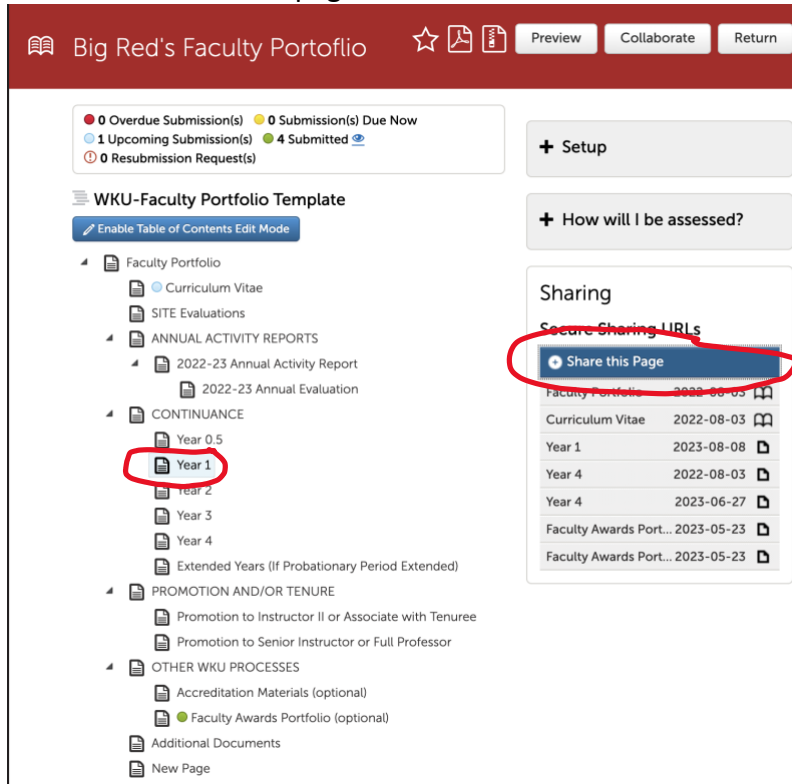


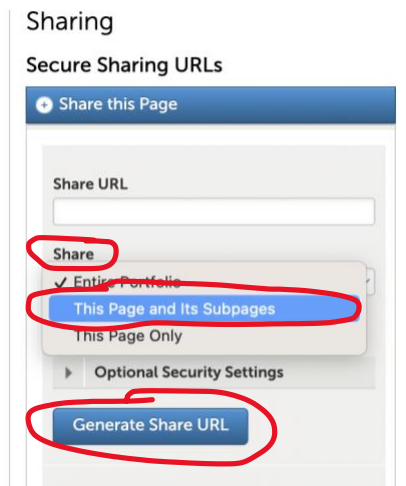
# WKU Continuance Boomi Workflow (revised 1/3/24)

## For Faculty Members

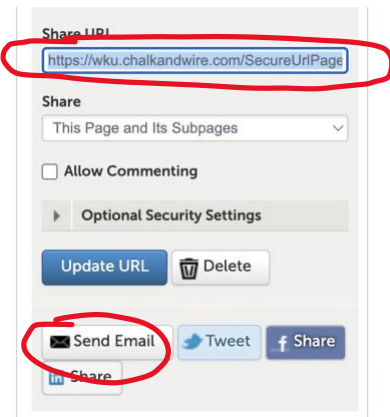
1. Faculty members will build their continuance packet in Anthology-Portfolio following departmental and college protocols.
2. When the packet is complete and uploaded onto Anthology-Portfolio (**by 1/25 for first-semester review; 8/20 others**), select the continuance Year to be submitted (Year 1 in this example) and then click “Share this page.”



3. After you click “Share this Page,” click on the dropdown menu under “Share” and select “This Page and Its Subpages,” and then click “Generate Share URL.” “This will create a link to the materials in your continuance folder.

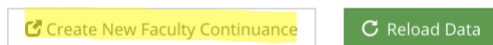


4. Copy this link or email it to yourself. **Test the link** to make sure it includes all materials you intend for your reviewers to see—failure to test link causes of most errors in the process.



5. Go to this page <https://app.wku.edu/workflow/>, and click on Dashboard under Faculty Continuance. You may need to log-in using normal WKU credentials.
6. Click “Create New Faculty Continuance”.

### Faculty Continuance



After clicking, double-check that your chair/director and dean are listed correctly in the approval chain at the bottom of the page. If not, contact your chair to make the correction.

7. In the Anthology box, paste the link to your continuance materials. Note: *It's a good idea to test the link* in a separate tab to ensure that all necessary documents are included.

### Faculty Continuance Form

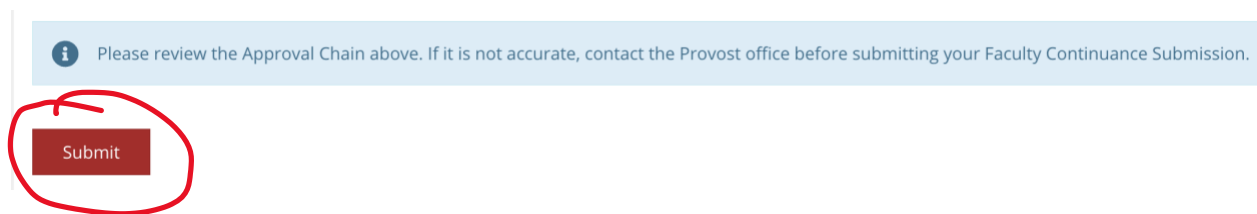
WKU ID \*

800841607

Anthology URL \*

Please paste the link for your continuance portfolio (not the complete portfolio) from Anthology-Portfolio, here.

8. Click “Submit” at the bottom of the page.



Note: Throughout the review process, you will receive email notifications from the system with links to recommendation memos from all levels.