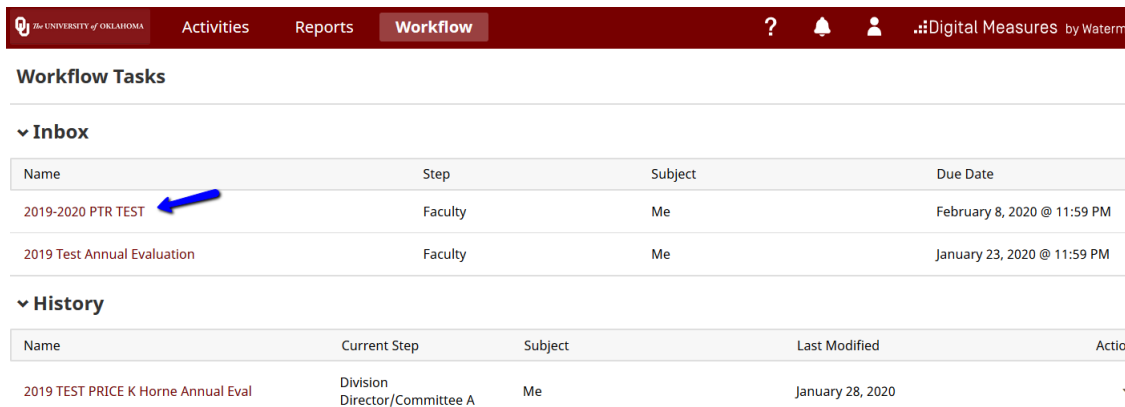


2023-2024 Post Tenure Review FAS Workflow PTR Administrative Instructions

The University will be using Faculty Activity System FAS Workflow to route/submit the 2023-2024 Post Tenure Reviews to the Provost Office. Post Tenure Review Workflow will open for faculty submission March 1, 2024.

Post Tenure Review Committee Steps

1. Workflow task will launch to faculty March 1, 2024. The Post Tenure Review Committee can login to FAS Workflow to view all items once submitted by faculty members. When a faculty member has prepared and submitted their PTR materials through FAS Workflow, a new task will appear in your Workflow Inbox. To open, login to the Faculty Activity System FAS, select Workflow, then click on the Post Tenure Review item located in your Workflow Inbox.

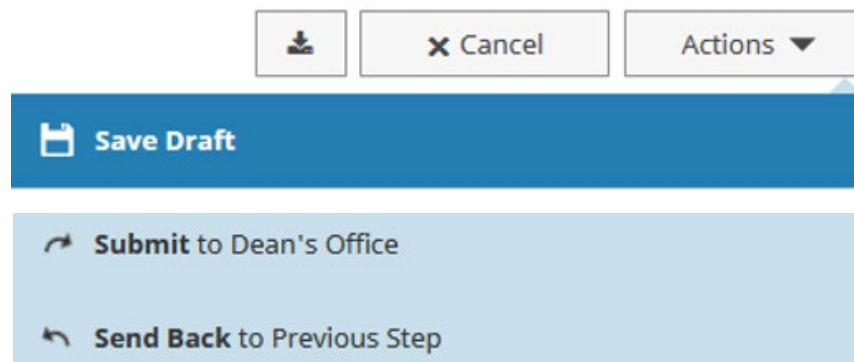


2. Once task is open the unit submitter will attach documents and complete fields:

- Attach completed Post Tenure Review Check Sheet page 2, including chair/director signature and date. (required)
- Attach Post Tenure Review Written Evaluation (required)
- Attach, if applicable, a Professional Development Plan (optional)
- Complete “Date of Post Tenure Review with Faculty Member” field (required)

3. Click on the “Actions” tab, then select and click on “Save Draft”. This will save all items and allow you to return to the task without losing data.

4. If submission from faculty member needs to be corrected use the “Send Back” feature.



4. When ready to route/submit to the next step the designated unit submitter will select the “Actions” tab and click on “Submit to the Dean’s Office” or to the designated next step.

Note: Please visit the [Provost's website](#) for PTR memos and forms.

Please contact Karen Horne khorne@ou.edu 325-7480 for assistance.