

REVIEWING A WORKFLOW SUBMISSION

How to Access a Workflow Submission for Review

Log in to Watermark Faculty Success at <https://login.watermarkinsights.com/connect/kennesaw> and navigate to the Workflow utility (1), where you can review your inbox table for submissions that need your attention.



Activities CV Imports Reports **Workflow**

Workflow Tasks

Dates below are displaying in your local timezone (America/New_York).

▼ Inbox

NAME	STEP	CANDIDATE
ZZ_Test_JLG_12-06	Department Chair(s)	Faculty A_TEST

▼ History

NAME	CURRENT STEP	CANDIDATE
2023 Promotion and PTR with External Letters_	Provost Preliminary Review	

How to Review a Submission

1. Click on the task you wish to complete in your inbox table to access the submission form.
2. Once you access the submission, you will be able to view the submission form and any attached materials.

The screenshot shows the 'Faculty Success' interface for a submission. At the top, there is a navigation bar with 'Activities', 'CV Imports', 'Reports', and 'Workflow'. The 'Workflow' tab is active. Below the navigation bar, the submission title is 'Department Chair(s) Step - Due March 8, 2024 @ 11:59 PM'. The candidate is 'Faculty A_TEST'. A dropdown menu is open, showing options: 'Save Draft', 'Complete required fields to Advance', and 'Send Back to Previous Step'. The main content area is titled 'Faculty' and contains three sections: 'ARD (last year)', 'Vita - Interactive (last year)', and 'FPA (next year)'. Each section has a document icon and the text 'Last Updated December 6, 2023 at 9:23 AM'. Below these sections, there is a note: 'Enter information for FPA from the screens entitled "Yearly Workload Summary" and "Narratives for Your Faculty Performance Agreement."'. At the bottom, there is a warning: 'Any other files (Optional) DO NOT UPLOAD ARD OR FPA FILES HERE'. Red callout boxes with numbers 2, 3, and 4 are overlaid on the interface. Callout 2 points to the 'Save Draft' button, callout 3 points to the 'Actions' dropdown menu, and callout 4 points to the 'Send Back to Previous Step' button.

3. As it may take some time to compile all the information required for submission, you will have the ability to save (2) progress and return later.
 - a. Do not download, print, or modify any of the attached reports or form responses of previous process participants.

4. If the initial submission or previous review step was submitted with incomplete or incorrect information, or if an item needs further clarification, you can select Send Back the submission to the previous step.
 - a. Select Actions (3).
 - b. Select Send Back (4).
 - c. You will be prompted to add a message to the previous participant asking for the necessary adjustments to be made. You can also set a due date for that participant to make those adjustments and route the submission back to you.

Send Back to Previous Step



Subject *

Message *

B ***I*** **U**

Due Date *

Due date selection is displaying in America/New_York.

CANCEL

SEND BACK

5. Route to move the form and attached materials to the next step in the process. *NOTE: This option will not be available to you until all required fields have been completed.*
 - a. Select Route and Advance to the next step (5).
 - i. If any branching route options are available, those will also appear here.

watermark™ Faculty Success

KENNESAW STATE UNIVERSITY

Activities CV Imports Reports **Workflow**

< Department Chair(s) Step - Due March 8, 2024 @ 11:59 PM

Candidate: Faculty_A_TEST

▼ Faculty

ARD (last year)

Last Updated December 6, 2023 at 9:23 AM

Vita - Interactive (last year)

Last Updated December 6, 2023 at 9:23 AM

Enter information for FPA from the screens entitled "Yearly Workload Summary" and "Narratives for Your Faculty Performance Agreement."

FPA (next year)

Last Updated December 6, 2023 at 9:23 AM

Any other files (Optional) DO NOT UPLOAD ARD OR FPA FILES HERE

Save Draft

Advance to Faculty Response

Send Back to Previous Step

- b. Submissions will automatically advance to the next step once the deadline has passed.
- c. Once the submission has been routed, the submission and all materials are locked.
- d. Once the submission has been routed to the next step, it is removed from the Inbox table and is added to History. The History table will also provide the status of a submission as it makes its way through the review process. Once the last step of a review has been completed, it will be removed from your History table.