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Using Faculty Success (aka Activity Insight) and Workflow

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When you are ready to submit your application, click the “Refresh Report” button (**this is imperative**) before selecting the “Submit App” choice from the “Actions” button in the upper right hand area of the screen.

It’s also important to click on the “Adobe” icon so that you can preview your application before submission.

If you need to make changes to your application, return to Faculty Success and go to the Promotion and Tenure Application screen to make the necessary changes (see page 1). Once you are sure that the application is complete, return to the Workflow Inbox, click on the Promotion and Tenure item, click the Refresh Report button, and then submit the application by clicking on the “Actions” button (upper right hand corner of the Workflow screen), and choose the “Submit App” option.

STEP 3 – The Review of Your Application

After submission the application will move to the first level of review, conducted by your Program (or Division) Personnel Committee. That committee will leave their feedback and move the application on for further review by the Program Chair/Coordinator. This review process repeats with feedback provided by the Division Director, the Faculty