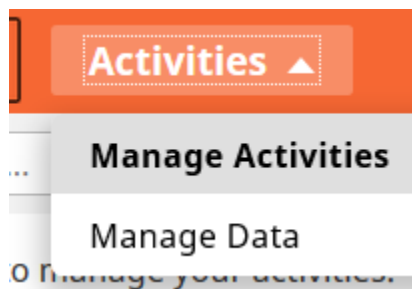


Guide for Department Chairs

To view your faculty's entries in Faculty Success directly:

When you go into the system, if you choose Manage Activities, that is your own record, should you choose to populate it.

However, if you choose Manage Data, a dropdown menu will open up with a list of your faculty. You can then choose a faculty member and then review their entries. Note that you will also be able to make changes while you are there, so avoid that.



View the Faculty Member guide and video for an overview.

Reports

Under the reports tab, you will have the following:

(Ignore AACSB – those only apply to the College of Business)

- AACSB Required Fields Audit
- AACSB Table 15-1: Summary of Faculty Sufficiency and Qualifications (2013 Standards, v. 2018)
- AACSB Table 15-2: Deployment of Participating and Supporting Faculty (2013 Standards, v. 2018)
- AACSB Table 2-1: Five-Year Summary of Intellectual Contributions (2013 Standards, v. 2018)
- AACSB Table 2-2: Five-Year Summary of Peer Reviewed Journals (2013 Standards, v. 2018)
- Academic Degrees Earned
- Annual Activity Report
- Awards and Honors
- Contracts, Grants and Sponsored Research by Faculty
- Creative Works by Faculty
- Editorial and Review Activities by Faculty
- Faculty/Staff Directory
- General Service by Faculty

- Intellectual Contributions by Faculty
- Presentations by Faculty
- Scheduled Teaching by Faculty
- Vita

You will also have the ability to create self-service reports, export data, and show hidden data. We will be adding more functionality to reports, so forward any report needs to DMadmin@clemsn.edu

Workflow/Tasks

Annual Reviews and TPR Reviews will operate under the tab Workflow/Tasks. Documents will shift between the Inbox and History as documents move through different phases of the process.

Committees for Tenure and Promotion

Committees will be managed centrally instead of at the department level. There will be several distinct processes:

- Promotion to Professor
- Promotion to Associate Professor with Tenure
- Reappointment of Tenure-Track Faculty
- Annual Review of Non-Tenure-Track Faculty
- Promotion to Senior Lecturer
- Post-Tenure Review

We will be developing a process for department chairs to provide this information so that committees and review schedules can be set up for this coming year.

Workflow Tracking/Managing

We are brainstorming the best way for department chairs to be able to manage the process for their faculty members. Currently, you will have access to items in your Workflow/Tasks/inbox (waiting action) and those already submitted in Workflow/Tasks/History.