TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

School *of* Medicine
Office of Faculty Affairs and Development

Workflow Manager: Instruction Guide for Mid-Cycle Review

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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:

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

Dr.

Department of

Dear Dr.

As Associate Dean for Faculty Affairs and Development, it is my responsibility to inform you that you are eligible for a Mid-Cycle Review (MCR) this year. The School of Medicine policy describing Mid-Cycle Review (SOM OP 20.22) can be found at https://www.ttuhsc.edu/medicine/documents/policies/SOMOP20.22.pdf.

The intent of the MCR is to afford the applicant ample time to strengthen their tenure and promotion dossier. **According to the SOM Mid-Cycle Review policy, a faculty member cannot go up for Mid-Cycle & Tenure and/or Promotion in the same year.** More information about the MCR process can be found here.

The approved Tenure and Promotion Policy (SOM OP 20.21) should be followed. As such, faculty and chairs should closely review the policy and identify the area(s) of "excellence" and "meaningful participation" of the faculty member undergoing MCR.

The process of evaluation will include the following elements:

1. You, the faculty member, will run the application for MCR report from Faculty Success (formerly known as Digital Measures). If you need instruction or assistance in entering your information into Faculty Success, please review the recorded workshop for entry instruction. After viewing the video, if you have questions about entry or need assistance, please reach out to our office. The Application for MCR must be completed and submitted electronically via Workflow Manager no later than **April 1st.**
   o Once you click the above link for Workflow Manager, please select your request type, and title applying for. Then click I Want To Participate. Go to the Main Menu, click Submit Request, then Create Request. Proceed by following the on-screen instruction.
2. The Office of Faculty Recruitment, Affairs and Development will contact the Department Faculty Review Committee and provide them access to Workflow Manager to review your application for MCR. The membership of the committee will consist of all departmental faculty on all campuses who have reached the level of advancement under consideration. That is, all Professors consider those cases involving all ranks; Professors and Associate Professors consider those cases involving promotion to the rank of Associate Professor; and all tenured faculty consider tenure decisions. In the cases of small departments where it is not possible to form a review committee of at least three departmental faculty, the Associate Dean for Faculty Recruitment, Affairs and Development will choose a committee of at least three faculty of appropriate rank from other departments. The Faculty Review Committee members will be granted access to the application, and will be sent an e-

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

If faculty choose to *accept* the invitation, they should click on the link in the email that will take them to the [Workflow Manager](#).

Once you select "Workflow Manager" in the email, you should see this screen:

It is HIGHLY important to make sure you select the proper request type, and title applying for (if promotion is selected). Remember, this is the request type and title you wish to receive feedback on when you apply for promotion/tenure. 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.

It is at this time faculty will begin preparation of their application using Faculty Success. **Once the application is complete and ready to submit**, faculty will log into Workflow Manager and upload their final, signed application in .pdf format.

- *For assistance with creating your application, faculty should review the recorded Faculty Success Workshop, via the Faculty Success webpage, and/or reach out to the Office of Faculty Recruitment, Affairs and Development for assistance.*

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 Workflow Manager using your eRaider ID and password.
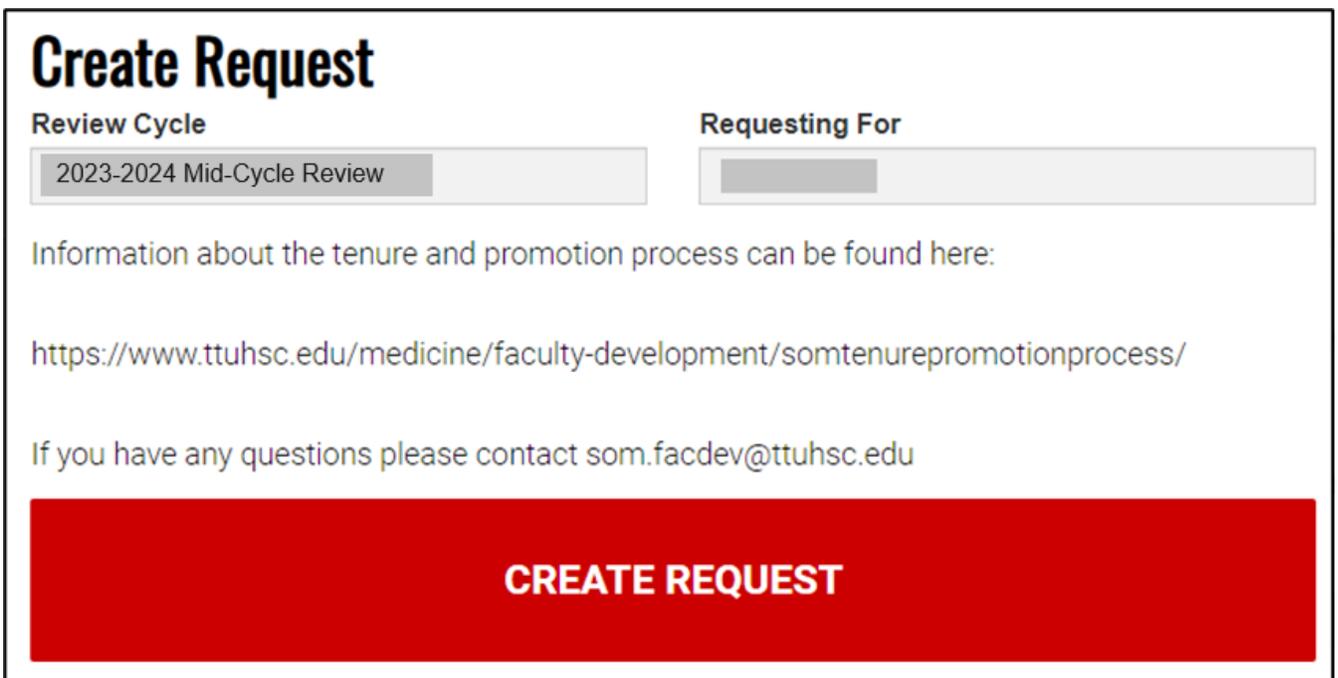
2. Click on 'Submit Request'

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 'Submit Request.'

      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 'Submit Request.'*

The faculty has now completed their portion of the MCR Process.

Note: Once the 'Submit Request' button has been selected, the faculty member will no longer be able to access their application for the duration of the T&P process.

Remember to keep a copy for your records.

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:

Voting Invitation - Promotion

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

School *of* Medicine

Dr.

In accordance with School of Medicine and Board of Regents' policies, you are invited to vote in the 2023-2024 Tenure and Promotion cycle for Dr.

The deadline to submit your ballot will be

When you are ready to review the application and submit your vote, you may do so here: SOM Tenure and Promotion Requests. Log in and click on "Ballots" to get started.

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

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

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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:

BALLOTS

- Our records indicate that you submitted your vote for the selected request on 8/24/2023 10:23:36 AM
- Our records indicate that you submitted your vote for the selected request on 8/24/2023 10:23:31 AM

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.