

## Instructions for Third Year Review

### Dean Directions

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

Following the Third Year Review timeline, reviews will be available in your Workflow inbox on or around March 25<sup>th</sup>. 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 (Third Year Review) ready for your review. **The deadline for submitting your dean report in Workflow is April 10<sup>th</sup> and the deadline for submitting notification to the faculty member is April 15<sup>th</sup>.**

1. Log into Digital Measures.
2. Click on the Workflow tab in the top menu bar.



Workflow

3. Access your Workflow inbox.

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

Workflow Tasks			
▼ Inbox			
Name	Step	Subject	Due Date
Third Year Review	Dean	Faculty Name	Month/Date/Year

4. Review the Third Year Review file.

Review the faculty member's Third Year Review materials, the TYR-FRAC committee's evaluation, the department chair evaluation, and faculty response and department chair summarizing report (if applicable).

5. Complete the evaluation.


Provide your narrative and select an overall evaluation score (see screenshot below). Note: The text boxes are smart text boxes so you can use tables, bulleted and numbered lists, bold, italics, underline, hyperlinks, etc. Select the Dean Recommendation from the drop down options.

Options

Dean Evaluation

• Narrative:

• Overall Evaluation Score:  Exceeds Expectations  Meets Expectations  Does Not Meet Expectations  Unsatisfactory

• Dean Recommendation:  

• Dean Signature:

• Date (MM/DD/YYYY):

### 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 evaluation to the next step.

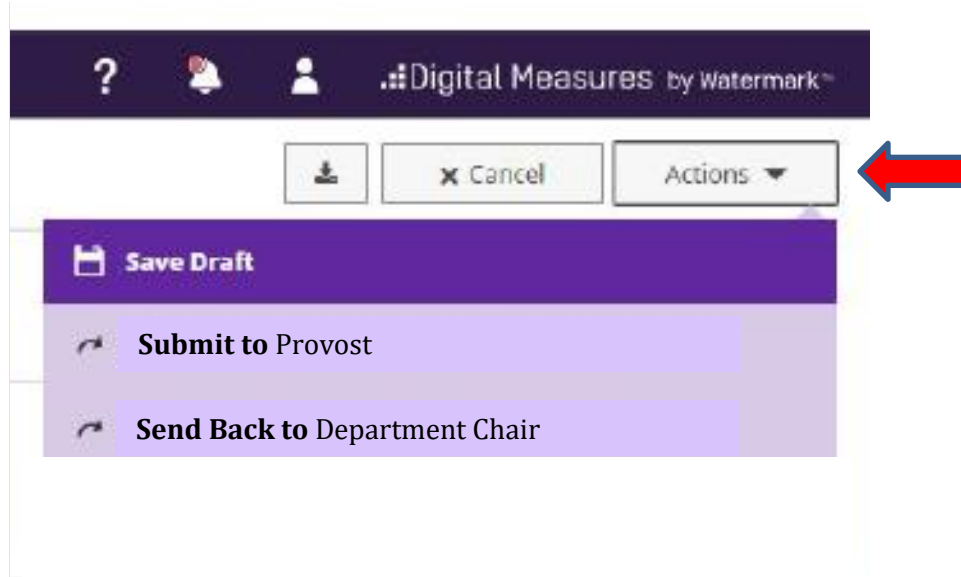
### 6. Sign and date.

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

### 7. Submit your evaluation.

***THIS STEP MUST BE COMPLETED TO ADVANCE THE SUBMISSION.***

Click the **ACTIONS – Submit to Provost** button in the upper right hand corner of the screen once your evaluation has been completed.



After clicking Submit, there will be a pop up window asking you to confirm the action. Click “Yes” and the materials will move to the next step in the process (Provost). *Note that this action cannot be undone.*

Once you submit your evaluation, the documents will move out of your inbox and into your Workflow history. The current step column will allow you to track them throughout the review process.