Checking your Workflow

Log into Digital Measures, and look at the menu to the left. You should have an option now called "Workflow 2014." * Click on that, and you should have an option called "Submit to a Workflow." * One (or maybe the only) option in the drop-down should be the review for your Fall, 2017 portfolio. PLEASE make sure that this is for the correct review that you are planning to undergo. * (Faculty in the College of Humanities and Social Sciences and the Wellstar College of Health and Human Services should have that specified in their workflow title. All other colleges have a general workflow label, without the college specified.)

* If any of these items are not true or not correct, please email mburke@kennesaw.edu right away and tell me what the correct review is that you are planning to undergo this fall.

If it is your required Post-Tenure Review or Pre-Tenure Review year, AND you are planning to submit for tenure and/or promotion, PLEASE make sure that you have the Tenure and/or Promotion workflow. In this case, when you fill out the cover sheet, please indicate both your required review (PTR) and your elective review (Tenure and/or Promotion).

There has been a change to the Portfolio Document Submission List. There will no longer be a separate cover sheet; it will now be absorbed into the Portfolio Document Submission List. The cover sheet upload line now says 2016 or earlier, so you DO NOT need to upload it this year. Instead, you will be entering all of that information directly into the Documents for Portfolio Review screen, and it will print onto your Portfolio Document Submission List.

PLEASE NOTE: You should not submit an item to the workflow to "test" it. Anything you submit can be seen by your reviewers, and cannot be removed from the workflow. Do not submit your Portfolio Document Submission List until it is completely ready. If you can see the correct workflow, it will work.