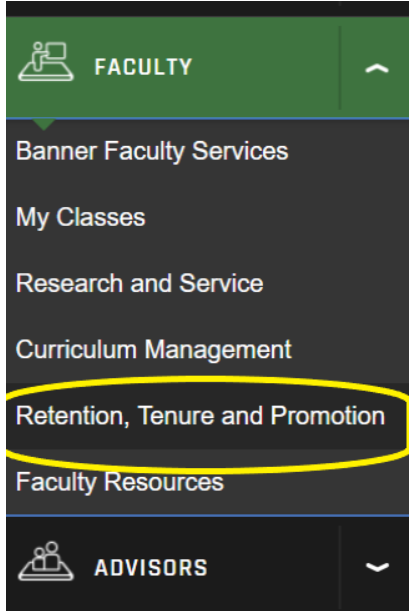


Faculty Annual Reviews

Using Digital Measures

Access review documents in <https://my.UVU.edu>

Click on “Retention, Tenure and Promotion” on the Faculty menu.

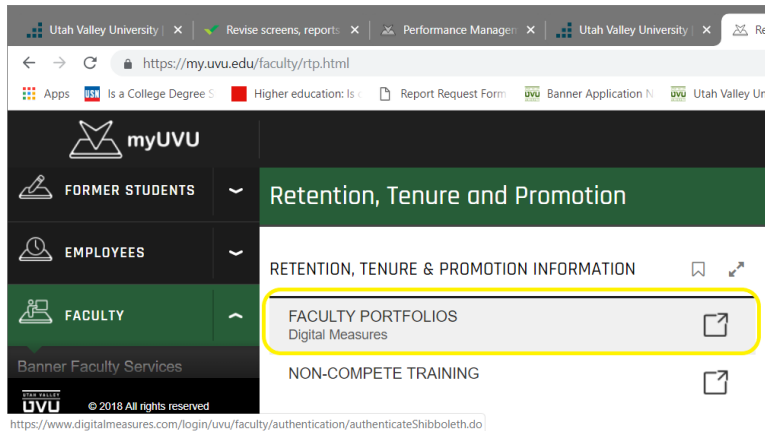


Full-time Faculty from the Exercise Science department and the Woodbury School of Business are submitting annual reviews online for the 2018 year.

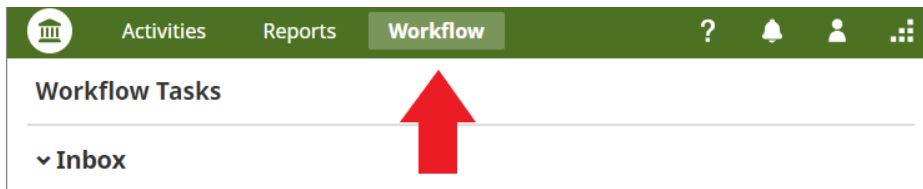
The system form is based on a draft institutional template approved by faculty senate for this pilot.

For more information on the process or the form, please contact your department or RTP Chair.

Then, click on “Faculty Portfolios.”



Annual review forms available to you are in the “Workflow” module.



Email technical questions to facultyportfolio@uvu.edu

Tip: Reminder e-mails will come from Watermark, so remember to check your junk or spam folder in case they end up there the first time. Even if you don't see your reminder e-mail, you can log in to myUVU and access your form.

TIPS & TRICKS

- ☞ Items with a red dot ● are required.
- ☞ Forms may have file upload options at various points. Attach as many files as you need – any type. Files can't exceed 1 GB.
- ☞ Save the form to come back later to add to it, or submit if needed.
- ☞ Click on “Actions” to submit or see other options that may be available at that step in the workflow.
- ☞ You can see where your form is in the process by checking “History” in the Workflow area.
- ☞ You will receive an e-mail when you have an action item and reminders until you have completed the item.
- ☞ The system will not submit your form for you, even if the deadline has passed.
- ☞ You may have activity reports that you should add to your submission. These come from the Activities area. If a report does not include all that you think it should, check your activities, make entries where needed, and then refresh the report in workflow.
- ☞ You can recall the form if it has not passed the next step in the process, but this deletes any work done in that NEXT step.