

Faculty Members—WKU Tenure-Promotion Boomi Workflow

1. Faculty members will build their tenure and/or promotion packet in Anthology-Portfolio following departmental and college protocols.
2. When the packet is complete and uploaded onto Anthology-Portfolio (**by October 1**), select the appropriate section (either Promotion to Instructor II or Associate with Tenure; OR Promotion to Senior Instructor or Full Professor). Then click “Share this page.”

Big Red's Faculty Portfolio

0 Overdue Submission(s) 0 Submission(s) Due Now
1 Upcoming Submission(s) 6 Submitted 0 Resubmission Request(s)

WKU-Faculty Portfolio Template

Enable Table of Contents Edit Mode

- Faculty Portfolio
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+ Setup

+ How will I be assessed?

Sharing

Secure Sharing URLs

Share this Page

Faculty Portfolio	2022-08-03	📖
Faculty Awards Portfolio (o...	2023-05-23	📖
Faculty Awards Portfolio (o...	2023-05-23	📖

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 should create a link to the materials in your tenure and/or promotion folder (e.g., packet, SITES, etc.).

Sharing

Secure Sharing URLs

Share this Page

Share URL

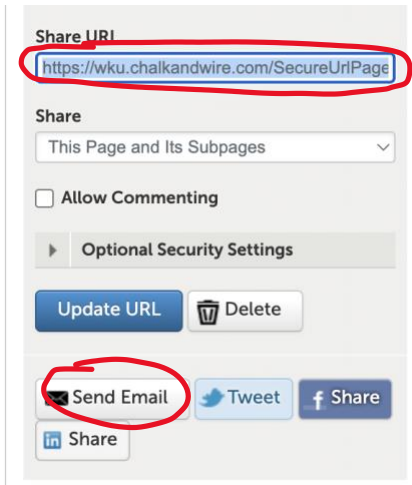
Share

- Entire Portfolio
- This Page and Its Subpages
- This Page Only

Optional Security Settings

Generate Share URL

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. DO NOT SKIP THIS TEST.**



5. **By October 1**, Go to <https://app.wku.edu/workflow/>. In the Faculty Tenure & Promotion section, click Dashboard. You will likely need to log-in with normal WKU credentials.

Faculty Tenure & Promotion

A step-by-step approval process for faculty seeking tenure & promotion.

Dashboard | Proxy Admin

6. Then click Create New under Faculty Tenure and Promotion.

Faculty Tenure and Promotion

[Create New Faculty Tenure And Promotion](#) [Reload Data](#)

7. In the Anthology URL box, paste the link to your tenure and/or promotion materials. Note: **Test the link in a separate tab to ensure that all necessary review documents are included.**

Faculty Tenure and Promotion Form

WKU ID *

800841607

Anthology URL

<https://wku.chalkandwire.com/SecureUriPage.aspx?urlId=239874&u=guest&cus=49>


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


8. Next, double-check that all members appearing in the approval chain are correct. If not, please notify your associate dean to make the correction.

Approval Chain

WKU	Name	Email	Area	Role
800841607	Rob Hale	rob.hale@wku.edu	English	ORIGINATOR
800525703	Alison Langdon	alison.langdon@wku.edu	English	DEPT_CHAIR
800315535	Terrance Brown	terrance.brown@wku.edu	Arts & Letters	DEAN
801661886	Bud Fischer	robert.fischer@wku.edu	Academic Affairs	PROVOST
800022339	Timothy Caboni	caboni@wku.edu	Office of the President	PRESIDENT

9. Click Submit at the bottom of the page.

 Please review the Approval Chain above. If it is not accurate, contact the Provost office before submitting your Faculty Continuance Submission.



Note: Throughout the review process, you will receive email notifications from the system with links to recommendation memos from all levels. You will no longer receive emails from specific personnel's email accounts (i.e., department chairs, deans, the provost). You will return to the Boomi environment to see the content of the recommendations.