

Instructions for Faculty Annual Review and Workload Department Review Committee (DRC) Directions

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

***This year you will have 2 steps to complete:**

1. DRC Review Confirmation (page 1)
2. Department Review Committee evaluation (page 3)

When the Workflow process launches, you will need to review items as they come in to your Workflow inbox. Please note the Workflow tab will not be visible in the top menu bar when you log into Digital Measures until there are tasks (annual report/workload) ready for your review.

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.

Workflow

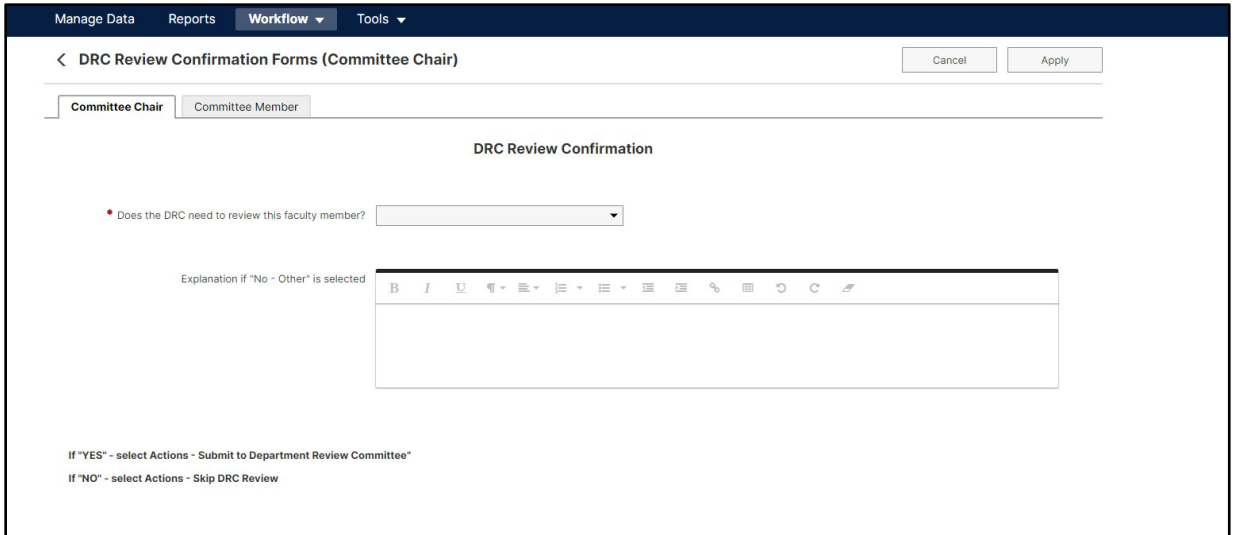
3. Access your Workflow (Tasks) inbox.

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

Workflow Tasks				
<div style="font-size: 0.8em; font-weight: bold; margin-bottom: 5px;"> ▼ Inbox </div>				
Name	Step	Subject		Due Date
Faculty Annual Review and Workload	DRC Review Conf	Faculty Name		Month/Day/Year

DRC Review Confirmation (for DRC Chairs):

1. The 'DRC Review Confirmation' step is for the DRC Chair to confirm whether or not they will be reviewing part time faculty in the department. Your department chair/school director and departmental bylaws should confirm this. **Note that you will need to select and confirm this for each faculty member (including those who are full time).*

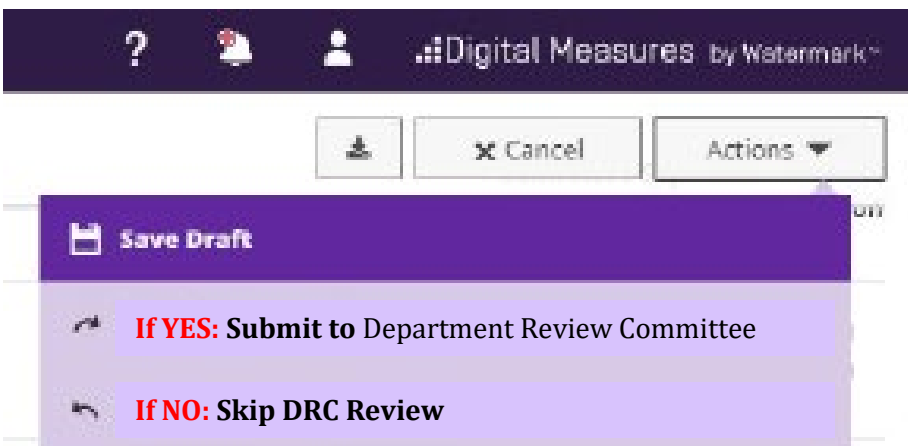


Select the correct drop-down option for each faculty member undergoing review (“Does the DRC need to review this faculty member” options):

- Yes
- No – part time faculty not reviewed by DRC
- No – Other

If in doubt, please consult with your department chair/school director before completing form.

2. After confirming, please follow the step below to submit (based on your selection):



If you selected “YES” – Submit to Department Review Committee

The submission will route back to your inbox for a full review. Navigate back to your Workflow inbox and complete the remaining steps in this guide.

If you selected “NO” – Skip DRC Review

The submission will skip the DRC review and be forwarded to the faculty member to enter their Covid Impact Checklist information before the department chair/school director reviews.

NEW STEP – Department Review Committee evaluation:

1. Review materials.

Both the committee chair and committee members can see the materials submitted by the faculty member.

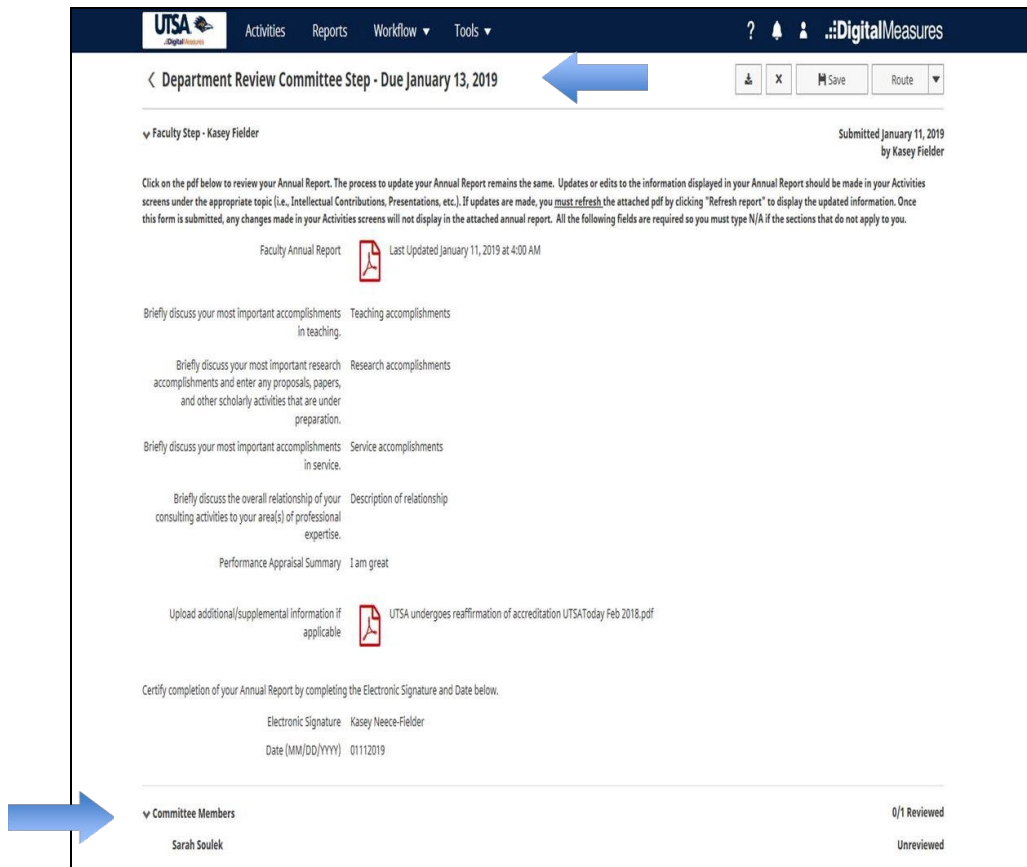
Committee member:

When you access faculty submissions, you will have a read-only view. However, you will also be able to view any draft response comment from the committee chair (if a response has been started). In the top-right corner of the screen, committee members have the option to select “Mark as reviewed”. Once you have read the submission and its contents, select “Mark as reviewed” to notify the committee chair that you have completed your review.

Committee chair:

When you access faculty submissions for review, you will see the faculty materials and the committee step form which you will fill out. 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 committee’s review.



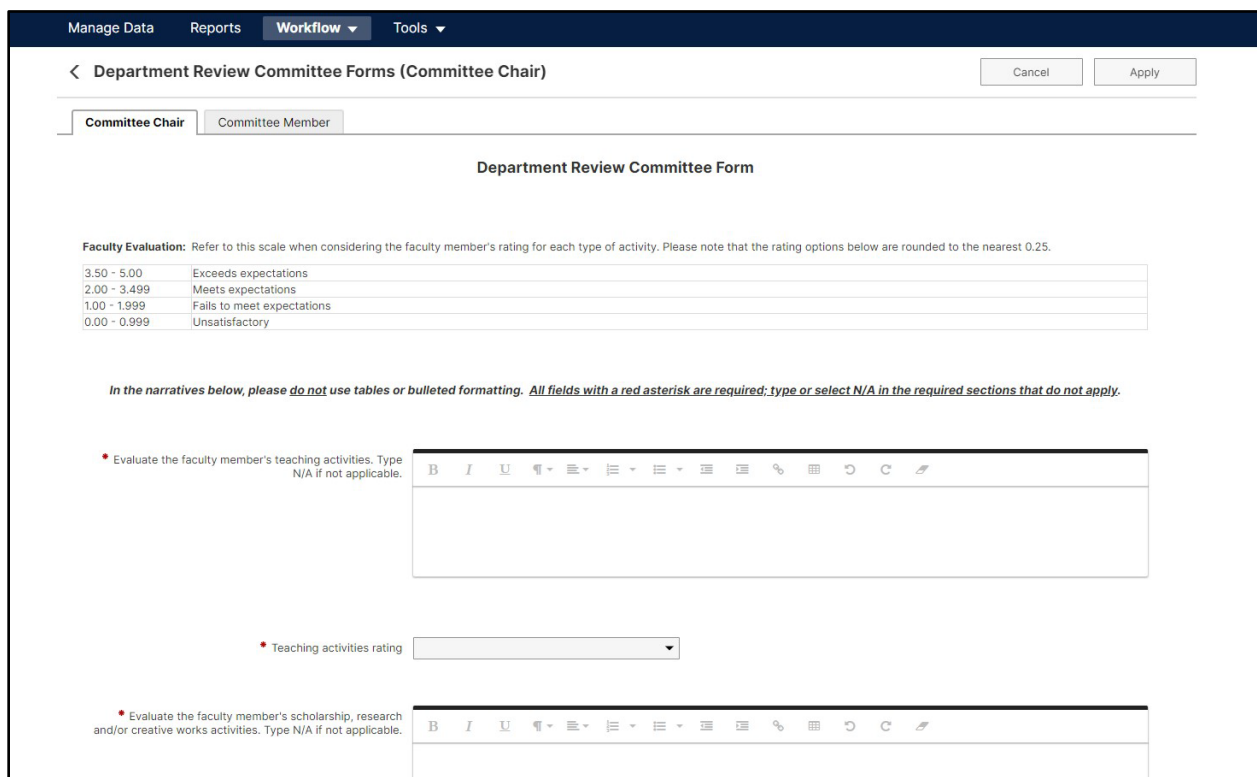
The screenshot displays the UTSA Digital Measures interface for a Department Review Committee Step evaluation. The page title is "Department Review Committee Step - Due January 13, 2019". The form includes sections for Faculty Annual Report, Teaching accomplishments, Research accomplishments, Service accomplishments, and Description of relationship. It also shows a list of Committee Members: Sarah Soulek, with a status of "Unreviewed". A blue arrow points to the due date in the page title, and another blue arrow points to the Committee Members list.

2. Complete the evaluation and provide an overall rating.

After consulting with the Department Review Committee, the Department Review Committee Chair must complete the workflow form on behalf of the Committee.

Evaluate the faculty member on their teaching, research, service and/or administrative activities using the rating scale located within the form.

Include a rating for each activity where workload is present, 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.



The screenshot shows a web interface for the 'Department Review Committee Form'. At the top, there are navigation tabs: 'Manage Data', 'Reports', 'Workflow' (selected), and 'Tools'. Below the tabs, the page title is 'Department Review Committee Forms (Committee Chair)' with 'Cancel' and 'Apply' buttons. There are two tabs: 'Committee Chair' (selected) and 'Committee Member'. The main heading is 'Department Review Committee Form'. A 'Faculty Evaluation' section includes a scale: 3.50 - 5.00 (Exceeds expectations), 2.00 - 3.499 (Meets expectations), 1.00 - 1.999 (Fails to meet expectations), and 0.00 - 0.999 (Unsatisfactory). A note states: 'In the narratives below, please do not use tables or bulleted formatting. All fields with a red asterisk are required; type or select N/A in the required sections that do not apply.' There are three required fields marked with red asterisks: 1) 'Evaluate the faculty member's teaching activities. Type N/A if not applicable.' with a rich text editor; 2) 'Teaching activities rating' with a dropdown menu; 3) 'Evaluate the faculty member's scholarship, research and/or creative works activities. Type N/A if not applicable.' with a rich text editor.

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 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. If a field does not apply to the faculty member, please enter “N/A.”*

3. Sign and date (Department Review Committee Chair).

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

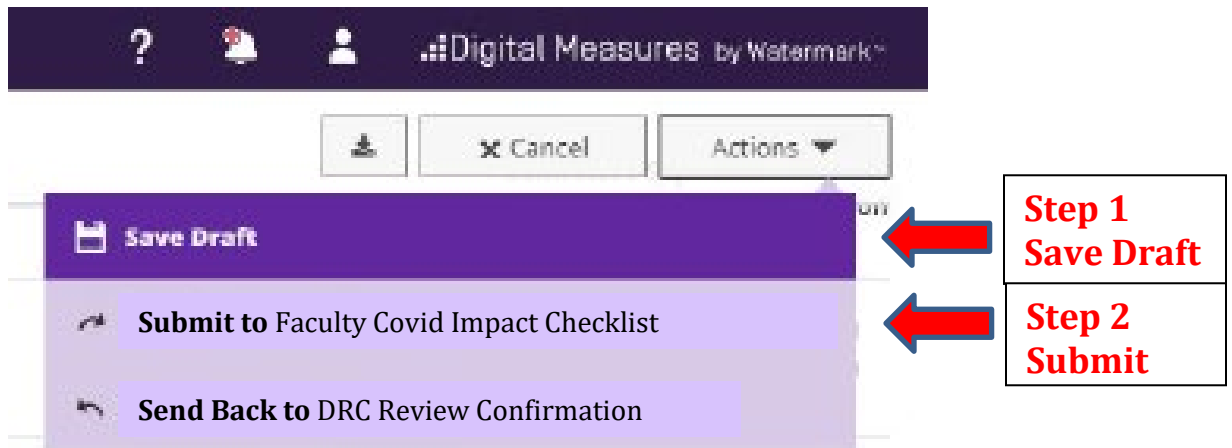
The DRC Chair should certify completion of the DRC's review by completing the Electronic Signature and Date fields below. Select "Actions - Save Draft" in the top right hand corner of the form to save your committee's review (note that this does not advance the form). When ready to submit the DRC's review, select "Actions - Submit to Faculty Covid Impact Checklist". The faculty member will add their Covid Impact Checklist before the submission is forwarded to the department chair/school director.

• Electronic Signature (DRC Chair)

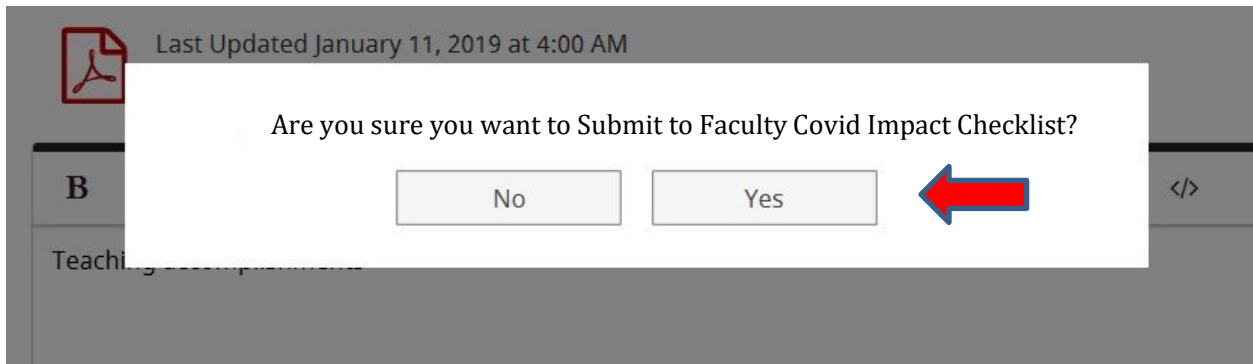
• Date (MM/DD/YYYY)

4. Save and Submit the committee's evaluation (Department Review Committee Chair).

- Step 1: Click **"ACTIONS – Save Draft"**
- Step 2: Click the **"ACTIONS – Submit to Faculty Covid Impact Checklist"** 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 (Faculty Covid Impact Checklist). *The Faculty Covid Impact Checklist will give the faculty member an opportunity to add their checklist before their submission is forwarded to the department chair/school director for review. Note that the faculty member will not be able to see your evaluation at this time, but will have access at the end of the review process.*



Once submitted, the task will move out of your inbox and into your Workflow history.