Instructions for Faculty Annual Review and Workload
Department Chair/School Director Directions

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

When the Workflow process launches, you will need to review items in your Workflow inbox once they are submitted to you by the Department Faculty Review Committee. Please note the Workflow tab will not be visible in the top menu bar when you log into Digital Measures until there is a task ready for your review.

1. Log into Digital Measures by following the link and clicking on the orange box to log in: http://provost.utsa.edu/vpafs/dm/.

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

3. Access your Workflow (Tasks) inbox.

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

“DEPARTMENT CHAIR/SCHOOL DIRECTOR REVIEW”:

4. Review the submitted materials.

Review the faculty member’s Annual Report, Workload Agreement(s), additional submitted materials (if any), and the department review committee’s evaluation. At the top of the evaluation, you will see the due date for your review.

If additional information is needed, you have the option to send back the document to gather the requested information from the committee. If additional information is needed from the DRC, select “Actions – Send back to Department Review Committee”.

5. Confirm/modify Annual Review ratings and provide Workload percentages.

Fill out the form indicating whether you agree with the ratings provided by the DRC, or if you would like to provide new ratings. After confirming ratings, enter the faculty member’s workload percentages for the evaluation period.
Ensure that the total workload percentage equals 100% and verify if the faculty member has met their most recent workload (provide an explanation if “no”).

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

*Note that the red asterisks indicate mandatory items/fields within the form. You will be unable to submit the form until these items are completed. If an item does not apply to the faculty member, please enter “N/A”.

6. Enter Planned Workload Information.

After meeting with the faculty member, enter their planned workload for the next academic year, indicating any course releases (if currently known).
7. Sign and date.

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

8. Submit to Faculty Acknowledgment and Work Plan

Click the “ACTIONS – Submit to Faculty Acknowledgement and Work Plan” button in the upper right hand corner of the screen.
After clicking Submit, there will be a pop up window asking you to confirm the action. Click “Yes” and the form will move to the next step in the process (Faculty Acknowledgement and Work Plan).

The faculty member will fill out their plan of work and route the Workflow document to you at the next step in the process “Department Chair/School Director Approval”.

**NEW FORM: “DEPARTMENT CHAIR/SCHOOL DIRECTOR APPROVAL”:**

1. Department Chair/School Director Approval

Provide optional comments and sign/date the form.
2. Submit to “Dean Approval”

Click the “**ACTIONS – Submit to Dean Approval**” button in the upper right hand corner of the screen when you are ready to submit your approval as department chair/school director.

*If additional information is needed, you have the option to send back the document to gather the requested information from the faculty member. To send back, select “**ACTIONS – Send Back to Faculty Acknowledgement and Work Plan**”.

After clicking Submit, there will be a pop up window asking you to confirm the action. Click “Yes” and the form will move to the next step in the process (Dean Approval).

**Reviewing the Status of a Workflow Submission**

After you submit your review, the task will move from your Workflow inbox to the History section. Here, you can check the status of the workflow form. After the entire process is completed, the faculty member’s documents will be uploaded to the appropriate screens in Digital Measures for future reference and reporting purposes.