Faculty Review Online Help

Frequently Ask Questions

- What are workflows?
  Faculty Reviews are passed through a step by step process from initiation through completion. This process is referred to as the workflow and consists of seven distinct steps. The seven steps are:

  1- Review Initiated –The first workflow step ends when Faculty Member has finished attaching supporting documents.
  2- Faculty Member Document Complete - The faculty member has finished submitting supporting documents. At this point, the department head attaches supporting documents and enters scores. The department head signifies that the review scores have been entered and that the review is ready for the faculty member to acknowledge by clicking the provided button.
  3- Department Head Review Complete – At this point, the faculty member has control of the review. After reviewing scores, the faculty member acknowledges participation in the review process and has a copy of the review (without implying agreement or disagreement).
  4- Faculty Member Signed – The department head has control of the review. The faculty member has acknowledged the review and the review is sent to the Dean.
  5- Ready for Review by Dean – The Dean has control of the review. The Dean can change the review scores. After completing the review, the Dean forwards the review to the Provost.
  6- Ready for Review by Provost – The provost has control of the review. The Provost can change the review scores. When the Provost completes the review and digitally signs, the review is complete.
  7- Review Complete – No changes can be made to the review once it is complete. The department head can roll-back a completed review.

- How are department head's notified?
  The Faculty Review system uses the For Your Review (FYR) feature of the UT Portal to notify department heads of a to-do/task item.

- What is FYR or For Your Review?
  For Your Review or FYR for short is a SharePoint web part that sits in the upper left corner of your home page alerting you to tasks/to-do items from various UT systems.

- What types of files can be attached to a review as a supporting document?
  The file types are:

FileExtension	CommonName
.doc	Word
.docx	Word
.gif	Image-GIF
.jpg	Image-JPEG
.mp3	Audio-MP3
.mpeg	Video-MPEG1
.odg	OpenDocument Graphic
.odp	OpenDocument Present
.ods	OpenDoc Spreadsheet
.odt	OpenDoc Text
.pdf	PDF
.png	Image-PNG
.ppt	PowerPoint
.pptx	PowerPoint
.qt	Video-QT
.txt	Text
.wav	Audio-WAV
.wma	Audio-WMA
.wmv	Video-WMV
.xls	Excel
.xlsx	Excel
.zip	ZIP