Department RTP Chair Workflow Information

Published Date: 20 Sep 2021

> ℹ This article helps department RTP chairs understand their part of the midterm and tenure review workflows in Watermark Faulty Success.

Solution

Workflow Steps for RTP Chair

As a department RTP chair, you are responsible for two steps in the midterm and tenure review workflow.

1. You review the file after the faculty member submits it to ensure that it is complete.
2. You pass it along to the rest of the committee and participate with them in finalizing the RTP committee recommendation. You then submit the recommendation.
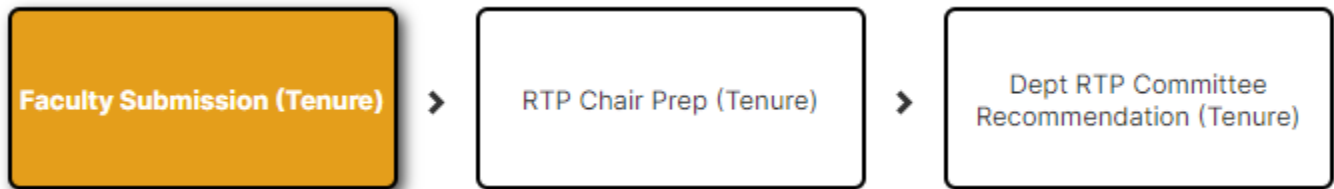
RTP Chair Prep Step

This step is provided to facilitate the workflow. It allows the RTP chair to review the faculty submission for completeness and get issues corrected before the entire committee is engaged. It is not intended to be a qualitative review on which to base a recommendation.

As the chair, you make sure that the file is complete and ready for the RTP committee. If files are missing or issues found, you have the option of (1) sending the submission back to the faculty, or (2) contacting the faculty to have them recall the submission to fix the issue(s).

In either case, when the file goes back a step, any information entered in your step is removed so you'll want to make sure to save this information outside of Watermark Faculty Success. When the faculty member resubmits the file, you can then enter the information back into your form.

Dept RTP Committee Recommendation Step

Once the file is ready for the committee, you *submit* it to the next step. This action will move the file to the entire committee and each will receive an email notification that they have a file to review.

Each member of the committee, including you as the chair, reviews the file and makes their recommendations. As with all the steps in a workflow, as they work, they can save along the way to avoid accidental loss of entered information. However, to share their recommendations with you, they must *publish* their work. This action shares their recommendations and comments with the rest of the committee.

As the chair, you will see the name of each committee member, their recommendation, and their justification. You can also see if a committee member still needs to act. Your view will look similar to these samples (these are graphics from Watermark and not UVU).

< **Department Committee Step - Due October 15, 2020 @ 11:59 PM**   ⬇   ✕ Cancel   Actions ▾

> **Faculty Step - James Sommers**

Submitted October 13, 2020
by James Sommers

⌄ **Committee Members and Responses**   **3/4 Reviewed**

| By Member | By Response |

⌄ **Kevin Becker (chair)**   **Unreviewed**

Recommended for Promotion or Tenure?   ● Approve   ○ Deny   ○ Abstain

⌄ **Joe Johnson**   **Last Reviewed October 13, 2020**

Recommended for Promotion or Tenure?   ● Approve   ○ Deny   ○ Abstain

> **Natalia Felton**   Last Reviewed October 13, 2020

> **Sally Reynolds**   Last Reviewed October 13, 2020

This Committee's Response

Recommended for Promotion or Tenure?   ● Approve   ○ Deny   ○ Abstain

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⌄ **Committee Members and Responses**   **3/4 Reviewed**

| By Member | By Response |

⌄ **Recommended for Promotion or Tenure?**   **3 Responses**

Joe Johnson   ● Approve   ○ Deny   ○ Abstain

Natalia Felton   ● Approve   ○ Deny   ○ Abstain

Sally Reynolds   ● Approve   ○ Deny   ○ Abstain

This Committee's Response

Recommended for Promotion or Tenure?   ● Approve   ○ Deny   ○ Abstain

Submitting the Committee Recommendation

Once you have all the committee input, you compile them into a single recommendation and fill out the recommendation form. You can then *publish* the form so that the rest of the committee can see the final result. When the committee is ready to submit their request, you *submit* the form and it moves to the next step. At this point, only your form becomes part of the file. All other comments, recommendations, and committee member identification generated during this committee collaboration step are removed from the workflow.

Related Articles

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Contact Support

For issues specifically related to your Faculty Portfolio, submit a ticket through the UVU Service Center Portal. Contact the Service Desk using the link below for problems related to the portal or any other concerns.

> ⓘ https://www.uvu.edu/servicedesk/