Reader roles include:

- The ability to review all documents
- The ability to see all votes and comments
- The ability to upload their Candidate Evaluations

All other committee members (voting and observer) will only have the ability to:
- Review all documents
- See all votes and comments

Once the committee member selects the appropriate request, the Request Details will appear for the applicant which include the applicant's full dossier. Please click on "View Application for Tenure and/or Promotion" to view the dossier.

Below that, the committee member will see the following:

1. Add Candidate Evaluation
   - This is where the committee member will upload their Primary, Secondary or Reader Candidate Evaluations. *DO NOT* *put your name in the document or save the file using your name. These documents are meant to be* <u>*anonymous*</u> *once they move past the SOM T&P Committee.* See naming instructions below:
     - **<u>NOTE</u>:** If a candidate is going up for both Tenure *and* Promotion, there will be 2 sections for "Candidate Evaluations." This does not mean you need to upload separate documents (1 for tenure and 1 for promotion). Only 1 Candidate Evaluation is required for each assigned reviewer (Primary & Secondary required; Reader optional). Due to the logistics of the program and the way the votes are handled (separate votes for tenure vs promotion), the program generates these sections separately.
     - **<u>NOTE</u>:** Please save your evaluations in the following Format:
       - Primary Evaluation - <Candidate Name>
       - Secondary Evaluation - <Candidate Name>
       - Reader Evaluation - <Candidate Name>
2. Letter of Reference
   - All Required Academic Letters of Reference will be available here
   - All Optional Area of Excellence Letters of Reference will be available here
   - The Department Chair's Letter of Recommendation will be available here
3. Supporting Documentation
   - This is the SOM OP 20.21 including the table guidelines which can assist reviewers with their assignments
   - RVU data for clinical faculty
4. Votes
   - This shows the total votes and comments from each stage of voting prior to the review of the SOM T&P Committee

An example of this screen is indicated in the images below:

Used to review the files associated with a request as a committee member

Requests

Name	Request Type
	Tenure & Promotion
Promotion Role	**Tenure Role**
Full Committee	Full Committee

SELECT

Request Details

Name	Cycle	Request Type	Title Applying For
	2023-2024 Tenure and Promotion	Tenure & Promotion	Full Professor

VIEW APPLICATION FOR TENURE AND/OR PROMOTION

Add Candidate Evaluation

Your committee role is configured to allow upload of additional supporting files.

Choose File | No file chosen

Additional image on next page

Letter Of Reference

-
-
-
-

Supporting Documentation

SOM Tenure and Promotion Policy and Tables
-       __RVUs.pdf

Votes

Promotion - Chair

1 - Favor;

Please see recommendation letter.

Tenure - Chair

1 - Favor;

Please see recommendation letter.

Promotion - Department Committee

2 - For;

Yes, application reflects that of a Full Professor.

Yes, absolutley deserves promotion!

Tenure - Department Committee

2 - For;

Yes, this application reflects that of someone who is deserving of tenure.

Yes, absolutley deserves tenure! Does so much for the institution!

During the SOM T&P Deliberation meeting, voting will be opened administratively during the delegated voting period for that application. The administrative staff in the meeting will verbally inform all members that voting is now open. When that occurs, committee members who are eligible to vote will need to go back to their Main Menu and select the "Ballot" option under the Voter heading as indicated in the image below:

NOTE: Not all members will be able to vote. Only those committee members at or above the rank aspired, or tenured if tenure is aspired, will be eligible to *vote*.

After clicking "Ballots," the committee member will need to select the applicant for whom they wish to vote. They can still see all supporting documentation, but will need to scroll down to find the "Submit Promotion Vote," or "Submit Tenure Vote" designated sections located under the votes from the chair and departmental review committees, as indicated in the image on the next page:

Tenure - Chair

1 - Favor;

Comments...

Promotion - Department Committee

1 - For; 1 - Abstain; 1 - Against;

Comments...

Comments...

Comments...

Tenure - Department Committee

1 - For; 1 - Against;

Comments...

Comments...

Submit Promotion Vote

Comments

FAVOR	OPPOSE

Submit Tenure Vote

Comments

| FAVOR	OPPOSE

1. Submit Promotion Vote *(if the committee member is eligible to vote for promotion)*
   o This is where the committee member will add additional comments & vote
   o **NOTE: Comments must be added PRIOR to clicking on the preferred vote.**
2. Submit Tenure Vote *(if the committee member is eligible to vote for tenure)*
   o This is where the committee member will add additional comments & vote
   o **NOTE: Comments must be added PRIOR to clicking on the preferred vote.**

After all votes are complete, the administrative staff will announce the total votes for, against and abstain during the deliberation. The Primary reviewer will need to keep track of these totals and add them to the Summary of Recommendation. This summary will need to be uploaded to Workflow Manager in the designated section. In order to upload the Summary of Recommendation, the Primary Reviewer will log into Workflow Manager. At the Main Menu, they will click on Ballots under the Voting header, then select the candidate for whom they need to upload the Summary of Recommendation.

NOTE: Please name the document as follows: Summary of Recommendation - <Candidate>

Under 'Request Details' the member will see the section to add the Summary of Recommendation, as seen in the image below:
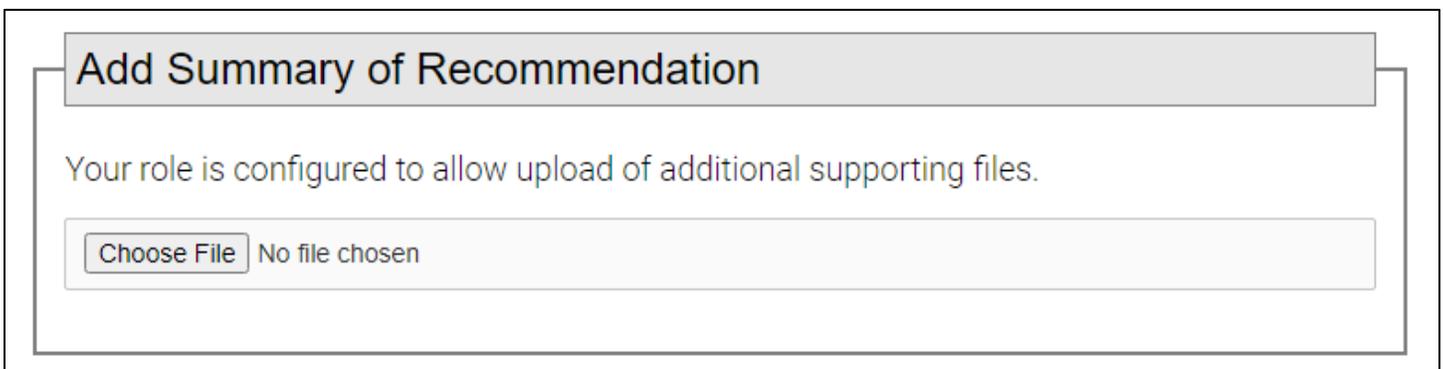
All SOM T&P Committee members will be able to see the "Add Summary of Recommendation" block once voting is closed, however, *only the Primary Reviewer will upload documentation into this block.*

At this time, the School of Medicine Tenure & Promotion Committee duties are complete.

Revised November 3, 2023

School of Medicine Dean Review & Vote

School of Medicine Dean Review and Vote

After the SOM Tenure & Promotion Committee completes their evaluations, vote and recommendation to the SOM Dean, the Dean will review candidate dossiers and vote either in favor or opposed.

To complete this process, the SOM Dean will log into [Workflow Manager](#). On the Main Menu, the Dean will click on Ballots under the Voting heading as seen in the image below:

Once Ballots is selected, the Dean will see the full list of applicants they have access to review under the "Requests" heading on the left. The Dean will select the applicants as necessary to begin the review and voting process.

Upon selecting a candidate, the Dean will see the following:

- Request Details
    - o This is where the information about the candidate can be found, as well as the "View Application for Tenure and/or Promotion." The Dean can click that button and review the candidate's dossier.
- Summary of Recommendation
    - o This is the location where the Summary of Recommendation from the SOM T&P Committee.
- Candidate Evaluations
    - o These are the Candidate Evaluations from the assigned Primary, Secondary, and (if completed) Reader from the SOM T&P Committee
- Supporting Documentation
    - o This block contains a link to the SOM T&P Policy and associated Tables as well as the clinical candidate's RVU and MGMA comparison data.

Revised November 3, 2023

- Letters of Reference
  - This is where all letters of reference can be found. These letters include the following:
    - Required Academic Letters of Reference
    - Optional Area of Excellence Letters of Reference
    - Chair's Letter of Recommendation
- Votes
  - This block contains all of the votes and comments from each of the previous voting groups. These votes will be listed in reverse chronological order, including the SOM T&P Committee, the Department Chair, and the Departmental Review Committee.
- Submit Promotion Vote: Where the Dean can add comments and vote for promotion
  - **NOTE:** If the Dean wishes to add comments, these must be added prior to casting the vote.
- Submit Tenure Vote: Where the Dean can add comments and vote for tenure
  - **NOTE:** If the Dean wishes to add comments, these must be added prior to casting the vote.

The next pages contain an example of the layout of the above indicated list:

Request Details

Name	Cycle	Request Type	Title Applying For
	2023-2024 Tenure and Promotion	Tenure & Promotion	Full Professor

VIEW APPLICATION FOR TENURE AND/OR PROMOTION

Summary of Recommendation

- SAMPLE--SummaryRecommendation.pdf

Candidate Evaluations

- Sample Candidate Evaluation.pdf
- Sample Candidate Evaluation-Secondary.pdf

Supporting Documentation

SOM Tenure and Promotion Policy and Tables
- _RVUs.pdf

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Letter Of Reference

-
-
-
-

Votes

Promotion - Full Committee

2 - Against; 4 - For;

Tenure - Full Committee

4 - For; 2 - Against; 1 - Abstain;

Yes, this application is stellar!

Promotion - Chair

1 - Favor;

Please see recommendation letter.

Tenure - Chair

1 - Favor;

Please see recommendation letter.

Promotion - Department Committee

2 - For;

Yes, application reflects that of a Full Professor.

Yes, absolutley deserves promotion!

Tenure - Department Committee

2 - For;

Yes, this application reflects that of someone who is deserving of tenure.

Yes, absolutley deserves tenure! Does so much for the institution!

Submit Promotion Vote

Comments

FAVOR   OPPOSE

Submit Tenure Vote

Comments

FAVOR   OPPOSE

Once the SOM Dean has voted either Favor or Oppose, the SOM Dean's duties are complete.

Provost Review & Vote

Provost Review & Vote

After the SOM Dean completes their evaluations, vote and recommendation to the Provost & President, the Provost will review candidate dossiers and vote either in favor or opposed.

To complete this process, the Provost will log into [Workflow Manager](#). On the Main Menu, the Provost will click on Ballots under the Voting heading as seen in the image below:

Once Ballots is selected, the Provost will see the full list of applicants they have access to review under the "Requests" heading on the left. The Provost will select the applicants as necessary to begin the review and voting process.

Upon selecting a candidate, the Provost will see the following:

- Request Details
    - o This is where the information about the candidate can be found, as well as the "View Application for Tenure and/or Promotion." The Provost can click that button and review the candidate's dossier.
- Summary of Recommendation
    - o This is the location where the Summary of Recommendation from the SOM T&P Committee.
- Candidate Evaluations
    - o These are the Candidate Evaluations from the assigned Primary, Secondary, and (if completed) Reader from the SOM T&P Committee
- Supporting Documentation
    - o This block contains a link to the SOM T&P Policy and associated Tables as well as the clinical candidate's RVU and MGMA comparison data.
- Letters of Reference

- o This is where all letters of reference can be found. These letters include the following:
    - Required Academic Letters of Reference
    - Optional Area of Excellence Letters of Reference
    - Chair's Letter of Recommendation
- Votes
    - o This block contains all of the votes and comments from each of the previous voting groups. These votes will be listed in reverse chronological order, including the SOM Dean, SOM T&P Committee, the Department Chair, and the Departmental Review Committee.
- Submit Promotion Vote: Where the Provost can add comments and vote for promotion
    - o **NOTE:** If the Provost wishes to add comments, these must be added prior to casting the vote.
- Submit Tenure Vote: Where the Provost can add comments and vote for tenure
    - o **NOTE:** If the Provost wishes to add comments, these must be added prior to casting the vote.

The next pages contain an example of the layout of the above indicated list:

Request Details

Name	Cycle	Request Type	Title Applying For
	2023-2024 Tenure and Promotion	Tenure & Promotion	Full Professor

VIEW APPLICATION FOR TENURE AND/OR PROMOTION

Summary of Recommendation

- SAMPLE--SummaryRecommendation.pdf

Candidate Evaluations

- Sample Candidate Evaluation.pdf
- Sample Candidate Evaluation-Secondary.pdf

Supporting Documentation

SOM Tenure and Promotion Policy and Tables
- _RVUs.pdf

Revised November 3, 2023

Letter Of Reference

-
-
-
-

Votes

Promotion - Dean

1 - Favor;

Tenure - Dean

1 - Favor;

Promotion - Full Committee

3 - For; 2 - Against; 1 - Abstain;

Yes

Tenure - Full Committee

3 - For; 2 - Against; 1 - Abstain;

Yes

Promotion - Chair

1 - Favor;

Yes, this applicant deserves promotion to full professor

Tenure - Chair

1 - Favor;

Yes, please grant tenure

Promotion - Department Committee

1 - For; 1 - Abstain; 1 - Against;

Yes, highly recommend this faculty member for promotion!!

I'm not so sure about promotion...

No way!!

Tenure - Department Committee

1 - For; 1 - Against;

Absolutely recommended for Tenure!!!!

Absolutely NOT!!

Submit Promotion Vote

Comments

FAVOR	OPPOSE

Submit Tenure Vote

Comments

FAVOR	OPPOSE

Once the Provost has voted either Favor or Oppose, the Provost's duties are complete.

Revised November 3, 2023