

# Faculty Annual Reviews

## User Guide

Faculty, supervisors, and RTP Chairs can access review documents at <https://my.UVU.edu> under the Faculty menu. Click on “Retention, Tenure and Promotion,” then “Faculty Portfolio”. Review documents are under “Workflow” in the portfolio system.

## Basic Steps in the Annual Review Process



If, after discussing the evaluation with their supervisor, the faculty member wishes to enter a rebuttal, the system allows the faculty member to enter their reasons for rebuttal and then route the documents to their department’s RTP chair for comment.

## Workflow

You can see any documents that require your action under “Inbox” on the main workflow screen. The name of the document, the step in the process, the person it relates to, and a due date appear.

The screenshot shows the UVU Workflow interface. At the top is a navigation bar with 'Activities', 'CV Imports', 'Reports', and 'Workflow' (selected). Below this is a 'Workflow Tasks' section. Under 'Inbox', there is a table with one entry: 'Annual Review 2020' with step 'Faculty Self-review Submission', subject 'Me', and due date 'September 10, 2020 @ 11:59 PM'. Under 'History', there is a table with columns 'Name', 'Current Step', 'Subject', 'Last Modified', and 'Actions', but it contains no data.

Name	Step	Subject	Due Date
Annual Review 2020	Faculty Self-review Submission	Me	September 10, 2020 @ 11:59 PM

Name	Current Step	Subject	Last Modified	Actions
No Data to Display				

## Where is my review and who can see it?

The History area of Workflow lists each document you have submitted. Here you can see the name of the document, the current step (who has it), and when it was last modified. If you are a supervisor or another reviewer (e.g., RTP Chair), you will see the name of the person that submitted the original document.

### Workflow Tasks

▼ **Inbox**

Name	Step	Subject	Due Date
No Data to Display			

▼ **History**

Name	Current Step	Subject	Last Modified	Actions
Annual Review 2020	Department Chair	Me	August 20, 2020	▼

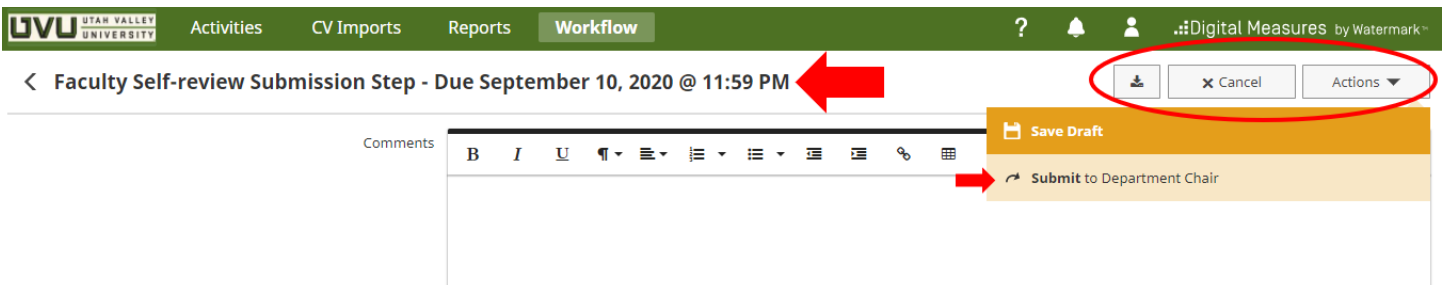
Each person responsible for a step in the process will be able to view the information entered in previous steps. Once the document moves to a future step or the process is complete, all persons who contributed to the document can view the contents of each completed step.

You can recall a document. **However, anything entered in the subsequent step is lost, even if it has been saved.**

## Forms

Click on the document to enter the information for that step of the process. An example of the faculty submission form is below. Note that the current step and the due date are at the top of the screen. The four buttons in the top-right corner perform various functions:

1. **DOWNLOAD:** Click on this button to download a copy of the form.
2. **CANCEL:** You can click on this button to back out of the form. This button also cancels any download you have submitted and is processing on the screen.
3. **ACTIONS:** This button will show the options you have to move the form along in the workflow process. If a required field (shown with a red dot) is empty, you will be given a warning to return and enter the data before you can route the document to the next step.



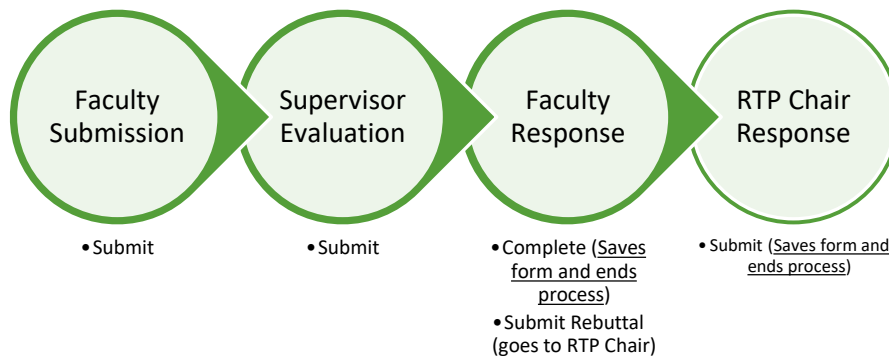
## Field Types

The forms include different types of fields. For example, you can enter text, attach files, or select an option from a list. Text box areas have a limit of 20,000 characters each. You can upload as many files as you need, in any format, but the file size is limited to 1 GB each.

The screenshot shows the 'Faculty Self-review Submission Step - Due January 30, 2019' interface. At the top, there is a navigation bar with 'UVU UTAH VALLEY UNIVERSITY', 'Activities', 'Reports', 'Workflow', and 'DigitalMeasures'. Below the navigation bar, there are buttons for 'Save' and 'Route'. The main content area is titled 'Teaching' and 'Annual Evaluation'. It asks the user to 'Please describe your activities related to Teaching for the past calendar year:'. There is a text area for 'Teaching Narrative' with a rich text editor toolbar. Below that is a 'Supporting Documentation' area with a dashed border and the text 'Drop files here or click to upload'. At the bottom, there is a 'Teaching Self-Evaluation' section with a horizontal scale from 'Exceeds Expectations' to 'Does not Meet Expectations'.

## How do I complete my submission?

When you have entered all that is required, and any optional information, you'll use the "Routing" button to submit the form. Here are the routing options for each step in the review process:



## Due Dates

You must submit a document. The system will not forward your document to the next step in the process, even if it is past the due date.

Email [facultyportfolio@uvu.edu](mailto:facultyportfolio@uvu.edu) if you have questions about this document or need technical assistance.