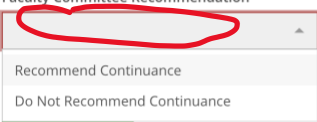# WKU Continuance Boomi Workflow (revised 1/3/24)
## For Department Chairs/Directors

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 link to the Anthology-Portfolio 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, email the link to all members of the continuance committee.

3. After the continuance committee has met, reviewed and revised their memo, and shared it with you via email (Due by 2/1 for first semester review, 9/4 for others), complete your own 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 by 2/9 for first semester, 9/14 for others). 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 2/15 for first semester, 9/20 for others).

5. By 2/15 for first-semester, 9/20 for others, 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 the "Faculty Acknowledgement" that you have 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.

6.  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--Comittee Memo 2023.pdf

*Click to select files to upload, or drag and drop them inside this container*

## Review Uploaded Files

+ Add Selected

7.  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

8.  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.

9. 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 |
|---|---|---|---|---|
| Download | 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 |
|---|---|---|---|---|
| Download | Red-Big--Department Chair Memo 2023.pdf | Hale, Rob | | PENDING |

### Faculty Candidate Response Documents

➕ Add Documents

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

Submit

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.*