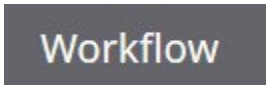
Instructions for Faculty Annual Review and Workload
Dean "Committee" Directions

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 your department chairs/school directors. 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 (annual report/workload) ready for your review. In order to complete the Dean portion of the Annual Review/Workload process:

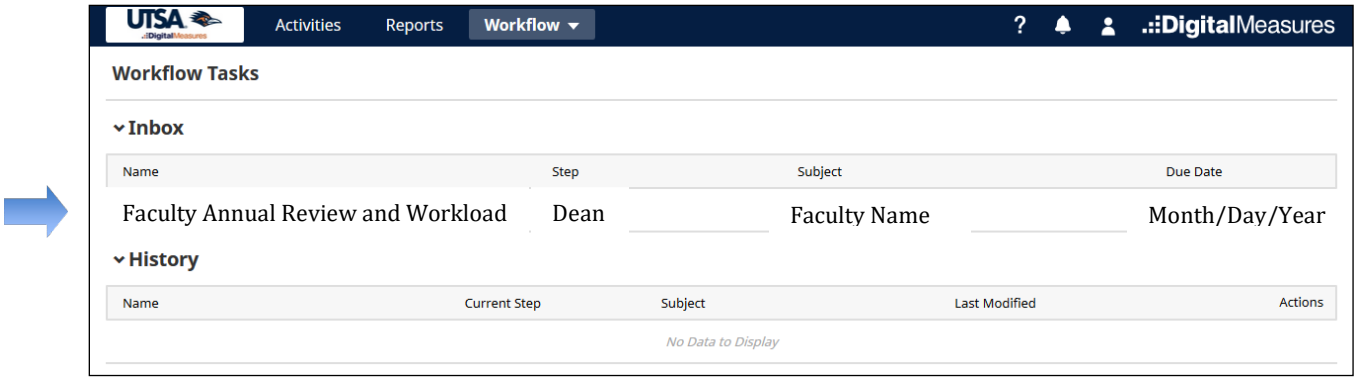
1. Log in to Digital Measures by following the link and clicking on the orange box to log in: http://provost.utsa.edu/vpafs/dm/.

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 item in your inbox.



4. Review the submitted materials.

When opening an active task, both committee chairs (Associate Deans) and committee members (Deans and college administrative representatives) can see the submitted materials.

Committee member (Deans and college administrative representative):
When you access the submissions, you will have a read-only view. However, you will also be able to view any draft response comment from the committee chair/Associate Dean (if a response has been started). Once you have reviewed the submission and its contents, click the [**Actions**] button in the upper right corner of the screen and select "Mark as Reviewed for

Chair" to notify the committee chair that you have completed your review. After doing this, you will still be able to reopen the submission if needed.

Committee chair (Associate Dean):
When you access the submissions for review, you will see the materials from previous review levels. You will also see a list of committee members, along with an indication of which committee members have reviewed the submission. At the top of the evaluation, you will see the due date for the Dean committee's review.

5. Review all submissions and prep for Dean's confirmation. **Notify the Digital Measures team when ready to switch approval permissions to the Dean.*

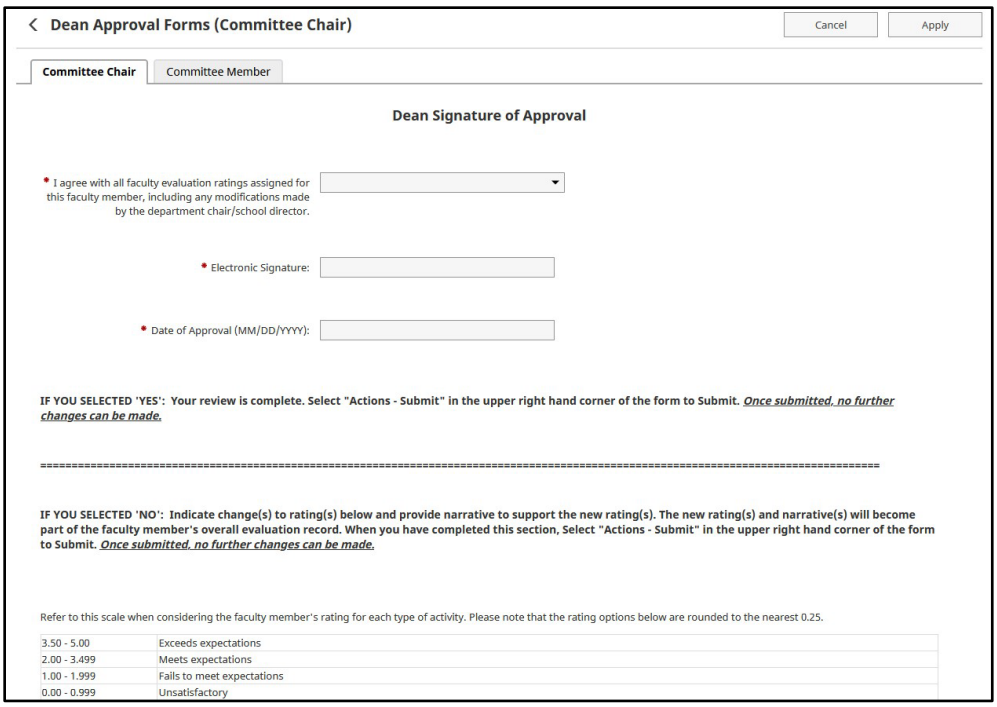
Saving your work
You can click the [**Actions**] button and select "Save Draft" to save the document in your inbox and return to reviewing it at a later date. Note that this does not advance the committee's evaluation to the next step; however, the other committee members will be able to view your draft response.

**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.*

After reviewing the materials for each faculty member and consulting with the Dean, the Dean Committee Chair (Associate Dean) should notify the Digital Measures team when to switch approval permissions to the Dean. **The Dean should sign the faculty evaluation on behalf of the Committee.** If additional information is needed from the department chair/school director, you have the option to "send back" the document to gather the requested information.

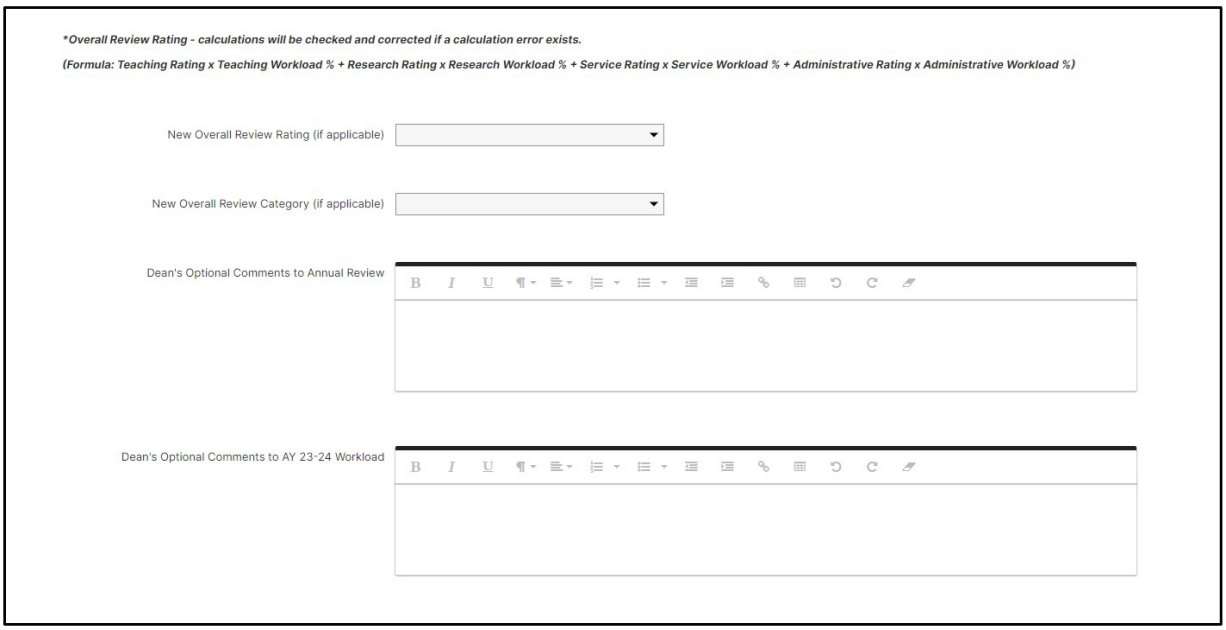
6. Dean's confirmation **Permissions must be switched by the Digital Measures team so that the Dean can enter a signature of approval.*

Fill out the form indicating whether you agree with the ratings provided by the DRC and department chair/school director, or if you would like to provide new ratings. Sign and date the form.



- If you agree with all previous ratings, select 'Yes' for the first statement on the form and skip to Step #7 and Submit the form.

- If providing new ratings, select them by using the relevant drop-down boxes and enter a justification in the text boxes. Be sure to provide a new "Overall Review Rating" and a new "Overall Review Category" rating if applicable.

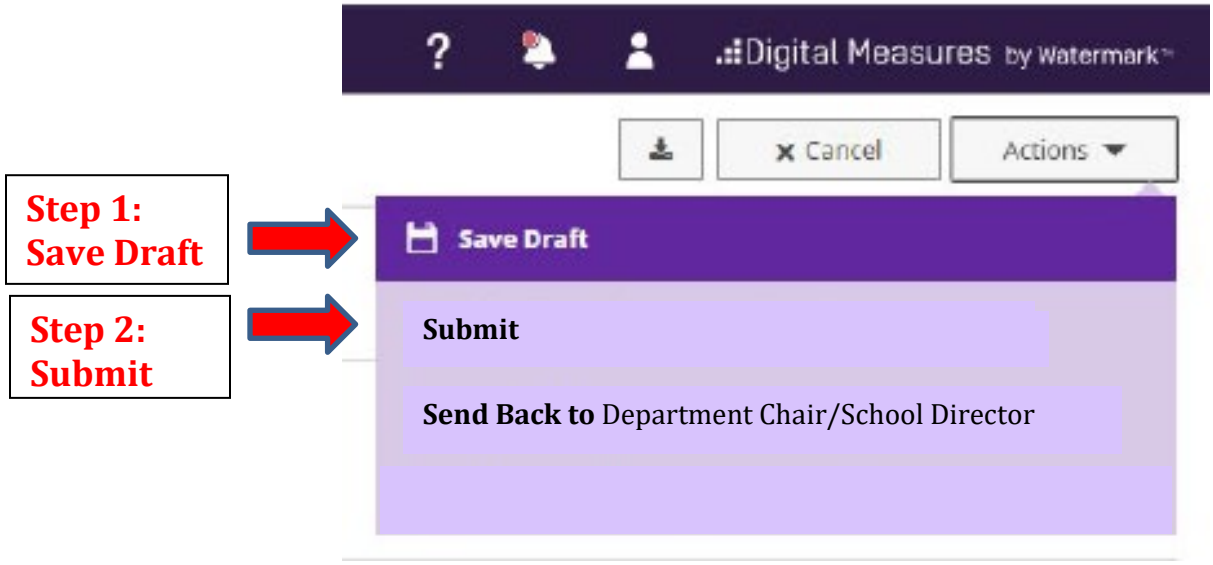


Provide any optional comments to the faculty member's annual review and/or workload at the bottom of the form.

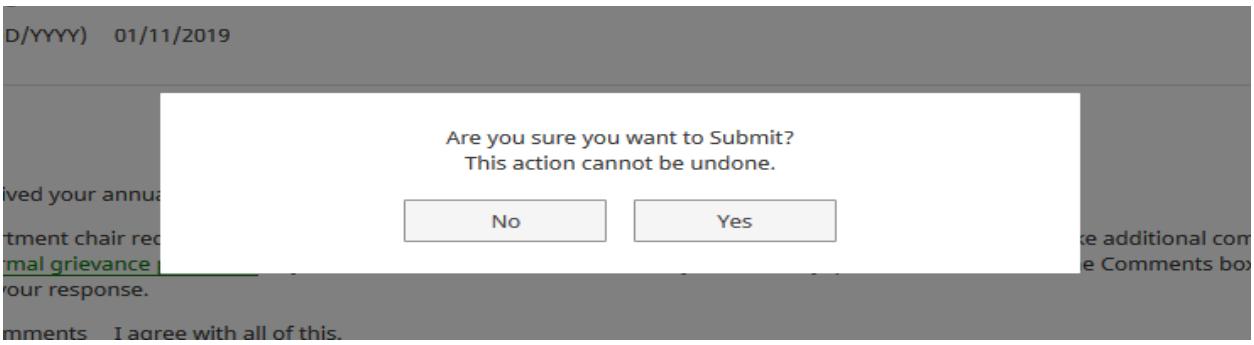
7. Save and Submit the Dean's evaluation

- Step 1: Click the [**Actions**] button and select **"Save Draft"** to save a copy of your review (upper right corner of the screen).
- Step 2: Click the [**Actions**] button and select **"Submit"** to submit the file for completion.

**If additional information is needed, you have the option to send back the document to gather the requested information from the department chair/school director. To send back, select "ACTIONS – Send Back to Department Chair/School Director Approval". You will be prompted to include a message to the chair when sending the task back to them.*



After submitting, there will be a pop up window asking you to confirm the action. Click "Yes" and the materials will move out of your inbox into your Workflow history. ***Note that this action cannot be undone. Once the Dean submits the file no further changes can be made.***



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.