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.

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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 START REVIEWING blue box in the email notification as seen below; or

- Log in directly into Faculty Success via the Lincoln University Faculty Affairs webpage.

FACULTY SUCCESS LOGIN - CLICK HERE

A single sign-on from you 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:

START REVIEWING

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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.

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Faculty Success

Lincoln University
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Activities	CV Imports	Manage Data	Reports	Workflow ▲	Tools ▼

Configuration
Permissions
System Settings
Submissions
→ **Tasks**

Workflow Tasks

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

⌄ Inbox

NAME	STEP	CANDIDATE	DUE DATE
→ **Workflow**	**Faculty**	*No Data to Display* **Faculty Name**	**Month - Day**

⌄ History

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
		No Data to Display		

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2. Upload required portfolio materials for review. { **<u>All files should be uploaded in PDF form.</u>** } 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.

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.

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

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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?

No	Yes

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.

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‹ **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	

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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.