

Instructions for Third Year Review TYR-FRAC Directions

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

After the faculty member submits their review materials (due January 15th), you will have access to begin reviewing them on January 16th. You will need to access and review the item(s) in 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 is a task (Third Year Review) ready for your review. **The deadline for submitting the TYR-FRAC report in Workflow is February 5th.**

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			
<div style="background-color: #eee; padding: 2px;"> ▼ Inbox </div>			
Name	Step	Subject	Due Date
Third Year Review	TYR-FRAC Committee	Faculty Name	Month/Date/Year

4. Review materials.

When opening an active task, both committee chairs 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 a single button available: Close. Once you have read the submission and its contents, select “Close” to notify the committee chair that you have completed your review. Once you select “Close,” you will no longer receive email reminders but will still be able to open the submission if needed to confer with the committee.

Committee chair:

When you access faculty submissions for review, you will see the faculty materials and the committee step form which you will be able to fill out. You will also see a list of committee members, along with an indication of which committee members have reviewed the

submission.


Review the faculty member's Third Year Review materials. At the top of the evaluation, you will see the due date for the committee's review.


5. Complete the evaluation.

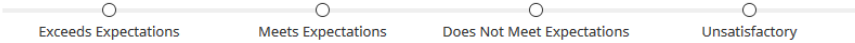
After consulting with the Department Review Committee, the Department Review Committee Chair must complete the faculty evaluation on behalf of the Committee. If additional information is needed from the faculty member, the Department Review Committee Chair has the option to "send back" the document to gather the requested information.

Evaluate the faculty member on his/her teaching, research, service and/or other activities. 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 TYR-FRAC Recommendation from the drop down options.

TYR-FRAC Evaluation

Introduction/Background (optional) 

• Evaluation of Teaching (narrative) 

• Evaluation Score: Teaching 

• 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

• Overall Evaluation (narrative)

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

• TYR-FRAC Recommendation 

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.

6. Upload a signature page and sign and date.

Upload a signature page signed by each committee member. In the TYR-FRAC Chair Signature field, type your full name in upper and lower case letters (no initials). Enter date in appropriate format (MM/DD/YYYY).

We, the undersigned members of the TYR-FRAC have reviewed this report for completeness and accuracy, and attest that we have reached our recommendations through a thorough review and discussion of the available documentary evidence.

• Upload Signature Page:

• TYR-FRAC Chair Signature:

• Date (MM/DD/YYYY):

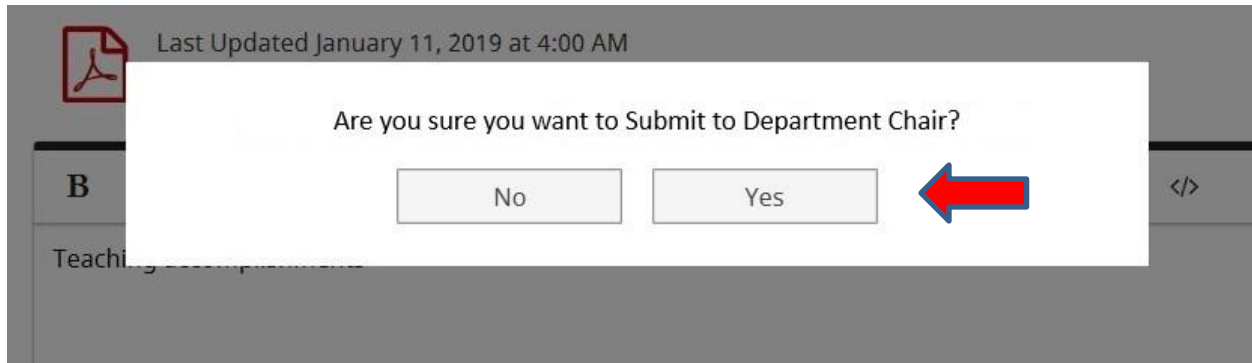
7. Submit the committee's evaluation.

THIS STEP MUST BE COMPLETED TO ADVANCE THE SUBMISSION.

The **TYR-FRAC Committee Chair** must click the **ACTIONS – Submit to Department Chair** 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 TYR-FRAC Committee Chair clicks "Yes", the materials will move to the next step in the process. *Note that this action cannot be undone.*



Once submitted, the task will move out of your inbox and into your Workflow history. The current step column will allow you to track the submission throughout the review process.