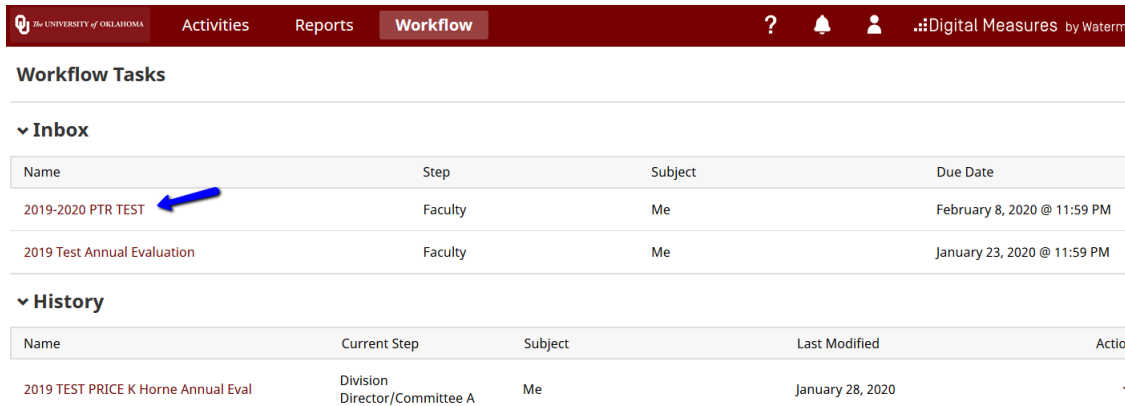


2023-2024 Post Tenure Review FAS Workflow Faculty Instructions

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.

Faculty Post Tenure Review Submission Steps

1. Workflow task will launch to faculty March 1, 2024. To open, login to the Faculty Activity System FAS, select Workflow, then click on the Post Tenure Review item located in your Workflow Inbox.



The screenshot shows the Faculty Activity System FAS Workflow interface. The top navigation bar includes 'Activities', 'Reports', and 'Workflow'. The 'Workflow Tasks' section is expanded to show the 'Inbox' and 'History' sections. The 'Inbox' section contains a table with the following data:

Name	Step	Subject	Due Date
2019-2020 PTR TEST	Faculty	Me	February 8, 2020 @ 11:59 PM
2019 Test Annual Evaluation	Faculty	Me	January 23, 2020 @ 11:59 PM

The 'History' section contains a table with the following data:

Name	Current Step	Subject	Last Modified	Action
2019 TEST PRICE K Horne Annual Eval	Division Director/Committee A	Me	January 28, 2020	

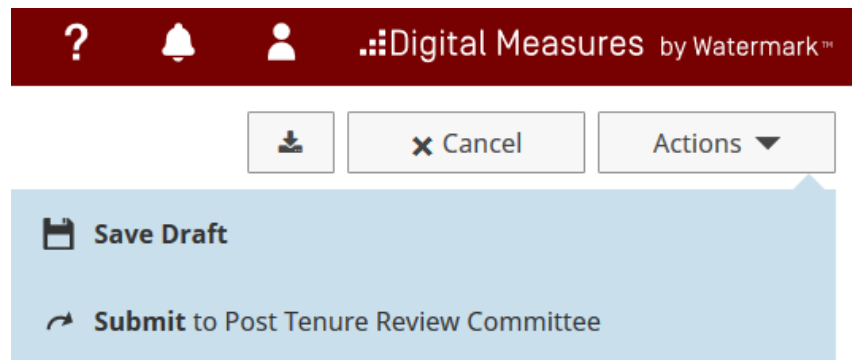
2. Once task is open, faculty will attach the following items:

- Statement of Self-Appraisal including
 - Evaluating past 5 years
 - Plans for next 5 years
- Copy of letter notifying faculty member of upcoming Spring PTR
- Current *Curriculum Vita*
- 5 year Summary of In Load Teaching Report **will be included on your behalf in the Workflow item**. Open and review the attached pdf.
- Annual Faculty Evaluations for past 5 years
 - CY 2023
 - CY 2022
 - CY 2021
 - CY 2020
 - CY 2019

- Annual Faculty Mini Vita for past 5 year
 - CY 2023
 - CY 2022
 - CY 2021
 - CY 2020
 - CY 2019
- Proposals for and reports of prior sabbatical leaves for CY 2019-2023
- Copies of any prior Professional Development Plans as a result of Post Tenure Review
- Completed Post Tenure Review Check Sheet Page 1, including faculty member's signature and date.

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. Once ready to submit to the Post Tenure Review Committee, select the "Actions" tab and click on "Submit to Post Tenure Review Committee"



The Post Tenure Review Committee will review and complete the Post Tenure Review with the faculty member. Once Post Tenure Review has been completed, designated unit submitter will attach the Post Tenure Review form, the written evaluation, and a professional development plan if applicable. The unit submitter will then route to the Dean's office for review.

Note: Please visit the Provost's website at ou.edu/provost for PTR memos and forms.

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