

# WKU Continuance Boomi Workflow—Chair/Director Directions (revised 8/2/24)

## Full Review with August/September Timeline

1. Log in to Continuance Workflow by clicking on the link that appears in your email or by going to <https://app.wku.edu/workflow/> and clicking Dashboard.
2. Click the Download button for the faculty member that appears on the page, and make sure that the packet includes all information required for review. If incomplete, ask faculty member to re-submit; if complete, share the file with the committee using whatever protocol your department has created. See handout *Creating and Sharing Continuance and/or Tenure and Promotion Packets* for possible methodology.
3. After the continuance committee has met, reviewed and revised their memo, and shared it with you via email (Due by 9/4), complete your independent review of the packet, and write your memo.
4. Meet with the faculty member to discuss the committee memo and your own memo (Due 9/14). If the faculty member would like to add a response to what the committee or you said, they should email it to you (Due by 9/20).
5. By 9/20, log in to Continuance Workflow by clicking on the link that appeared in your email when the faculty member submitted their packet or by going to <https://app.wku.edu/workflow/> and clicking Dashboard. Make sure to:
  - a) Click “Faculty Acknowledgement” to indicate had conversation with faculty member.
  - b) Select the specific “Faculty Committee Recommendation” and your own “Department Chair Recommendation” from the two drop down menus.
  - c) Click on “Add Documents” to add both Committee and Chair Recommendations and any optionally submitted response document that the faculty member sent you.

Department Chair

Faculty Acknowledgement - Department Chair acknowledges that they have had conversation with faculty member before submitting documents to the dean. \*

Faculty Committee Recommendation

Recommend Continuance  
Do Not Recommend Continuance

Actions	File Name	Uploaded By	Upload Date	Status
No Faculty Committee Documents				

Department Chair Recommendation

Department Chair Documents \*

+ Add Documents

Actions	File Name	Uploaded By	Upload Date	Status
No Department Chair Documents				

Faculty Candidate Response Documents

+ Add Documents

Actions	File Name	Uploaded By	Upload Date	Status
No Faculty Candidate Response Documents				

Submit

- To Upload Documents, follow the directions on the screen to Drag and Drop or Click and Select the memo for the committee. **MAKE SURE TO CLICK THE GREEN Add Selected BUTTON TO ENSURE THAT THE MEMOS HAVE BEEN ATTACHED.**

**Upload Files**

Upload files by using either of the following options:

- **Drag and Drop** — Simply locate the files on your computer that you wish to upload. Drag them from their location and drop them directly into the designated upload container below.
- **Click and Select** — Alternatively, you can click on the upload container. This will prompt your file explorer to open. Navigate to the desired files on your computer and select them for uploading.

Once you've successfully uploaded your files, they will be listed in the **Review Uploaded Files** section. Here, you can carefully review the files you've selected for accuracy.

When you're satisfied with your uploaded file list and ready to proceed, use the **Add Selected** button. This action will confirm your selections and add the files to the workflow.

Red-Big--Committee Memo 2023.pdf  
Click to select files to upload, or drag and drop them inside this container

**Review Uploaded Files**

+ Add Selected

- When the file is attached, it shows up in the selected files box. Press Continue.

**Selected Files**

Actions	File Name	Status
	Red-Big--Department Chair Memo 2023.pdf	

Continue

- You will repeat this process for your own department chair recommendation—select the recommendation to continue or not in the dropdown menu, and add your own department chair memo. If the faculty member provided a response, you will repeat the process to add it as well.
- When the documents are attached and recommendations have been selected, the page will look something like this:

## Department Chair

Faculty Acknowledgement - Department Chair acknowledges that they have had conversation with faculty member before submitting documents to the dean. \*

Faculty Committee Recommendation

Recommend Continuance

Faculty Committee Documents \*

[Add / Manage Documents](#)

Actions	File Name	Uploaded By	Upload Date	Status
<a href="#">Download</a>	Red-Big--Comittee Memo 2023.pdf	Hale, Rob		PENDING

Department Chair Recommendation

Recommend Continuance

Department Chair Documents \*

[Add / Manage Documents](#)

Actions	File Name	Uploaded By	Upload Date	Status
<a href="#">Download</a>	Red-Big--Department Chair Memo 2023.pdf	Hale, Rob		PENDING

Faculty Candidate Response Documents

[+ Add Documents](#)

Actions	File Name	Uploaded By	Upload Date	Status
<i>No Faculty Candidate Response Documents</i>				



10. Once you are satisfied that all documents are included, press Submit. You will then see a Success Page.

*Note: Faculty members will immediately receive notification and access to all memos once you submit to the dean. Chair/director and candidate will receive email notifications at every stage of review.*