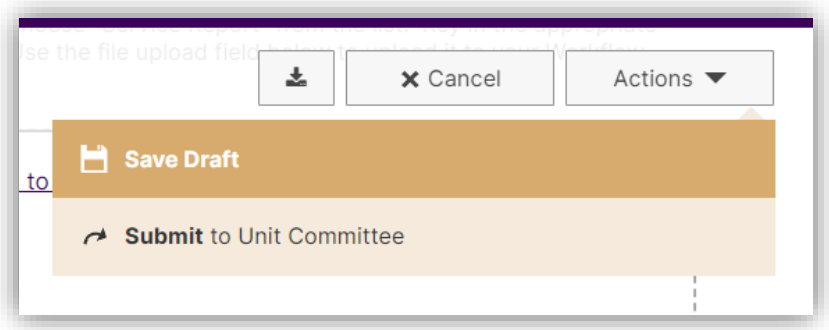
Tenure and/or Promotion Workflow

Tips and Reminders for Candidates and Reviewers

1. **Instructional Guides**
    a. Guides for both faculty (candidates) and reviewers and an instructional video are available on Office of Institutional Research website. Links are below:
    b. Guide for Faculty Candidates
    c. Guide for Reviewers

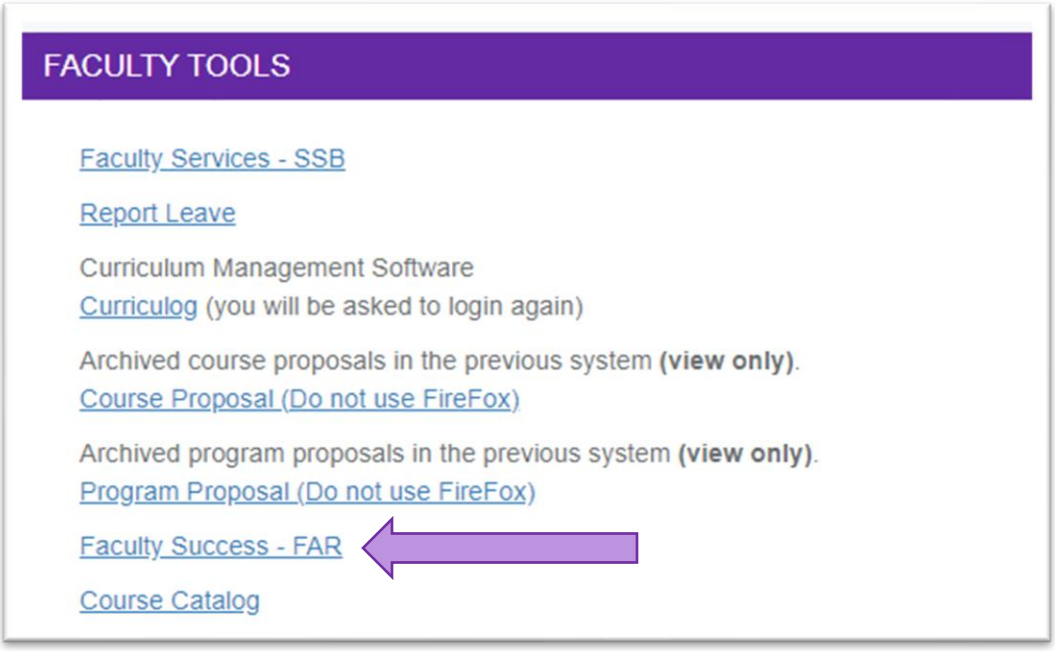
2. **How It Works**
    a. This electronic process is similar to a linear electronic approval queue. The process advances one step at a time until it has finished, and each step includes fields which must be completed and submitted manually by the responsible individual in order to move the process forward.
    b. To submit a completed step, you *must* click the "Actions" button and select "Submit to [Next Step]."



3. **Check your Email!**
    a. Invitations to complete individual steps of the workflow will be sent via email to your SFA email address. Each email will include information about the upcoming step which you must complete, as well as the due date for the step.
    b. If you think you missed an email, check your Junk folder.

4. **Accessing Faculty Success**
    a. You may access Faculty Success via a link in your invitation email.

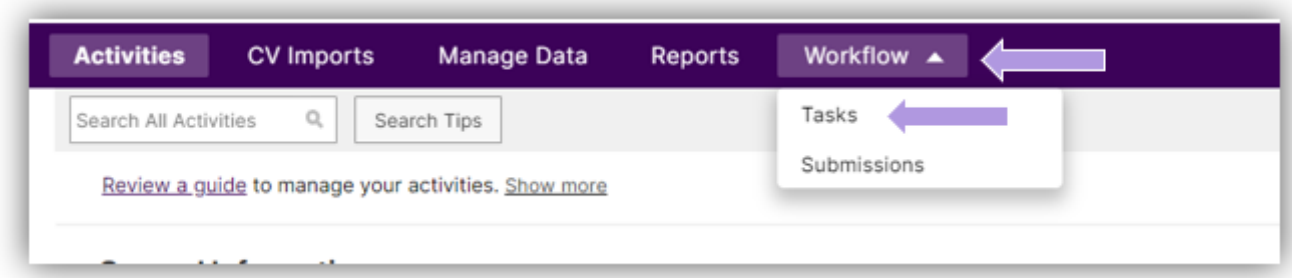
b. You may also access Faculty Success through MySFA. After logging in to your MySFA account, navigate to the Faculty tab. Under Faculty Tools, click "Faculty Success – FAR."



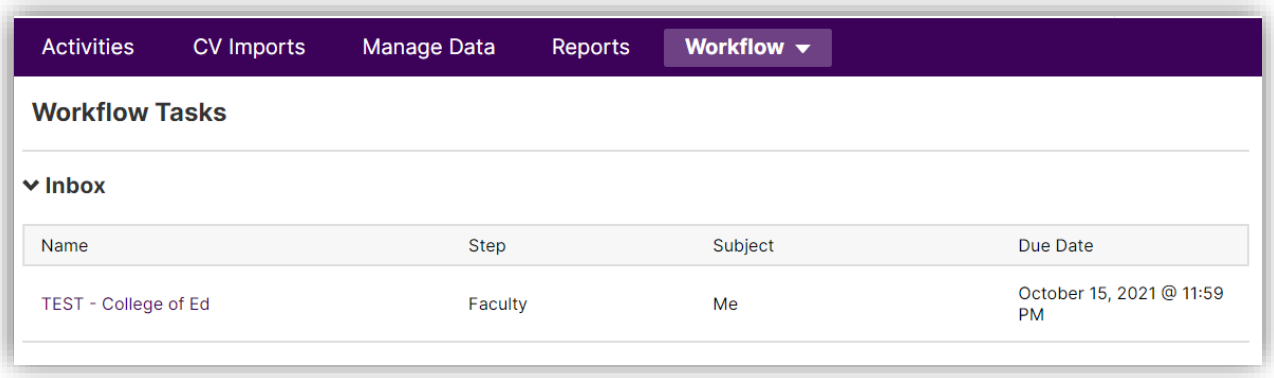
5. Accessing Workflow Tasks in Faculty Success

a. You may access your Workflow tasks in Faculty Success via a link in your invitation email.

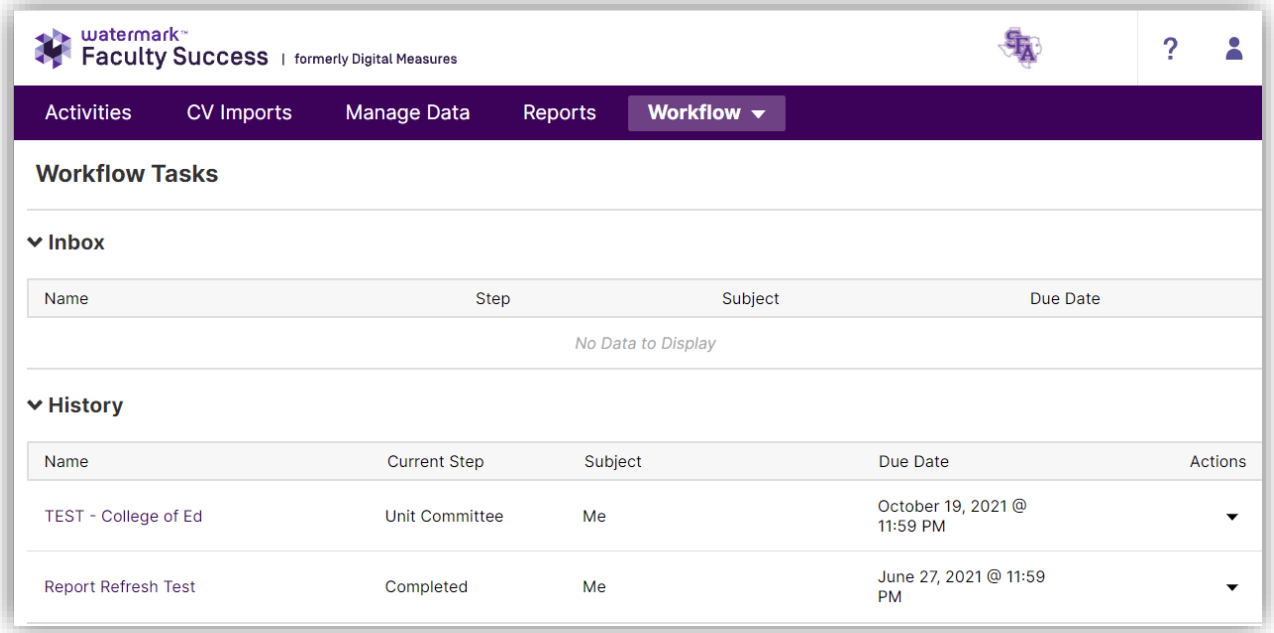
b. You may also access your Workflow tasks by logging in to Faculty Success and clicking "Workflow" in the purple ribbon at the top of the screen. In the Workflow dropdown menu, click "Tasks."



Your available Workflow tasks will show up in the Inbox. To access your Workflow and complete a step, click the title of your Workflow in the Name column.



6. **Checking Workflow Status in History**
    a. After submitting an assigned step, Workflow tasks will move from the Inbox to the History section of the Workflow Tasks screen. Here you can check the status of your submission (Current Step), review the content of the submission, and view accessible fields completed by reviewers in subsequent steps.
    b. It is a good idea to check the status of your Workflow frequently to make sure the process is running smoothly from one contributor to the next.



7. **Undergoing Review for Two Processes**
    a. If you are undergoing review for two different processes (e.g., Tenure AND Promotion to Professor), you will need to complete two separate Workflows. You will receive an email inviting you to complete each Workflow, and the names of the involved processes will be visible in the title of each flow.

b. Completing two electronic portfolio forms as a faculty candidate is easy! You may copy and paste text into text fields and easily drag files into file upload boxes.

8. Questions

a. With questions about your college or academic unit's tenure and/or promotion processes and requirements, please contact your academic unit head.

b. With questions about Faculty Success and Workflow functionality, please contact the Office of Institutional Research at sfa_ir@sfasu.edu or (936) 468-3806.