



Lincoln University
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Office of Faculty Affairs

Faculty Success Guide


1. All Pre-Tenure, Promotion, Tenure and Post-Tenure processes are now electronic. Faculty are no longer required to submit hard copies of dossiers and other materials.
2. These processes are completed using the Faculty Success Portal.
3. Access to the portal is **here** using your Lincoln University Windows profile, email and password.

Tips for Using Faculty Success

Please note: The Faculty Success workflow is designed for document *uploading* only.

- ❖ Use either Google Chrome or Mozilla Firefox as your default browser.
- ❖ Compile all PDF's for each section into one PDF file.
- ❖ Make sure all your hyperlinks work prior to uploading.
- ❖ Avoid putting spaces in the filenames of files you upload to Faculty Success.
- ❖ Save and edit as you work.
- ❖ Organizing your supporting documents will make it easier for your reviewers.
- ❖ Use "Other" label for any additional information as you choose.
- ❖ Remember, you are able to drag and place documents directly from your desktop files.

When the Workflow process launches, you will receive an email notification from **Lincoln University, Faculty Affairs, Faculty Success** that you need to upload your dossier for review. You may access the Workflow in one of two ways:

- ➔ • Click on the  blue box in the email notification as seen below; or
- ➔ • Log in directly into [Faculty Success](#) via the Lincoln University Faculty Affairs webpage.



A single sign-on from your Lincoln University profile gives direct access to your Faculty Success profile.

Dear

The following submission is now ready for your review:

Process:

Candidate:

Due Date:



Office of Faculty Affairs



1. Select the **Workflow** tab in the top menu bar, then **Tasks** in the dropdown menu. In the workflow Inbox, you should see your **Workflow** listed. Select **the Workflow** to proceed.

Activities CV Imports Manage Data Reports **Workflow** ↑ Tools ↓

Workflow Tasks

Dates below are displaying in your local timezone (America/New_York).

- Configuration
- Permissions
- System Settings
- Submissions
- Tasks**

▼ Inbox

NAME	STEP	CANDIDATE	DUE DATE
Workflow	Faculty	<i>No Data to Display</i>	Faculty Name
			Month - Day

▼ History

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
<i>No Data to Display</i>				

2. Upload required portfolio materials for review. { **All files should be uploaded in PDF form.** } Upload relevant information in the field displayed in the form. If an activity does not apply to you, leave it blank.

*The red asterisks indicate mandatory items/fields within the form (where applicable). The form cannot be submitted until all mandatory items are completed.

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Activities CV Imports Manage Data Reports Workflow Tools

< Faculty Step - Due

Teaching Effectiveness - Label*

Scholarly Research/Creative Activity & Professional Achievement - Label*

Service to the University & Promotion of its Mission - Label**

Evaluative Rubric - Label*

Recommendations - Label

Other - Label

On or before May 15th Provost will send reminder letter to faculty who will be applying for tenure in their third year.

By November 7th Faculty must submit their pre-tenure portfolio to department chair (documents should include teaching efficacy, scholarship, and community service at Lincoln).

By December 15th Department Chair and the Department Tenure Committee evaluate the portfolio (evaluative rubrics and recommendations).

The "Other" label can be used to upload documents not listed or required at this step (i.e. CVs, reference letters, etc.).

Faculty may upload multiple files in varied forms (i.e. PPT, PDF, pictures, video links and other media forms) as desired.



3. Review the PDFs of your submissions. **Save Draft**, then **Submit** to Department Review committee.


The screenshot shows a web interface for faculty submissions. At the top, there is a navigation bar with tabs: Activities, CV Imports, Manage Data, Reports, Workflow, and Tools. Below this, the page title is "Faculty Doss" and the candidate name is "Adebowale Adedoyin". The interface consists of several sections, each with a title and a "Drop files here or click to upload" area. Each section contains one or more PDF files, each with a red trash icon to its right. The sections are: Letter of Intent - Label*, Curriculum Vitae - Label*, Teaching - Label*, Research & Scholarship - Label*, Service - Label*, Course Evaluations - Label*, Letters of Recommendation - Label*, Other - Label*, and Promotion & Tenure Rubric - Label*. At the top right, there is a "CANCEL" button and an "Actions" dropdown menu. Two red arrows point from the "Letter of Intent" section to the "Save Draft" and "Submit to Department Review Committee" buttons in the Actions menu.

Faculty may upload multiple files in varied forms (i.e. PPT, PDF, pictures, video links and other media forms) as desired.



4. A pop-up window will appear to confirm publishing to the next step. Before making your selection, note that you may save, recall or edit your dossier. **IMPORTANT:** Once you make your selection, you will no longer have the ability to upload documents, review or make changes.

Are you sure you want to publish your response to the next step?



Select **“Yes”** for your documents to proceed for further review.

5. Your dossier is saved and can be accessed at any time in your “History” as the review process continues.

< Faculty Dossier Form

Workflow Tasks

Dates below are displaying in your local timezone (America/New_York).

▼ Inbox

NAME	STEP	CANDIDATE	DUE DATE
No Data to Display			

▼ History

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
Workflow	Faculty	Faculty Name	Month, Date, Year @11:59pm	

6. Faculty can **recall** their submission, view the status of the submission, review the content of the submission, and view recommendation letters by reviewers in subsequent steps. The contents of the submission can also be exported for archival purposes by clicking the **download** button.

After the entire process is completed your dossier information will be uploaded to Faculty Success for future reference.

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Lincoln University

Activities CV Imports Manage Data Reports Workflow Tools

Workflow Tasks

Dates below are displaying in your local timezone (America/New York)

▼ Inbox

NAME	STEP	CANDIDATE	DUE DATE
No Data to Display			

▼ History

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
Workflow Name	Review Committee			Recall Download

View status of submission

Click actions to recall or download