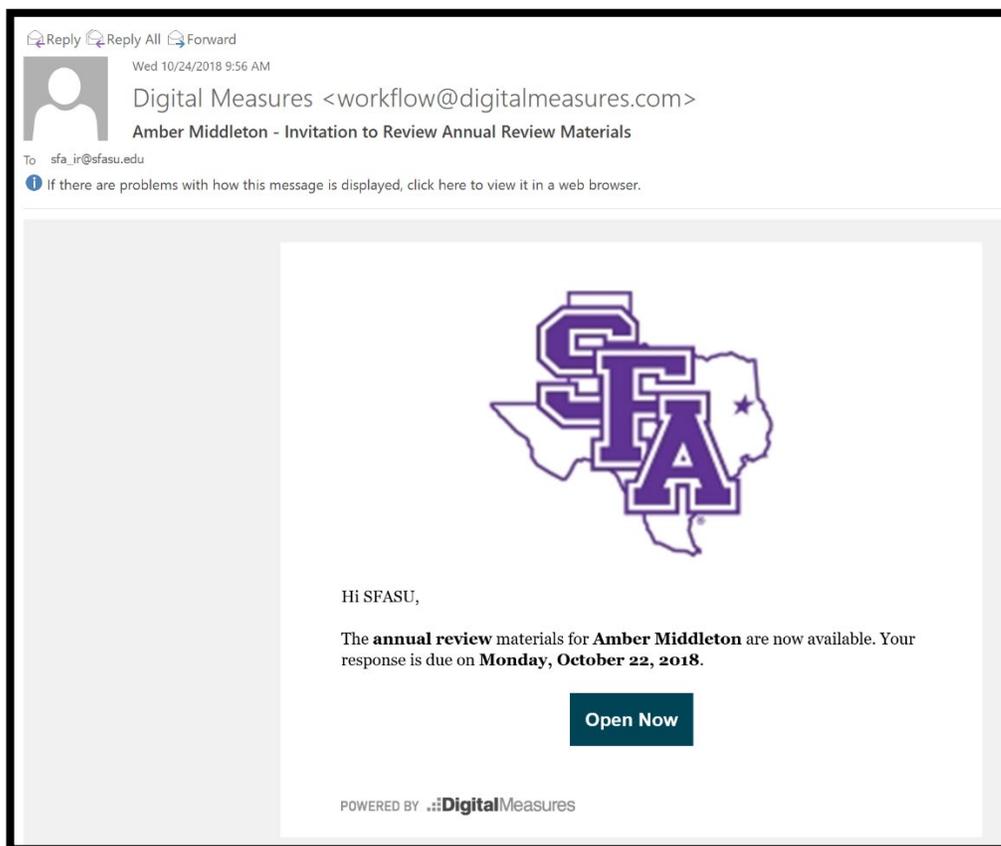


## Reviewing and Contributing to an Annual Review Submission in Workflow

### Accessing Faculty Reviews in Workflow

When the Workflow process launches, tasks are created and await the attention of the faculty who will submit their materials. Reviewers (academic unit heads, deans, and academic affairs) can access these tasks through the email that was generated when the faculty submitted their review materials. The invitation email will appear similar to the image below and will be sent from workflow@digitalmeasures.com.

After clicking on the link, reviewers will be prompted to login with their MySFA credentials. Chrome, Firefox, or Safari browsers should be used for optimal performance.



Reviewers may also access their workflow tasks by logging into Digital Measures directly (via MySFA) and clicking on "Workflow" at the top of the screen.



## Reviewing Faculty Submissions

Once Reviewers access their tasks in Workflow, they can review the materials submitted by participants and contribute to the submissions. Workflow includes the option to save progress and finish the submission later. There are four potential aspects of a faculty submission:

1. The **Annual Faculty Activity Report (FAR)** lists the records in Digital Measures for the calendar year. Reviewers should click the Adobe icon to view the FAR.
2. The **Course Evaluations Report** directs reviewers to the faculty's course evaluation results in SurveyDig for the review year. Only users with the appropriate SurveyDig access may view the course evaluations. Reviewers should click the Adobe icon to view the Course Evaluations Report and access course evaluations.  
*Note: If the link in the report is [www.sfasu.edu](http://www.sfasu.edu), that indicates that no course evaluations are available because the faculty member was not assigned to teach any courses.*
3. The **comments box** may contain notes or contextual information submitted by faculty.
4. The **file upload** feature may be used by faculty to attach supporting documents. Reviewers may click on the file names to view.

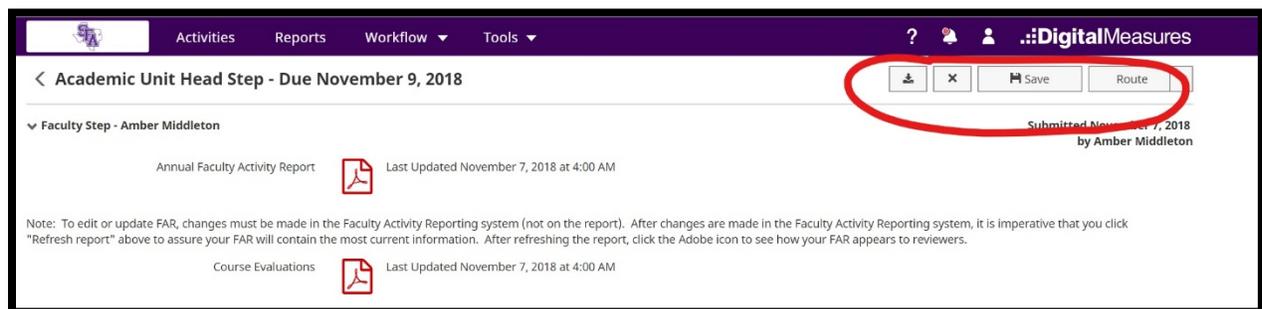
If a faculty submission is incomplete or requires correction, a reviewer may send it back for correction. To do this, click "Route" in the upper right corner of the screen, then choose "Send Back to Faculty". Include comments explaining why the submission was sent back.

## Contributing to a Submission

After reviewing the faculty submission and formulating their thoughts, reviewers can complete the available form. The form is very similar to the paper form previously used by the College of Education. Please note that all fields are required.

When reviewers have completed the form, they should SAVE the form and schedule a meeting with the faculty member to discuss. After conducting a private interview with the faculty member, the submission may be routed to the next step in the workflow.

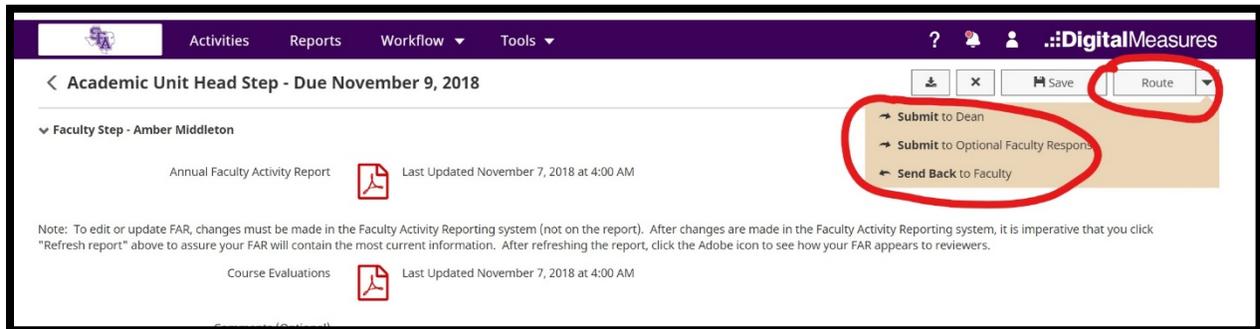
Prior to submitting, the materials may be saved (to finish the submission later) or downloaded for archival purposes by clicking the icons in the upper right corner of the screen.



## Routing Submission to the Next Step

After meeting with the faculty member, reviewers at the academic unit head level have multiple options for routing the submission. To view these options, click "Route" in the upper right corner of the screen. In most cases, the academic unit head should choose "Submit to Dean".

In the rare case that a faculty response or rebuttal is needed, click "Route" and choose "Submit to Optional Faculty Response".



## Final Steps

After reviewers have routed the submission to the next step in the process, the task will move from the Inbox to the History section of the Workflow screen. Here, faculty or reviewers can check the status of the submission, review the content of the submission, and view the fields completed by reviewers in subsequent steps.

The contents of the submission can also be exported for archival purposes by clicking the "download" button.

This will download a .zip file containing the following:

- An HTML file that replicates how a user would see the submission via the user interface
- A sub-folder for each step that contains reports or file attachments, with those files contained within the sub-folder
- "Fonts" and "CSS" folders. These can be disregarded, as they simply ensure that the HTML file renders properly.

The download option appears in various places:

- When viewing a submission via the Inbox
- When viewing a submission via the History table
- Via the "Actions" column in the History table

Once the last step of a submission has been completed, that submission will be removed from the History table for reviewers, but it will remain available to the faculty participant for future reference.

*If you have questions or experience a problem please contact:*

Office of Institutional Research

936-468-3806

[sfa\\_ir@sfasu.edu](mailto:sfa_ir@sfasu.edu)