

SmartPath Promotion & Tenure Committee Picker

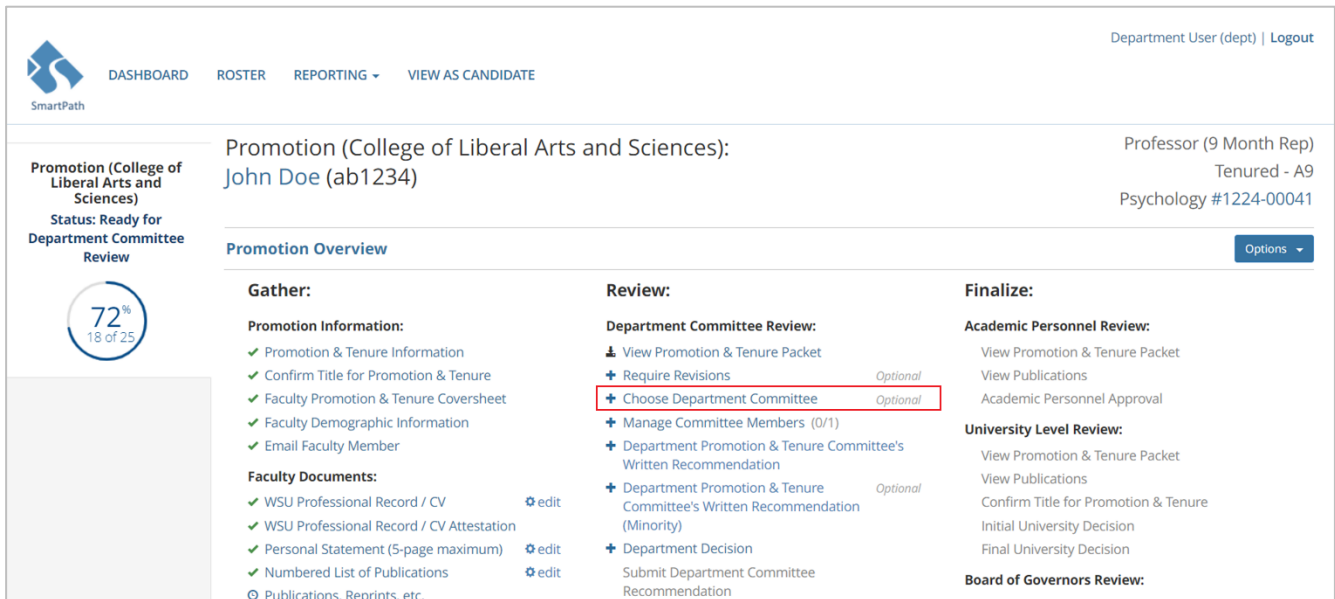
When the department and/or school/college/division committees are ready to review the promotion packets for their faculty colleagues, users are encouraged to utilize the committee picker within the SmartPath Workflow. This guide will show you how to choose your department's committee, import committee members into the workflow, and send packets directly to the committee members. Questions about this process should be forwarded to the [Office of Faculty Affairs and Development](#).

Managing the Department Committee

Choosing your Department Committee

At this point in the workflow, the faculty member has submitted all their documents, and the external reviewers have submitted their evaluations as well. The status of the workflow should read, *"Ready for Department Committee Review."* Please note if you are working on a promotion packet for a faculty member with a joint appointment, please follow the instructions found on page five (5).

1. Under the "Department Committee Review" section, click on the "Choose Department Committee" step.



Department User (dept) | Logout

Promotion (College of Liberal Arts and Sciences):
John Doe (ab1234)

Professor (9 Month Rep)
Tenured - A9
Psychology #1224-00041

Promotion Overview Options

Gather:

Promotion Information:

- ✓ Promotion & Tenure Information
- ✓ Confirm Title for Promotion & Tenure
- ✓ Faculty Promotion & Tenure Coversheet
- ✓ Faculty Demographic Information
- ✓ Email Faculty Member

Faculty Documents:

- ✓ WSU Professional Record / CV [edit](#)
- ✓ WSU Professional Record / CV Attestation [edit](#)
- ✓ Personal Statement (5-page maximum) [edit](#)
- ✓ Numbered List of Publications [edit](#)
- Publications, Reprints, etc.

Review:

Department Committee Review:

- ⬇ View Promotion & Tenure Packet
- + Require Revisions *Optional*
- + **Choose Department Committee** *Optional*
- + Manage Committee Members (0/1)
- + Department Promotion & Tenure Committee's Written Recommendation
- + Department Promotion & Tenure Committee's Written Recommendation *Optional*
- + Department Decision
- Submit Department Committee Recommendation

Finalize:

Academic Personnel Review:

- View Promotion & Tenure Packet
- View Publications
- Academic Personnel Approval

University Level Review:

- View Promotion & Tenure Packet
- View Publications
- Confirm Title for Promotion & Tenure
- Initial University Decision
- Final University Decision

Board of Governors Review:

2. You will be given options to choose your department's committee. The "Committee Code" column lists the department's organizational code, and the "Committee Description" gives a small description of each committee listed. You can use the search bar on the top right of the screen to find your department's committee. Selecting a committee from this screen will allow you to import committee members into your workflow.

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Please click on the circle next to the appropriate committee to select it and click on the “Save” button at the bottom of the page.

The screenshot shows the 'Choose Department Committee' page. On the left sidebar, there's a progress indicator showing 72% completion (18 of 25 steps). The main content area has a breadcrumb trail: 'Promotion Overview > Choose Department Committee'. Below this is a table of committees. The first committee, 'H0602_1 2022 Pharmacology Salary Committee', is selected with a blue radio button. Other committees include 'H0603/H0621_1 2022 OVAS P&T Committee', 'H0605_1 2022 BMI Salary Committee', 'H0606_1 2022 Physiology Salary Committee', 'H0609_1 2022 Internal Medicine Salary Committee', 'H0610_1 2022 OBGYN Salary Committee', 'H0611_1 2022 Neurology Salary Committee', 'H0612_1 2022 Pathology Salary Committee', 'H0613_1 2022 Psychiatry Salary Committee', 'H0615_1 2022 Surgery Salary Committee', 'H0616_1 2022 Emergency Medicine Salary Committee', and 'H0618_1 2022 Pediatrics Salary Committee'. At the bottom, there's an 'Unselect Committee' button and a 'Save' button.

Committee Code	Committee Description
<input checked="" type="radio"/> H0602_1	2022 Pharmacology Salary Committee
<input type="radio"/> H0603/H0621_1	2022 OVAS P&T Committee
<input type="radio"/> H0605_1	2022 BMI Salary Committee
<input type="radio"/> H0606_1	2022 Physiology Salary Committee
<input type="radio"/> H0609_1	2022 Internal Medicine Salary Committee
<input type="radio"/> H0610_1	2022 OBGYN Salary Committee
<input type="radio"/> H0611_1	2022 Neurology Salary Committee
<input type="radio"/> H0612_1	2022 Pathology Salary Committee
<input type="radio"/> H0613_1	2022 Psychiatry Salary Committee
<input type="radio"/> H0615_1	2022 Surgery Salary Committee
<input type="radio"/> H0616_1	2022 Emergency Medicine Salary Committee
<input type="radio"/> H0618_1	2022 Pediatrics Salary Committee

Adding Committee Members to Review Packets

After you have selected the appropriate department committee, you will need to select which committee member(s) need to review the packet.

1. Select the “Manage Committee Members” step under the “Department Committee Review” section.
2. Click on the “Import Evaluator ...” button on the bottom left of the screen.

The screenshot shows the 'Manage Committee Members' page. At the top, there's a breadcrumb trail: 'Promotion Overview > Manage Committee Members'. Below this is a table with columns: 'Status', 'Evaluator', 'Email', and 'Action'. A red box highlights the 'Import Evaluator...' button. Below the table, there's a link 'View/Download Promotion & Tenure Packet' and a 'Back' button.

Status	Evaluator	Email	Action
<input type="button" value="Import Evaluator..."/>			

3. The “Import Evaluator...” screen shows you a list of faculty serving on your department’s P&T committee (*or equivalent*). If a committee member does not appear, please contact the [Office of Faculty Affairs and Development](#).

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Select the appropriate boxes next to each faculty member who needs to review the packet and click the “Import” button on the bottom right of the screen.

[Promotion Overview](#) > [Manage Committee Members](#) > [Import Evaluator...](#) Options ▾

Import Evaluator...

Committee Members

Select	Last	First	Email
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]

[Back](#) Import

- After you click the “Import” button, you will be taken back to the “Manage Committee Members” screen. You should see all the selected committee members listed.

[Promotion Overview](#) > [Manage Committee Members](#) Options ▾

Manage Committee Members

1 Total Evaluations Required | 0 Sent

Status	Evaluator	Email	Action
Not Sent	[REDACTED]	[REDACTED]	Action ▾
Not Sent	[REDACTED]	[REDACTED]	Action ▾
Not Sent	[REDACTED]	[REDACTED]	Action ▾
Not Sent	[REDACTED]	[REDACTED]	Action ▾

Import Evaluator...

View/Download Promotion & Tenure Packet

[Back](#)

Releasing the Packet to Committee Members

After you have imported the committee members into the workflow, you will be able send an email notification to each member from SmartPath. *Please note that you will need to send an email to each committee member, repeating these steps for each person.*

1. Next to the committee member's name, click on the "Action" dropdown menu and select "Send Email."
2. The next page will allow you to preview and make minor edits to the email sent to the committee member. Please take note of the following:
 - a. Additional CC – You can CC others on this email, if necessary. This can be used if the faculty member is using a non-WSU address, or if an administrator would like a copy of the email.
 - b. Subject Line – This allows you to edit the subject line for this email.
 - c. Salutation – If you would like to edit the first line of the email, please enter the text in this box.
 - d. Signature Line – The bottom of the email will always auto-populate the name of the user sending the email.

To: [REDACTED]

Requested Return Date:

08/18/2022

Additional CC:

Subject Line:

Promotion & Tenure Packet Ready for Review

Salutation:

Dear Dr. [REDACTED]

Dear Dr. [REDACTED],

You are a member of the Department Committee for the promotion and tenure review of John Doe. John Doe is being considered for tenure and promotion to Professor (9 Month Rep) in the Psychology department. To help you in this assessment, please click the link below for access to the Promotion & Tenure Packet.

[Click here to view the Candidate Promotion & Tenure Packet](#)

Should you have any questions or concerns please contact Department User at dept@mps.edu.

Thank you,

Department User

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Send

SmartPath Promotion & Tenure Committee Picker

3. After you have made the appropriate changes to the email, and are ready to release the packet, click on the “Send” button at the bottom right of the screen.

The committee members will receive a direct link to the packet and will have all packets assigned to them on their dashboard. Committee members can also access the system by clicking on the [SmartPath link](#) under Employee Resources → Administrative Systems in Academica.

Dashboard

Search:

Showing 0 to 0 of 0 rows

Workflows

Events

Tracks

Titles

Departments

Select All

Last Updated

Name

Department

Title / Rank

PCN

No matching records found.

Packets to Review

Name	Department	Title	View Packet	Submit Evaluation	Evaluation Received
	Internal Medicine	Assistant Professor - Clinical (12 Month Rep)	View Packet	Not Required	
	Pharmacology	Distinguished Professor (12 Month Rep)	View Packet	Not Required	

Managing Committees for Joint Appointments

Adding committee members to review a promotion for a faculty with a joint appointment is similar to the instructions listed above. The main difference is you will need to add multiple department committees to the workflow. The instructions below will guide you on how to add members from multiple departments.

In these instructions, we will assume the faculty member holds a joint appointment in two departments (Department A and Department B).

1. First, you will need to import the committee members from Department A. Complete the instructions provided in the [“Choosing your Department Committee”](#) and the [“Adding Committee Members to Review Packets”](#) sections for the first department.
2. After you have imported the committee members from Department A, they should appear in the “Manage Committee Members” section.
3. Return to promotion and tenure workflow overview.
4. Complete the instructions provided in the [“Choosing your Department Committee”](#) and the [“Adding Committee Members to Review Packets”](#) sections for Department B.
5. After completing these steps, the “Manage Committee Members” screen should list the committee members from the joint committee.
 - a. *For those with more than two departments – Repeat the instructions on step 1 until you have imported all committee members.*
6. Once you are ready to release the packets, please complete the instructions provided in the [“Releasing the Packet to the Committee Members”](#) section.

Managing the School/College/Division Committee

Choosing your School/College/Division Committee

At this point, the status of the workflow should read, “*Approved by Dean’s Office / Office of Faculty Affairs.*”

1. Under the “School / College Review” section, click on the “Choose School / College Committee” step.

School / College Review:

- [View Promotion & Tenure Packet](#)
- [View Publications](#)
- [Require Revisions](#) *Optional*
- [Choose School / College Committee](#) *Optional*
- [Manage Committee Members \(0/1\)](#)
- [School / College Promotion & Tenure Committee's Written Recommendation](#)
- [School / College Decision](#)
- [Submit School / College Recommendation](#)

2. You will see a list of options to choose your School/College/Division’s committee. The “Committee Code” column lists the college’s organizational code, and the “Committee Description” gives a small description of each committee listed. You can use the search bar on the top right of the screen to find your college’s committee. Selecting a committee from this screen will allow you to import committee members into your workflow.

Please click on the circle next to the appropriate committee to select it and click on the “Save” button at the bottom of the page.

Promotion Overview > Choose School / College Committee

Choose School / College Committee

Search:

	Committee Code	Committee Description
<input checked="" type="radio"/>	H0306_PT	Economics P&T Committee
<input type="radio"/>	H0602_1	2022 Pharmacology Salary Committee
<input type="radio"/>	H0603/H0621_1	2022 OVAS P&T Committee
<input type="radio"/>	H0605_1	2022 BMI Salary Committee
<input type="radio"/>	H0606_1	2022 Physiology Salary Committee
<input type="radio"/>	H0609_1	2022 Internal Medicine Salary Committee
<input type="radio"/>	H0610_1	2022 OBGYN Salary Committee
<input type="radio"/>	H0611_1	2022 Neurology Salary Committee
<input type="radio"/>	H0612_1	2022 Pathology Salary Committee
<input type="radio"/>	H0613_1	2022 Psychiatry Salary Committee
<input type="radio"/>	H0615_1	2022 Surgery Salary Committee
<input type="radio"/>	H0616_1	2022 Emergency Medicine Salary Committee

Adding Committee Members to Review Packets

After you have selected the appropriate committee, you will need to select which committee member(s) need to review the packet.

3. Select the “Manage Committee Members” step under the “School/College Review” section.
4. Click on the “Import Evaluator ...” button on the bottom left of the screen.

Promotion Overview > Manage Committee Members

Options

Manage Committee Members

1 Total Evaluations Required | 0 Sent

Status	Evaluator	Email	Action
Import Evaluator...			

View/Download Promotion & Tenure Packet

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5. The “Import Evaluator...” screen shows you a list of faculty serving on your school/college’s P&T committee (*or equivalent*). If a committee member does not appear, please contact the [Office of Faculty Affairs and Development](#).

Select the appropriate boxes next to each faculty member who needs to review the packet and click the “Import” button on the bottom right of the screen.

Promotion Overview > Manage Committee Members > Import Evaluator...

Options

Import Evaluator...

Committee Members

Select	Last	First	Email
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]

Back

Import

- After you click the “Import” button, you will be taken back to the “Manage Committee Members” screen. You should see all the selected committee members listed.

Promotion Overview > Manage Committee Members
Options

Manage Committee Members

1 Total Evaluations Required | 0 Sent

Status	Evaluator	Email	Action
Not Sent			Action
Not Sent			Action
Not Sent			Action
Not Sent			Action

Import Evaluator...

View/Download Promotion & Tenure Packet

Back

Releasing the Packet to Committee Members

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- The next page will allow you to preview and make minor edits to the email sent to the committee member. Please take note of the following:
 - Additional CC – You can CC others on this email, if necessary. This can be used if the faculty member is using a non-WSU address, or if an administrator would like a copy of the email.
 - Subject Line – This allows you to edit the subject line for this email.
 - Salutation – If you would like to edit the first line of the email, please enter the text in this box.
 - Signature Line – The bottom of the email will always auto-populate the name of the user sending the email.
- After you have made the appropriate changes to the email, and are ready to release the packet, click on the “Send” button at the bottom right of the screen.

The committee members will receive a direct link to the packet and will have all packets assigned to them on their dashboard. Committee members can also access the system by clicking on the [SmartPath link](#) under Employee Resources → Administrative Systems in Academica.