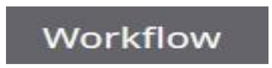
Instructions for Third Year Review
Faculty Directions

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

When the Workflow process launches, you will be notified via email that you need to complete your Third Year Review. You can access the workflow by logging directly into Digital Measures. Please note the Workflow tab will not be visible in the top menu bar when you log into Digital Measures until Third Year Review Workflow launches. **The deadline for submitting your materials in Workflow is January 15th (or the first workday thereafter).**

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



2. Access your Workflow inbox.

In your Workflow inbox, you should see your Third Year Review listed. Click on the item.

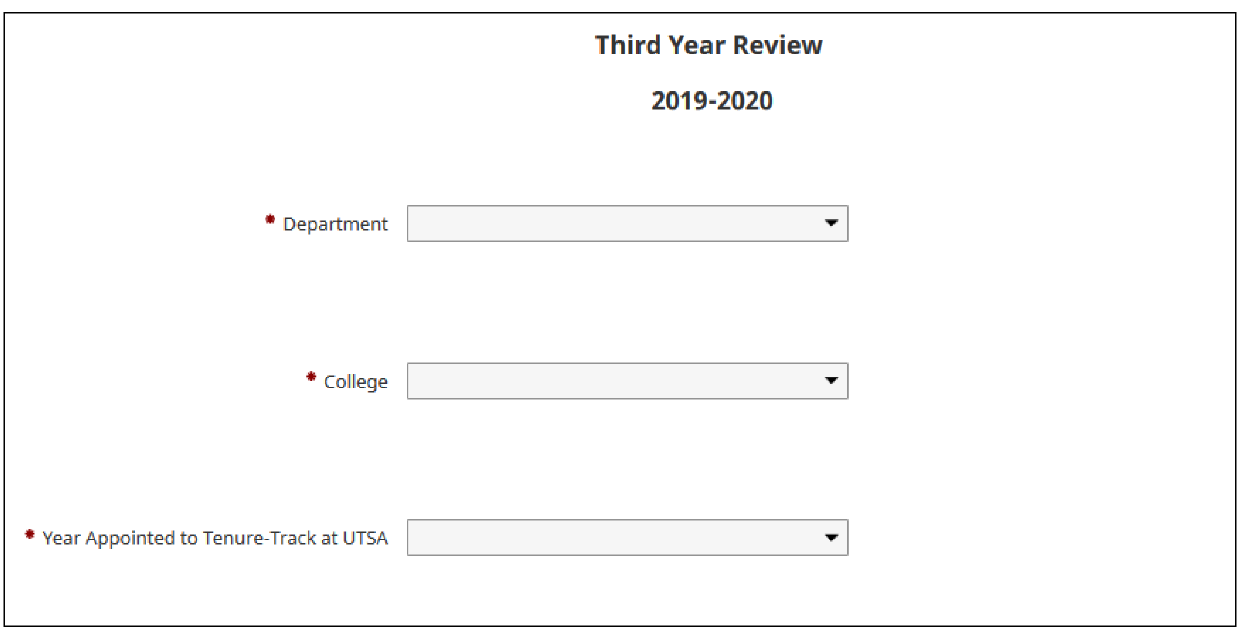

Workflow Tasks

Inbox

Name	Step	Subject	Due Date
Third Year Review	Faculty	Me	Month/Date/Year

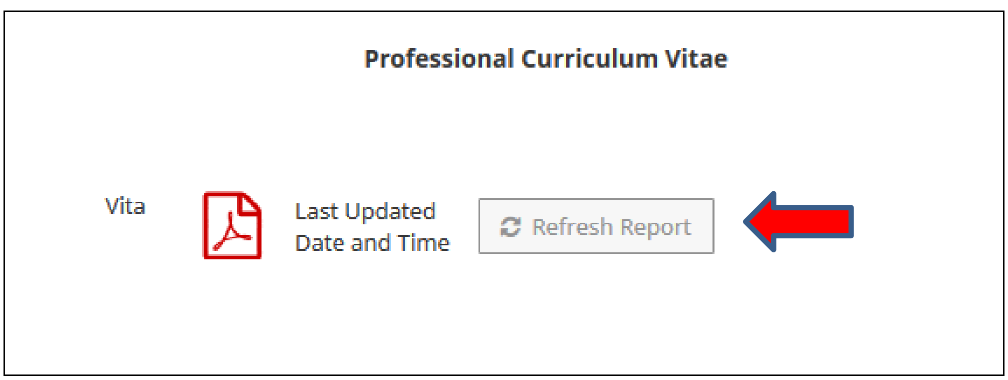
3. Fill in the relevant information.

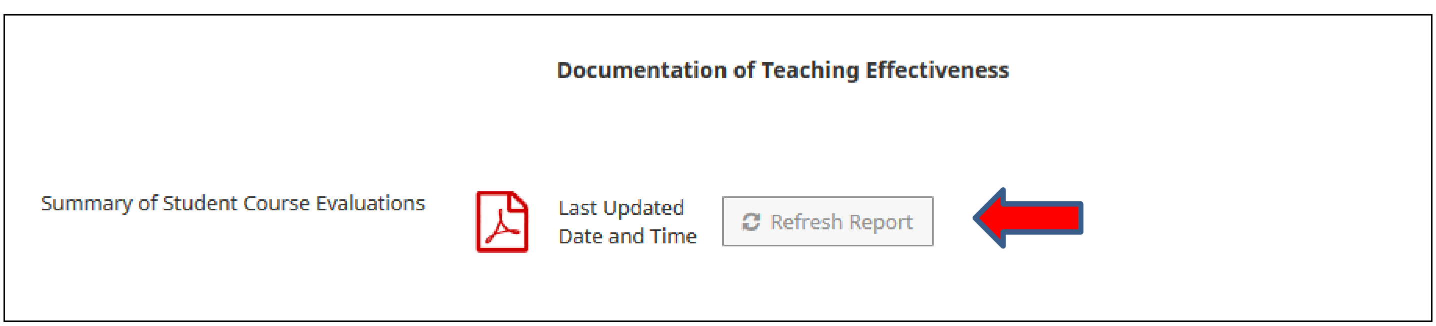
Select your department, college, year appointed at UTSA, and fill in the text boxes with information from previous institutions and degrees. Type and proofread all information. The text boxes are smart text boxes so you can use tables, bulleted and numbered lists, bold, italics, underline, hyperlinks, etc.



4. Review the PDFs of your Vita and Summary of Student Course Evaluations in the Faculty Form.

Click and review the PDFs (see screenshot below). These are custom reports generated from Digital Measures and populated with data from the Manage Activities utility. If updates or edits are needed to either PDF, navigate to Manage Activities and correct or revise the data under the appropriate topic (i.e., Intellectual Contributions, Presentations, etc.). Once updates are completed in your Activities screens, return to the Workflow Task where you **MUST REFRESH** your Vita and Summary of Student Course Evaluations PDFs in order for them to display the new information.





UTSA
.::DigitalMeasures

<u>Saving your work</u>
You can click the “Actions – Save Draft” button while editing to save your work and return to continue editing at a later date. Note that this <u>does not</u> advance your evaluation to the next step.

5. Statement of Professional Goals, Objectives and Accomplishments

Upload your statement, organized into three sections: Teaching, Research, and Service. Please ensure that your statement is no more than 8-10 pages.

Statement of Professional Goals, Objectives and Accomplishments

Organized into three (3) sections: Teaching, Research, and Service

* Statement of Professional Goals, Objectives, and Accomplishments During the Evaluation Period (no more than 8-10 pages)

Drop files here or click to upload

6. Documentation of Teaching Effectiveness

Upload additional teaching items, including your peer observation report and faculty response.

Options

'Documentation of Teaching Effectiveness Items' box below: Required items include course teaching portfolios, instructional development activities, instructional grants, teaching awards, students mentored/advised.

Teaching Summary (optional)

* Documentation of Teaching Effectiveness Items

Drop files here or click to upload

* Peer Observation Report (Observer's Report)

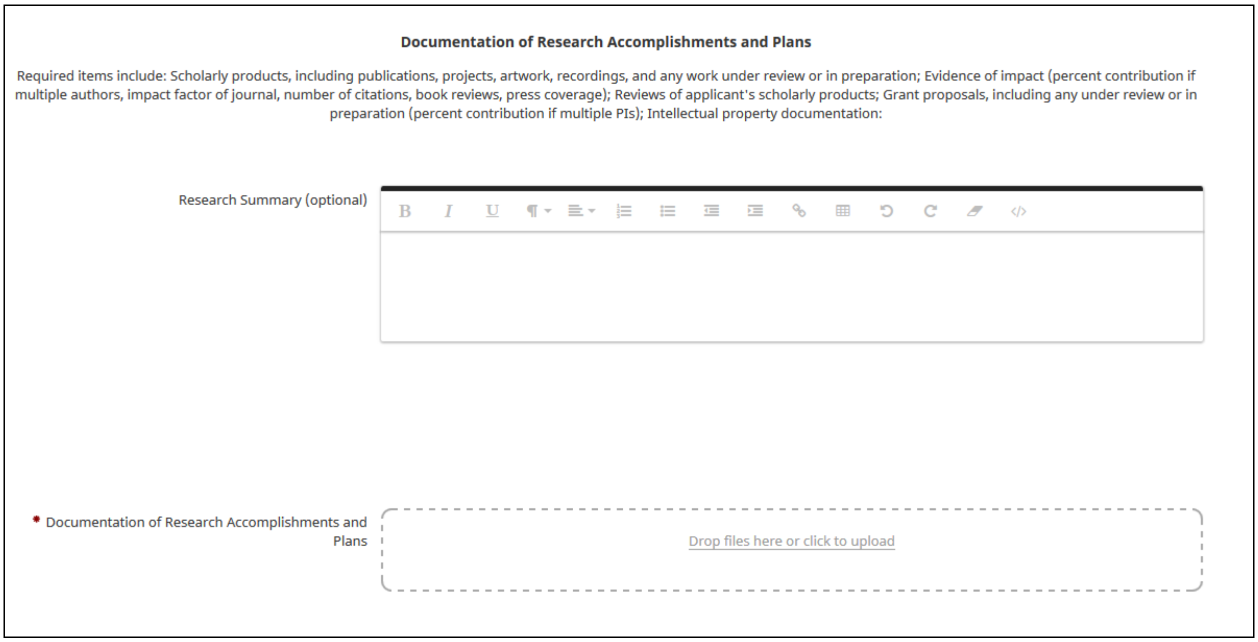
Drop files here or click to upload

* Peer Observation Report (Faculty Response)

Drop files here or click to upload

7. Documentation of Research Accomplishments and Plans

Upload additional research items.



Documentation of Research Accomplishments and Plans

Required items include: Scholarly products, including publications, projects, artwork, recordings, and any work under review or in preparation; Evidence of impact (percent contribution if multiple authors, impact factor of journal, number of citations, book reviews, press coverage); Reviews of applicant's scholarly products; Grant proposals, including any under review or in preparation (percent contribution if multiple PIs); Intellectual property documentation:

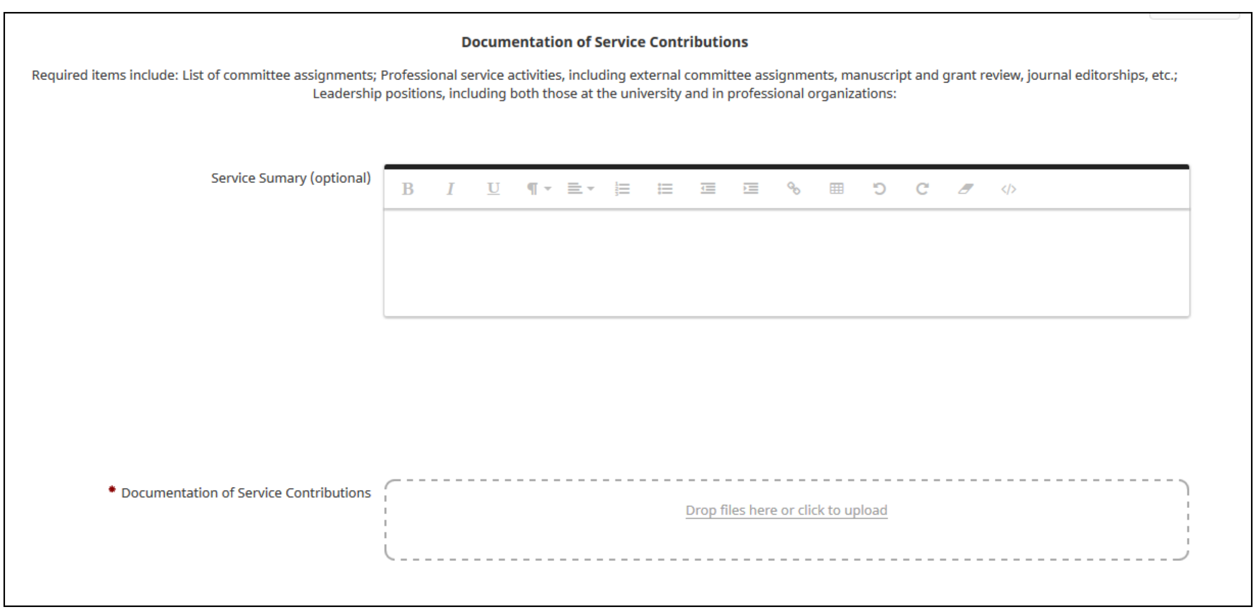
Research Summary (optional)

* Documentation of Research Accomplishments and Plans

Drop files here or click to upload

8. Documentation of Service Contributions

Upload additional service items.



Documentation of Service Contributions

Required items include: List of committee assignments; Professional service activities, including external committee assignments, manuscript and grant review, journal editorships, etc.; Leadership positions, including both those at the university and in professional organizations:

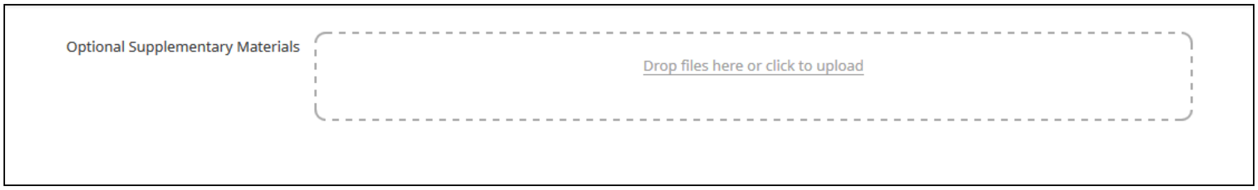
Service Sumary (optional)

* Documentation of Service Contributions

Drop files here or click to upload

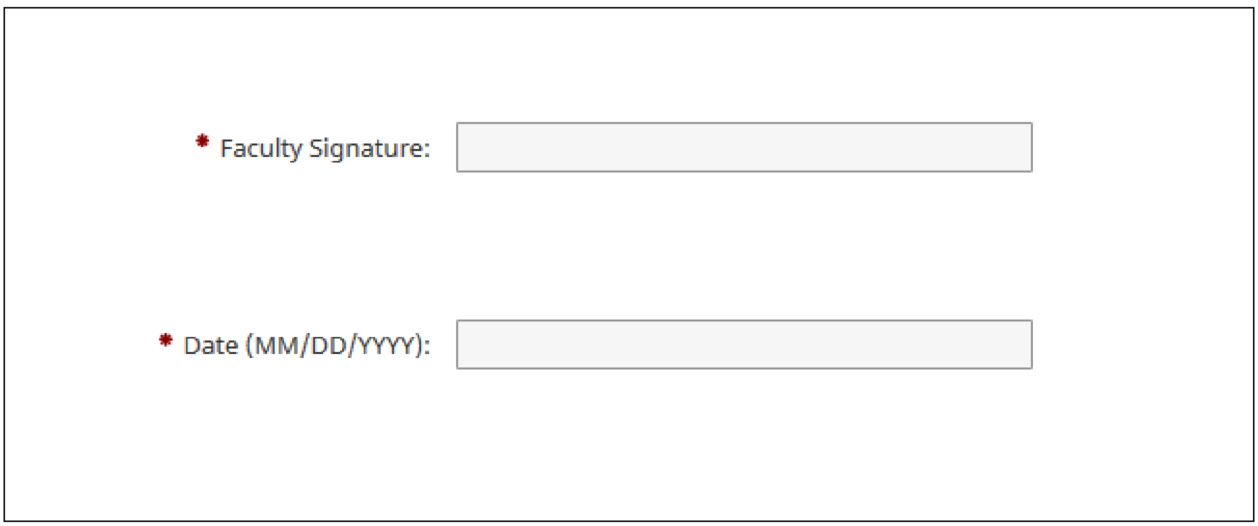
9. Optional Supplementary Materials

Upload any additional supplementary materials. You will find a list of possible items within the form.

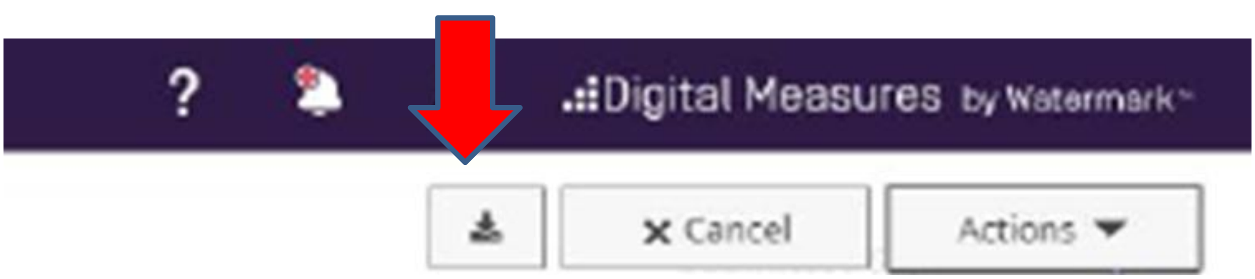


10. Sign and date.

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



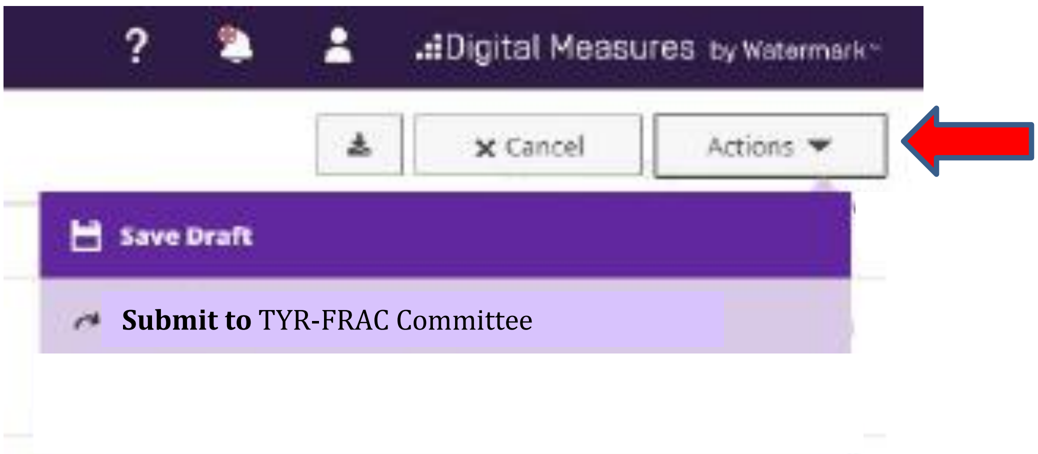
***Optional step – Download and save a copy of your Third Year Review materials before submitting.**
To save a copy of your materials make sure to SAVE the completed version, then click the **download button (see below)**. A zip file will open and you can save the documents to your computer.



11. Submit your Third Year Review.

THIS STEP <u>MUST BE COMPLETED</u> TO ADVANCE YOUR SUBMISSION.

Remember to refresh your Vita and Summary of Student Course Evaluations PDFs if updates have been made in your Activities screens. When you have completed all of the required sections, **SAVE** the final version and click the **ACTIONS** button in the upper right hand corner of your screen.



After you click "Actions – Submit to TYR-FRAC Committee", you will see a pop up window asking you to confirm the action. Click "Yes" and your submission will move to the next step in the process. Note that this action cannot be undone.

Once you submit, your submission materials are locked, including any reports that have been attached, even if changes are made in your Manage Activities screens.

Faculty Response (Optional)
After meeting with your department chair, you have an opportunity to submit an optional faculty response to your Third Year Review in Workflow. After your chair submits their report, the workflow will route to you to provide a response if desired. Whether or not you provide a response, you must submit the faculty response form to the chair to continue the workflow routing.

Reviewing the Status of a Workflow Submission
After you submit your materials to be reviewed, the task will move from your Workflow inbox to the History section. Here, you can check the status of your submission. After the entire process is completed, your review will be archived.