Instructions for Third Year Review
Department Chair Directions

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

Following the Third Year Review timeline, reviews will be available in your Workflow inbox on or around February 5th. 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 chair report (and summarizing report if the faculty member chooses to write a response) in Workflow is March 25th.**

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 faculty submission(s) awaiting your review. Click on the relevant submission(s) in your inbox.

Workflow Tasks

Inbox

Name	Step	Subject	Due Date
Third Year Review	Department Chair	Faculty Name	Month/Date/Year

4. Review materials.

Review the faculty member's Third Year Review materials and the TYR-FRAC committee's evaluation. If additional information is needed, you have the option to "send back" the document to gather the requested information from the committee. At the top of the evaluation, you will see the due date for your review.

5. Complete the evaluation.

Evaluate the faculty member on his/her teaching, research, service and/or other activities (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. Rate each activity, using the rating scale in the evaluation section and provide an overall rating. Select the Department Chair Recommendation from the drop down options.

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Department Chair Evaluation

Introduction/Background (optional)

Letter of constructive advice from external reviewer (optional)

Drop files here or click to upload

* Evaluation of Teaching (narrative)

* Evaluation Score: Teaching

Exceeds Expectations | Meets Expectations | Does Not Meet Expectations | Unsatisfactory

* Evaluation of Research (narrative)

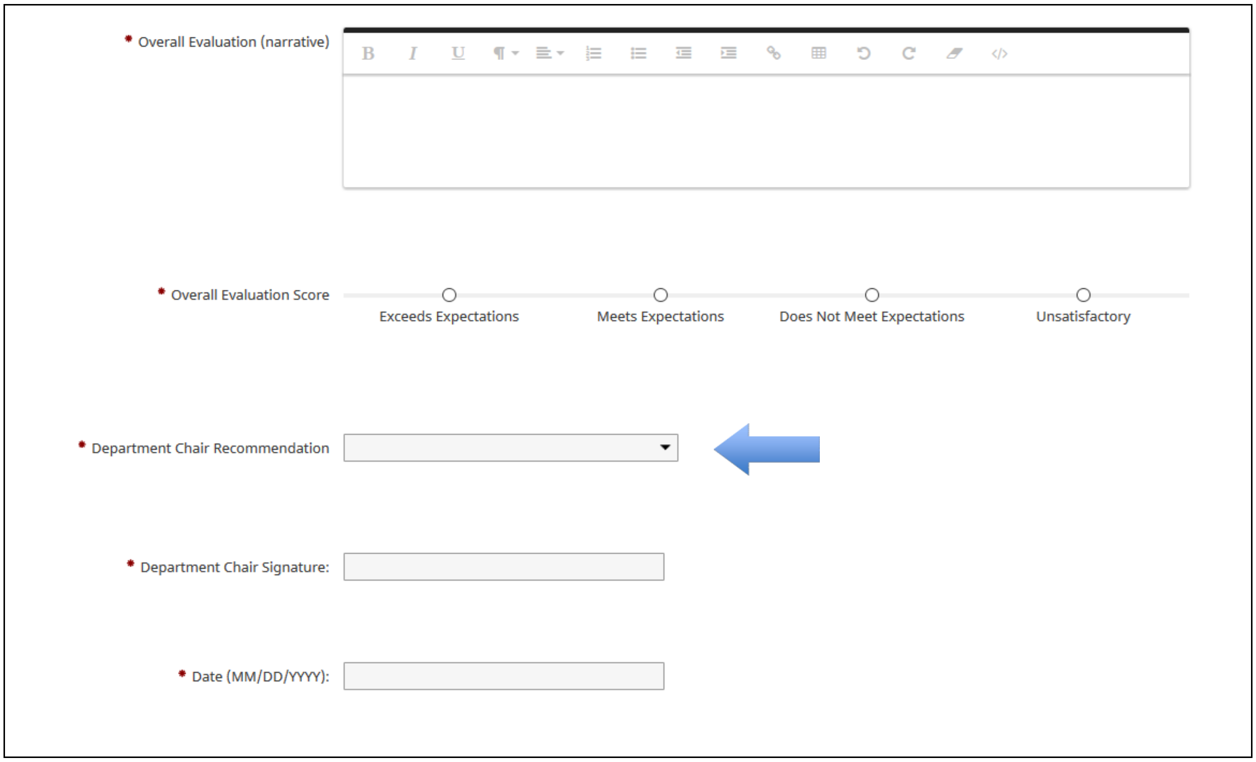
* Evaluation Score: Research

Exceeds Expectations | Meets Expectations | Does Not Meet Expectations | Unsatisfactory

* Evaluation of Service (narrative)

* Evaluation Score: Service

Exceeds Expectations | Meets Expectations | Does Not Meet Expectations | Unsatisfactory



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.

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 Faculty Response** 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. *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.

8. Meet with faculty member

At this point in the process, you should meet with the faculty member undergoing a review to discuss their evaluation. The faculty member has an opportunity to submit an optional response to their evaluation before it moves on to the Dean's step.
**Whether or not the faculty member completes their response, the form will route back to you to write a summarizing report before forwarding to the Dean.*

- *If the faculty member provides a response, write a summarizing report and forward the submission to the Dean.*
- *If the faculty member chooses not to provide a response, forward the blank form forward to the Dean.*