



# OLD DOMINION UNIVERSITY Monarch Workflow Manager

The MWM is available to faculty and staff who have a role in applicable university processes. It is not possible to login to the platform without an invitation from the system. However, once an invitation has been received for the first time, the user will have continuous access to the system and processes in which they are participating. There are two ways to access the MWM, and each are detailed below.

## Accessing through Email Invitation

- Once a process has been initiated or as a process reaches each new step, relevant users will receive an email from *Digital Measures by Watermark*.
- Click **Open Now** in the email.
- You will be prompted to enter your MIDAS credentials through the ODU Login Portal.

## Accessing through University Web-page

- Open a web-browser (Google Chrome or Mozilla Firefox are recommended).
- Go to [ODU.edu](http://ODU.edu).
- Click **Faculty and Staff**, found at the top-right corner of the screen.
- Click **Faculty Activity System (FAS)** in the 'Online Services' menu, found on the right-side of the screen.
- You will be prompted to enter your MIDAS credentials through the ODU Login Portal.
- Click **Workflow** at the top of the screen, if visible.

Both methods of access will bring the user to the Workflow Tasks menu, which displays the *Inbox*, containing any current processes with which the user can participate, and the *History*, containing any processes with which the user has previously participated.

To view or interact with a current or previous process, simply click the name of the process.

### Workflow Tasks

#### ▼ Inbox

Name	Step	Subject	Due Date
<Current Process>	Provost Recommendation	John Doe	August 10, 2018 @ 11:59 PM

#### ▼ History

Name	Current Step	Subject	Last Modified	Actions
<Previous Process #1>	College Committee Recommendation	John Doe	December 18, 2018	▼
<Previous Process #2>	Completed	Self	July 18, 2018	▼

## Requested File Content:

### Promotion, Tenure, and Pre-tenure Review

When listing entries in your documentation, please EITHER begin with the oldest entries and then proceed to the most recent entries OR begin with the most recent entries and then proceed to the oldest entries, but please follow the same convention throughout your documentation.

Include only materials for the period being reviewed, with the exception of the CV. The CV should cover the candidate's entire career and conform to the format included in this packet.

#### 1. Curriculum Vitae

For proper formatting, please see the *Curriculum Vitae Format* page.

#### 2. Annual Evaluations

By year, annual evaluation/reappointment letters from the following:

- Department Committee
- Department Chair
- College Dean
- University Provost (if applicable)

#### 3. Teaching Effectiveness (TE)

- 3.1. Overview of accomplishments and innovations in teaching (2-page maximum)
- 3.2. List of courses taught by semester, including course numbers, names, and enrollments
- 3.3. Student opinion surveys as printed from university system, including both quantitative scores and student comments
- 3.4. Grade distribution reports
- 3.5. Portfolio review letters
- 3.6. Lists of dissertation and thesis committees on which the faculty member has served. Dissertation committees first, with committees for students who have already defended in boldface and committees that the faculty member chaired marked by a \*.
- 3.7. Other materials

#### 4. Department Criteria for Evaluation of Scholarly and Creative Activity

Each department has a document outlining the criteria for the proper evaluation of scholarly activity. The department chair will be able to provide this document to you.

#### 5. Research, Scholarship, and Creative Activities (RSC)

- 5.1. Overview of accomplishments in research, scholarship, and/or creative activities (2-page maximum)
- 5.2. List of publications (following CV format)



- Authored book
  - Edited books
  - Journal articles and chapters in scholarly edited collections
  - Other publications (e.g., scientific monographs, published abstracts, technical reports, book reviews, and encyclopedia entries)
- 5.3. Grants and contracts awarded (please include funding agency, projection description, faculty member's role, total amount of award, and amount of award to faculty member)
- 5.4. Creative works (please include a description of the work and any outside evaluations)
- 5.5. Student mentoring
- 5.6. Other materials related to research, scholarship, creative activities (e.g., published reviews of work)
- 6. Service (SER)**
- 6.1. Overview of accomplishments in service (1-page maximum)
- 6.2. Department, College, University service
- 6.3. Professional Service
- 6.4. Community Engagement
- 6.5. Other materials related to service
- 7. Externally hosted Media Links**

If content you intend to provide as part of the review packet is hosted on a third-party platform, provide hyperlinks to the online location for reviewers to access.



## File Naming Conventions

Please upload all documents in PDF format.

Please use the following file name formats (replace the italicized text with the appropriate language):

- **Curriculum Vitae**

- CV -- *LAST NAME, FIRST NAME*

- **Annual Evaluations**

- DEPT CMTE - EVAL YY-YY -- *LAST NAME, FIRST NAME*
- DEPT CHAIR - EVAL YY-YY -- *LAST NAME, FIRST NAME*
- CLGE DEAN - EVAL YY-YY -- *LAST NAME, FIRST NAME*
- PVST - EVAL YY-YY -- *LAST NAME, FIRST NAME*

- **Teaching Effectiveness (TE)**

- TE 1 - OVERVIEW -- *LAST NAME, FIRST NAME*
- TE 2 - COURSES TAUGHT YY-YY -- *LAST NAME, FIRST NAME*
- TE 3 - STUDENT SURVEYS YY-YY -- *LAST NAME, FIRST NAME*
- TE 4 - GRADE DISTRIBUTION YY-YY -- *LAST NAME, FIRST NAME*
- TE 5 - PORTFOLIO LETTERS -- *LAST NAME, FIRST NAME*
- TE 6 - DISSERTATION, THESIS COMMITTEES -- *LAST NAME, FIRST NAME*
- TE 7 - OTHER MATERIALS -- *LAST NAME, FIRST NAME*

- **Research, Scholarship, and Creative Activities (RSC)**

- RSC 1 - OVERVIEW -- *LAST NAME, FIRST NAME*
- RSC 2 - PUB LIST -- *LAST NAME, FIRST NAME*
- RSC 3 - GRANTS AND CONTRACTS -- *LAST NAME, FIRST NAME*
- RSC 4 - CREATIVE WORKS -- *LAST NAME, FIRST NAME*
- RSC 5 - MENTORING -- *LAST NAME, FIRST NAME*
- RSC 6 - OTHER MATERIALS -- *LAST NAME, FIRST NAME*

- **Service (SER)**

- SER 1 - OVERVIEW -- *LAST NAME, FIRST NAME*
- SER 2 - DEPT, COLLEGE, UNI -- *LAST NAME, FIRST NAME*
- SER 3 - PROFESSIONAL -- *LAST NAME, FIRST NAME*
- SER 4 - COMMUNITY -- *LAST NAME, FIRST NAME*
- SER 5 - OTHER MATERIALS -- *LAST NAME, FIRST NAME*



## Curriculum Vitae Format

Name:

Current Date:

Campus Address

Education

- List all earned degrees. Include dates granted, institution attended, and major areas of study.

Experience

- Give academic and other major relevant appointments (including visiting appointments), giving initial date of appointment, rank, institution or business, etc.

Teaching

- List of all courses taught, by institution.

Student Mentoring

- List students' level, academic discipline, and the nature of the mentorship

Publications

- Include books (authored and edited), journal articles, book chapters, book reviews, reference book entries, scientific monographs, and other published works (except for technical reports and abstracts).
- Use a citation style that gives all authors in proper sequence, date volume, and inclusive pages.
- Make clear what type of publication each work is, either by dividing the list of publications into sections with clear headings or adding explanatory comments in square brackets at the end of individual citations when this is needed for clarity.
- For those works that are in press, so indicate under the words "In Press," documenting that the work has been accepted for publication.
- Clearly distinguish those works that were peer-reviewed from those that were not.
- Clearly indicate those works that were co-authored with students.
- Unpublished master's theses and doctoral dissertations do not count as publications.

Grants Awarded

- Give investigators' name in proper order; indicate their role such as "principal investigator", "co-principal investigator" or "consultant."
- Show the inclusive dates, agency, grant title, the total amount of money awarded to the project, as well as the share awarded to the individual faculty member.



### Grants Applied For

- Use the same format as indicated for “Grants Awarded.”

### Creative Works

- Include a description of the work and outside evaluation, if available.

### Technical Reports and Patents

- For technical reports, show the title and number of the report, the agency to whom it is addressed, number of illustrations, maps, tables, figures, pages and references cited.
- Show all authors in the proper sequence.

### Published Abstracts

- List by date in format indicated for above entries.

### Research Papers Presented at Professional Meetings

- Clearly distinguish those papers that were competitively selected from those that were not.
- Community and service talks should not be included in this category.

### Research and Manuscripts Under-Review

- Same format as indicated for publications, to the extent possible.

### Consulting Activities

- Cite as for grants.
- Give major activities and relevant to professional training and research programs.
- Characterize the subject field of inquiry.

### Honors, Awards, and Prizes

- List only those relevant to your contributions to the teaching, research, and service missions of the university.

### Membership in Professional Societies

- If offices were held, note title of the office and dates of incumbency.

### University Service

- List committees and other activities, your role, and the year(s) of service.

### Professional Service

- List committees and other activities, your role, and the year(s) of service.

### Community Engagement

- List committees and other activities, your role, and the year(s) of service.



## Research Portfolio Instructions

The research portfolio is the body of research/creative work sent to external reviewers during the tenure and/or promotion process.

For written work to be eligible to be included in the portfolio, it must have been published or accepted for publication in its final form: (a) during the candidate's probationary period and up to 6 years before the tenure decision, which can include activity (full- or part-time) at another accredited higher education or national research institution, for tenure candidates; or (b) over the total time in which the previous rank has been held, including at another accredited institution of higher education, for promotion candidates.

Work "accepted for publication in its final form" includes only work for which no further substantive revisions are required for publication; that is, only such revisions as may arise during the process of copy-editing and proof-correction. In the case of the arts, reviewers may be asked to consider works of art or performances, and these must have been performed or exhibited during the probationary period. Information on grant applications or patents should also be included where relevant. The candidate should strategically choose which pieces of work eligible for inclusion will actually be sent to external reviewers. Consult with your chair in making these determinations.

Candidates should include a brief overview of their research/creative work in the portfolio, which should be used to highlight the work's significance or explain how different works fit together in a program of scholarship. This may be the same as or highly similar to the research overview included in the promotion or tenure file. However, given the audiences for the two documents are different (i.e., internal audience of one's peers at ODU, external audience of one's disciplinary peers), it would make sense that the actual content and length of the research/creative work overview may vary slightly across the two different audiences.

It is typically that case that the contents of the research portfolio will be sent to the candidate's department chair in electronic format (e.g., as PDFs). It is recommended that actual copies of work be sent as opposed to a list of web links. Please consult your chair with any questions you may have about that process.

In addition to the research portfolio, candidates for promotion or tenure will submit a CV to be sent to external reviewers. This CV should cover the candidate's entire career and conform to the CV format included in this packet.

