Instructions for Faculty Annual Review
Department Review Committee Directions

http://provost.utsa.edu/vpafs/dm/

1. Log into Digital Measures.

2. Click on the Workflow tab in the top menu bar.


In your Workflow inbox, you will see faculty submission(s) awaiting your review. Click on the relevant submission in your inbox.

4. Review materials.

When opening an active task, both committee chairs and committee members can see the materials submitted by the faculty member.

Committee member:
When you access faculty submissions, you will have a read-only view. In the top-right corner of the screen, committee members have a single button available: Close. Once you have read the submission and its contents, select “Close” to notify the committee chair that you have completed your review. Once you select “Close,” you will no longer receive email reminders but will still be able to open the submission if needed to confer with the committee.

Committee chair:
When you access faculty submissions for review, you will see the faculty materials, other reviewer comments, and the committee step form which you will be able to fill out. You will also see a list of committee members, along with an indication of which committee members have reviewed the submission.
Review the faculty member’s Annual Report and other submitted materials (if any). At the top of the evaluation, you will see the due date for the committee’s review.

5. Complete the evaluation.

After consulting with the Department Review Committee, the Department Review Committee Chair must complete the faculty evaluation on behalf of the Committee. If additional information is needed from the faculty member, the Department Review Committee Chair has the option to “send back” the document to gather the requested information.

Evaluate the faculty member on his/her teaching, research, service and/or other activities. Note: The text boxes are smart text boxes so you can use tables, bulleted and numbered lists, bold, italics, underline, hyperlinks, etc. If a faculty member is not involved with or evaluated on a particular activity, type N/A in the text box.

Include a rating for each activity, using the drop-down boxes in the faculty evaluation section.
If a faculty member is not involved with or evaluated on a particular activity, select N/A from the drop-down menu.

**Saving your work**
You can click the “Save” button to save the document in your inbox and return to continue reviewing at a later date. Note that this does not advance the committee’s evaluation to the next step.

6. **Sign and date.**
Type your full name in upper and lower case letters (no initials). Enter date in appropriate format (MM/DD/YYYY).

7. **Submit your evaluation.**

The *Department Review Committee Chair* must click the **ROUTE** button in the upper right hand corner of the screen once the evaluation has been completed.
After submitting, there will be a pop up window asking to confirm the action. Once the Department Review Committee Chair clicks “Yes”, the materials will move to the next step in the process. *Note that this action cannot be undone.*

Once submitted, the task will move out of your inbox and into your Workflow history. The current step column will allow you to track the report throughout the review process.