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Glossary:

**Dashboard** - a web page that lists all faculty reviews that you have authority to view as defined by your role within the Online Performance Review system. Refer to Appendix A for details.

**Retention Review Status** – a stage in the faculty review process or a step in the workflow. Refer to Appendix B for details about review statuses.

**Workflow** – a 6-step faculty review process utilized by the system. Refer to Appendix B for details about each step of the workflow.

**Worklist** - a web page that lists faculty reviews that require your attention as defined by your role within the Online Performance Review system. Refer to Appendix A for details.
Online Retention Review Steps

A Retention Review progresses through the following steps, very similar to the Annual Review. This workflow is based on Part I.B., *Manual for Faculty Evaluation*.

1. Department Head (DH) initiates and manages the Review process

2. Faculty Member (FM) attaches summary of work
   Mentors & Tenured Faculty (TF) review summary. TF construct narrative and take formal retention vote which they share with the DH.

3. Department Head process and signs Review form.
   TF can attach dissenting statement.

4. Faculty member reviews and signs Review form.

5. Dean’s Office processes and signs Review form.
   Faculty member and Department Head may respond in writing

6. Chief Academic Officer (CAO) reviews recommendation and signs Review form

How to access the Online Performance Review system

1. In your browser’s address bar, type:
   [https://webapps.dii.utk.edu/facultyreview](https://webapps.dii.utk.edu/facultyreview).
   A login page is displayed.

2. Select your role.
3. Type your UT NetID and password.
4. Click on the **Login with your NetID/Password** button.
Step 1: DH initiates and manages the Review process

Some users have multiple roles. Select your position on the Faculty Review system hierarchy.

The top of the page – (DH, Dean & CAO view)

The top of the page contains:
- A banner with links to:
  - The University of Tennessee, Knoxville website
  - The Manual for Faculty Evaluation
  - The Office of the Provost.
- A bar with buttons at the top of the page:
  - **Worklist/Dashboard**
    - **Worklist** is a page that lists faculty reviews that require the Department Head’s attention.
    - **Dashboard** is a page that lists all faculty reviews in the department. The reviews may be in different stages of the workflow (review Appendix B for details).
  - **Start a review** initiates a Faculty Member annual review.
  - **Reports** displays tenure and tenure-track faculty evaluation results by colleges.
  - **Select Role** to switch among multiple roles (e.g., DH & Dean)
  - **Help** provides help documentation.
  - **Logout** closes off the access to the system. Note: The system automatically logs out the user after 20 minutes of inactivity.
- **Search for this NetID** searches available reviews to which the user has authorized access.

**Main area of the page – DH view**

Depending on the status of the faculty reviews, you will be presented with one of 3 versions of the main area of the page:

1) A blank area

You will be presented with a blank area if you haven’t started any faculty reviews yet.

Clicking on the Worklist button will display a message, “There are no faculty reviews currently requiring your attention. You can log out or go to the dashboard page to look at reviews that are not currently on your work list.”

2) Worklist

You will be presented with Worklist, a table that lists faculty reviews in the department that **need your attention**. For explanation of the Worklist columns, visit Appendix A.
3) Dashboard

You will be presented with Dashboard, a table that lists all faculty reviews in the department. For explanation of the Dashboard columns, visit Appendix A.

The Department Head can initiate a faculty retention review a) at the same time as initiating an Annual Review or b) after an Annual Review has been initiated.

a) Initiate Retention Review same time as initiating an annual review.

1. Look up the faculty NetID in the UT Directory service at http://directory.utk.edu/.

You should be logged in to the Online Performance Review system in the Department Head’s role.

2. Press the Start a review button on the bar at the top of the page.

3. Enter the Faculty Member’s NetID in the text field and press the Continue button.

If the NetID is entered incorrectly, you’ll be instructed to look up the faculty NetID in the UT Directory service (the LDAP Search page).

Once done, press the Return to worklist button.
Repeat steps above to initiate the review with the correct NetID.

4. If the NetID is correct, you’ll be presented with the following page. Press the **Continue** button.

![Image of Initiate A Faculty Review page]

5. A confirmation page will be displayed. Press the **Create Retention Review** button.

![Image of Initiate A Faculty Annual Review page]

**b) Initiate Retention Review after an Annual Review has been initiated.**

1. Press on the **Worklist** button. The Worklist page opens.

2. Press on **Select** next to the Faculty Member’s name in the table to view the Faculty Annual Review page.

![Image of Worklist page]
3. Press on the **Retention Review** button.

4. Type in the year of appointment and academic year scheduled for tenure consideration. The department head may assign a mentor or a mentoring committee for each tenure track faculty member at this time or later. Mentors should be someone who can serve as a model and source of information for the tenure-track faculty member (not a DH within their own department). And, mentors stay with the Faculty Member until removed. They are not year specific. To assign a mentor, press on the **Edit Mentors** button.

5. Enter mentor’s NetID and press the **Find person** button.

6. Verify name and press the **Click here to Add this Mentor** button. You can add more than one mentor.
7. Press the **Return to previous page** button.

8. Press the **Create Retention Review** button.

9. Press the **Logout** button.

Note: Once the Retention Review has been initiated, the system sends an auto-generated email to the Faculty Member’s UT email address. The Faculty Member is instructed to attach the required documents and to confirm that the review is ready for the Department Head’s evaluation. View the email for Workflow Step 1 in Appendix C.
Step 2: Faculty Member attaches summary of work

Faculty Member logs in to the Online Performance Review System as described on page 4.

1. Press on **Click here to go to your online review form(s)** link

![Review Information](image)

- **Retention Review** button.

![Evaluation Period: 2012](image)

3. Press on the **Attachments** button on the bar at the top.
4. To attach a file:
   a. Press on the **Browse** button and select the file on your computer.
   b. Click inside the **File Description** text box and type the description of the attached document.
      
      Note: The file description is optional.
   c. Press **Click to upload your document**. Refer to the **List of supported file types**: for the types of files that can be attached.
   d. Repeat as needed for each attachment.

5. Press the **Confirm Attachments Complete** button when you have finished attaching files.

6. Press the **OK** button if you are finished attaching supporting documents. Then press the **Exit** button to exit the system. An auto-generated email is sent to the Department Head.
Step 2a: Mentors & Tenured Faculty review the summary. TF construct a narrative and take formal retention vote which they share with the Department Head.

1. Mentors and tenured faculty log in as described on page 4.
2. From the Worklist, select the faculty member to review.

3. Press on the **Attachments** button and click on the document to preview. Mentors & Tenured faculty are NOT able to see Dean or Chief Academic Officer recommendations or attachments.
Each attached file contains the following information:

- File name
- WF Step - Workflow Step – indicates the order number (1-6) in the review process at which the file has been uploaded. Appendix B provides details about the workflow steps.
- File type
- Added by - UT NetID is displayed
- Date - when the file was uploaded
- Description - optional
- The Delete this button – functional only for the file added at the workflow step indicated in the Workflow Step column.

Note: The document can be deleted only by the person who added the document and at the stage of the review process when the document was attached.

4. Once finished with attachments, press on the Return to the review button on the bar at the top.

5. Press the Logout button to log out.

Note: Adding an attachment by a tenured faculty member is rare but may occur if there is a dissenting statement. A dissent is usually attached after the Department Head has entered the vote of the tenured faculty and has recorded a recommendation on the Retention Review form.
Step 3: Department Head processes Review form.

After the faculty member has attached a summary of their work to their review, the Department Head must visit the system to attach his/her own recommendation and the tenured faculty narrative, record the formal retention vote of the tenured faculty and record his/her own recommendation for retention by signing the Review form.

1. Department Head logs in and navigates to the retention review form.

2. Press the **Attachments** button to attach his/her own recommendation and the tenured faculty narrative.

3. Record the tenured faculty’s vote and record Department Head’s recommendation for retention.

4. Press the **Confirm retention recommendation and advance review** button.

5. Click **OK** that you are finished attaching documents and want to send the review to the Faculty Member for his/her signature. Click **Exit** and logout. An auto-generated email is sent to the Faculty Member.
Step 4: Faculty Member reviews and signs Review form.

The Faculty Member reviews the evaluation and signs the Review Form. The signature indicates that he or she has read the entire evaluation, but the signature does not necessarily imply agreement with its findings.

1. Faculty Member logs in and navigates to their retention review form.

2. They can see the ratings of the tenured faculty and the Department Heads recommendation for retention.

3. To view all attached documents, press the Attachments button and select the document. He/she may attach a written response, usually done in response to the recommendation. If a response is desired, the Faculty Member has two weeks from the date of receipt of the completed set of attachments to submit this response else they relinquish the right to respond. But note that the system doesn’t enforce that two-week period like it does with Annual Review.

4. Press the Return to the Review button.

5. Press the Acknowledge/Sign Retention Review button.
6. Click **OK** that you have participated in the retention review process and are signing this review. Click **Exit** and logout. An auto-generated email is sent to the Department Head.

---

**Are you ready to sign your retention review?** Signing acknowledges that you participated in the retention review process and received a copy of this review (without implying agreement or disagreement) and its attachments. Click OK to continue signing the review or click the Cancel button to cancel signing the review.

---

**Action complete.** Click the button below to exit the Faculty Review system. You will be notified by email when your review is modified.

---

**Exit**
Step 5: Dean’s Office processes and signs Review form.
The Dean makes an independent review and recommendation after reviewing all the materials. The Dean may attach a statement summarizing his or her recommendation if it differs from that of the Department Head or tenured faculty or for any other concerns. The Dean records his or her recommendation for or against retention and signs Review Form. The Faculty Member and Department Head may submit a written response within two weeks or they forfeit the right to respond. This two-week period is not enforced within this online application.

1. The Dean logs into the system and selects the review for the specific Faculty Member from the Worklist.

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Department</th>
<th>Type of Review</th>
<th>Initial Comments</th>
<th>Changes</th>
<th>Time</th>
<th>Review</th>
<th>Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carolyn Sykes</td>
<td>Architecture, School of</td>
<td>Initiated</td>
<td>Initiated</td>
<td>No</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Cheryl Acker</td>
<td>Architecture, School of</td>
<td>Initiated</td>
<td>Initiated</td>
<td>No</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Cynthia Thompson</td>
<td>Architecture, School of</td>
<td>Initiated</td>
<td>Initiated</td>
<td>No</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>John Markley</td>
<td>Interior Design</td>
<td>Initiated</td>
<td>Initiated</td>
<td>No</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Jennifer White</td>
<td>Architecture, School of</td>
<td>Initiated</td>
<td>Faculty Member</td>
<td>Yes</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Ronniee Sasso</td>
<td>Architecture, School of</td>
<td>Initiated</td>
<td>Faculty Member</td>
<td>Yes</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

2. From the Annual Review page press the **Retention Review** button.

3. The Dean may attach his or her recommendation or read other attached documents by pressing on the **Attachments** button.
4. The Dean submits his/her recommendation for retention or termination.

5. To advance the review, the Dean presses the Confirm and advance review to the Provost/Chancellor button.

6. Press the OK button that you are finished attaching supporting documents and review or editing the retention review. Pressing the OK button constitutes signing this review.

7. Press the Continue button. An auto-generated email is sent to the Faculty Member and Department Head.
Step 6: Chief Academic Officer (CAO) reviews recommendations for Retention and signs Review form.

The retention review is ready for the Chief Academic Officer to review the recommendations and sign the form.

1. The Chief Academic Officer logs in to the system and selects the review for the specific Faculty Member from the Worklist.

2. Press on the Retention Review button.

3. The CAO may attach a document or review all attached documents by pressing on the Attachments button.

4. The CAO records his/her decision for retention or termination by clicking the appropriate checkbox.

5. The CAO confirms completion by pressing the Confirm and complete the retention review button.
6. Press the **OK** button to sign this review.

7. Press the **Continue** button and then **Logout** of the system. An auto-generated email is sent to the Faculty Member and Department Head.

The Retention Review is completed.
Miscellaneous

Print/save the retention review

1. Log into the system and access the retention review. Press the Printable Retention Review button.

2. The review opens in a new window.

3. Click the Select a format dropdown window and choose an application

4. Click Export.
5. Press **Save** in the File Download box.

6. **Open** the review in the application to which you exported it.

7. **Print** the review.

Note: The “Printable Retention Review” button only displays for the Faculty Member, Department Head, Dean and Chief Academic Officer. Mentors and tenured faculty do not have access to this button.
Delete a review

The Department Head can delete any retention review that he or she initiated. Since each UT NetID can only have one review in the system per year, this may be necessary if he or she accidentally initiated a review for a faculty member in another department.

1. Click on Select next to the name of a Faculty Member on either the Worklist or Dashboard. The Faculty Annual Review page is displayed. Press on the Retention Review button.

2. Press on the Delete Retention Review button on the bar at the top of the page. The Delete Retention Review page is displayed.

3. Enter your NetID Password to confirm your identity and intention to delete the review.

4. Press Verify Password. The Delete Review message is displayed.
5. Press **Delete Review**. The *Review Deleted* message is displayed.

![Delete Review button](image)

This retention review was deleted. Click the button below to return to your worklist.

![Return To Worklist button](image)

**Note:** This action ONLY deletes the Retention Review, not the Annual Review, and it does NOT remove attachments (Annual & Retention attachments are stored in one shared pool). However, deleting the Annual Review will delete both the Annual and Retention Reviews.

**Note:** Although deleted reviews are removed from the online system, a copy of the data is preserved in the database as a backup. Contact the OIT HelpDesk if you need to recover a deleted review.

### Request a proxy

Department Heads, Deans, and the Chief Academic Officer can designate one or more proxy users in the online system by contacting the OIT HelpDesk at 974-9900. Proxies have the same options and levels of access as the principals who designate them and can sign reviews on their behalf.

**Note:** If a proxy clicks to confirm/sign a review on behalf of a Department Head, Dean, or the Chief Academic Officer, that signature line on the faculty member’s review will display “<proxy’s NetID> for <Full Name of Person Proxy is Representing>“.
**Sort entries in Dashboard**

Click on Dashboard columns’ headers to sort the reviews. For example, clicking on the Faculty Member header will sort the list of faculty in alphabetic order. Similarly, you can sort entries by the date when the review was initiated, by review status, or by evaluation ratings.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Date</th>
<th>Action</th>
<th>Review Status</th>
<th>Retention Review Status</th>
<th>On Hold</th>
<th>Charged</th>
<th>Dropout</th>
<th>Teaching</th>
<th>Research</th>
<th>Service</th>
<th>March</th>
<th>Overall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benjamin Johnson</td>
<td>07/7/2012</td>
<td>Initiated</td>
<td></td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Carolyn Sykes</td>
<td>07/3/2012</td>
<td>Initiated</td>
<td>Initiated</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cherif Faust</td>
<td>07/3/2012</td>
<td>Initiated</td>
<td>Initiated</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Appendices

Appendix A: Worklist/Dashboard

Worklist is a web page that lists faculty reviews that require your attention as defined by your role within the Online Performance Review System.

Dashboard is a web page that lists all faculty reviews that you have authority to view as defined by your role within the Online Performance Review System. The reviews may be in various stages of the review process as indicated in the Review Status columns.

The table columns are:
- **Select** - These are links to Faculty Member’s annual review web pages.
- **Name** - This column contains the first and last name of a Faculty Member.
- **Initiated** - The date when the Department Head initiated the review.
- **Annual Review status** - Displays different stages of the FM’s Annual Review. Refer to Appendix B for explanation of each review status.
- **Retention Review Status** – Displays different stages of the FM’s Retention Review. Refer to Appendix B for explanation of each review status.
• **On Hold** - The system prevents further changes to an Annual Review by certain roles for 2 weeks unless the hold is released earlier.

  The review can be on hold for one of 2 reasons:

  1. A Faculty Member decided to provide a written response to the Department Head’s evaluation. In this case, only the Faculty Member can release the hold earlier.

  2. The Dean changed the Department Head’s rating. In this case, both the Department Head and the Faculty Member have 2 weeks to respond. They must release the hold if they want to allow the Provost access to the review before 2 weeks expire.

• **Changed** - Indicates whether the Dean changed the Department Head’s ratings on the Annual Review.

• **Dissent** - Indicates whether the Faculty Member decided to respond to the Department Head’s rating.

• **Teaching/Research/Service/Merit/Overall** – Provides a quick view of the rating. (The merit column displays the 1-4 [unsatisfactory to exceeds expectations] value that appears below the ratings section of the review. This is detailed in the Manual for Faculty Review in Part II. B. 4. C. [page 12].)
Appendix B: Workflow step/Review status

The Online Retention Review System utilizes a 6-step faculty review workflow. The description of each step/review status follows.

1. Initiated

The Department Head starts the review and may assign mentor(s), and also attach documents at this step. **The Faculty Member receives email** sent automatically by the system and then attaches supporting documents to the review. *This status changes to the next one after the Faculty Member confirms the attachment of documents.*

2. Department Head evaluating

**The Department Head receives email** when the FM confirms s/he is done attaching documents. The DH reviews the attached documents, attaches the tenured faculty narrative and records their formal retention vote. The Department Head may attach his or her own documentation and makes a recommendation for retention. *This status changes to the next one after the Department Head confirms his or her recommendation.*

3. Faculty Member signing

**Faculty Member receives email** automatically sent by the system. The Faculty Member accesses the system to view the recommendations entered by the Department Head. The Faculty Member confirms/digitally signs the retention review to acknowledge reading the Department Head’s review. The Faculty Member may wish to respond to the review and request a 2-week period to prepare a written response to the Department Head’s evaluation but this is not enforced within the system for Retention Reviews, only for Annual Reviews. *This status changes to the next one after the Faculty Member confirms/digitally signs the review.*

4. Dean’s Office

**The system auto-generated email is sent to the Department Head when the Faculty Member has signed the review.**

The Dean looks at the Faculty Member’s review and confirms/digitally signs the review. The Dean may attach documents. *This status switches to the next one when the Dean confirms/digitally signs the faculty review.*
5. **Provost's Office**

The system sends auto-generated email to the FM and the DH after the Dean signs the review.

The Faculty Member or Department Head may each submit a written response to the Dean’s recommendation by attaching documents within 2 weeks, but this is not enforced within the online system.

The Provost looks at the review and may attach documents. The evaluation by the Provost is final. *This status switches to the next one after the Provost confirms/digitally signs the review.*

6. **Review Complete**

The Faculty Member receives email sent by the system automatically. No action is needed. The review contains all the documents and has digital signatures of the Faculty Member, Dean, and the Provost’s office.
Appendix C: System-generated email
The online Retention Review system auto-generated emails:

**Workflow Step 1:**

Recipient: Faculty Member

This is a message from the Online Faculty Review System.

Your faculty retention review has been initiated by [Department Head].

You may now attach any documents.

Your review is conducted using a secure online system developed by our Office of Information Technology. The system design follows the Manual for Faculty Evaluation which can be downloaded from the Provost's website at [http://provost.utk.edu](http://provost.utk.edu). Please refer to Part I.B.1.a. of the Manual for Faculty Evaluation for information on documents prepared by the faculty member. You should also determine if there is any additional documentation required by your departmental or collegiate by-laws.

You may begin attaching supporting documents right away by accessing the online system at the following website: [https://webapps.dii.utk.edu/facultyreview](https://webapps.dii.utk.edu/facultyreview).

When you are finished attaching documents, please indicate that by pressing the button provided.

Please review the 2012 Retention Guide (available in the Help section) that includes screenshots and instructions about this process: [https://utworks.tennessee.edu/facultyreview/Documents/2012_Retention_Guide.pdf](https://utworks.tennessee.edu/facultyreview/Documents/2012_Retention_Guide.pdf).

Please address any questions regarding the Online Faculty Review System to your department head.

For technical assistance using the online system, please contact the OIT HelpDesk at 974-9900.

******************************************************************************

This email was sent from an unmonitored system account. Please do not reply directly to this email.
Workflow Step 2:

Recipient: Department Head

This is a message from the Online Faculty Review System.

Faculty member [Faculty name] has finished attaching documents for his/her retention review. You can advance the retention review by entering the vote of the tenured faculty and making your recommendation for retention or termination.

The review is conducted using a secure online system developed by our Office of Information Technology. The system design follows the Manual for Faculty Evaluation which can be downloaded from the Provost’s website at http://provost.utk.edu. Please refer to Part I.B.1.a. of the Manual for Faculty Evaluation for information on documents prepared by the faculty member. You should also determine if there is any additional documentation required by your departmental or collegiate by-laws.

You may begin right away by accessing the online system at the following website: https://webapps.dii.utk.edu/facultyreview.

Please review the 2012 Retention Guide (available in the Help section) that includes screenshots and instructions about this process: https://utworks.tennessee.edu/facultyreview/Documents/2012_Retention_Guide.pdf.

Please address any questions regarding the Online Faculty Review System to your department head.

For technical assistance using the online system, please contact the OIT HelpDesk at 974-9900.

**********************************************************************

This email was sent from an unmonitored system account. Please do not reply directly to this email.
**Workflow Step 3:**

Recipient: Faculty Member

This is a message from the Online Faculty Review System.

Your department head [Department Head] has signed your retention review, and it is awaiting your acknowledgement.

Please visit the Online Faculty Review System at https://webapps.dii.utk.edu/facultyreview to sign your review to indicate that you have read it.

Please refer to Part I.B.1.i. of the Manual for Faculty Evaluation for information on your right to respond within two weeks. It can be downloaded from the Provost's website at http://provost.utk.edu.

Please review the 2012 Retention Guide (available in the Help section) that includes screenshots and instructions about this process: https://utworks.tennessee.edu/facultyreview/Documents/2012_Retention_Guide.pdf.

Please address any questions regarding the Online Faculty Review System to your department head.

For technical assistance using the online system, please contact the OIT HelpDesk at 974-9900.

******************************************************

This email was sent from an unmonitored system account. Please do not reply directly to this email.
Workflow Step 4:

Recipient: Department Head

This is a message from the Online Faculty Review System.

Faculty member [Faculty name] has signed his/her retention review and Dean [Dean name] will sign the review next.

You may access the online system at the following website:
https://webapps.dii.utk.edu/facultyreview.

Please review the 2012 Retention Guide (available in the Help section) that includes screenshots and instructions about this process:

Please address any questions regarding the Online Faculty Review System to your department head.

For technical assistance using the online system, please contact the OIT HelpDesk at 974-9900.

********************************************************

This email was sent from an unmonitored system account. Please do not reply directly to this email.
Workflow Step 5:

Recipient: Faculty Member & Department Head

This is a message from the Online Faculty Review System.

Your retention review has been signed by Dean [Dean name]. The Provost/Chancellor will sign the review next.

Please visit the Online Faculty Review System at https://webapps.dii.utk.edu/facultyreview to see your review.

Please review the 2012 Retention Guide (available in the Help section) that includes screenshots and instructions about this process: https://utworks.tennessee.edu/facultyreview/Documents/2012_Retention_Guide.pdf.

Please address any questions regarding the Online Faculty Review System to your department head.

For technical assistance using the online system, please contact the OIT HelpDesk at 974-9900.

*********************************************************

This email was sent from an unmonitored system account. Please do not reply directly to this email.
Workflow Step 6:

Recipients: Faculty Member

This is a message from the Online Faculty Review System.

The Provost/Chancellor has completed your retention review.

Please visit the Online Faculty Review System at https://webapps.dii.utk.edu/facultyreview to see your review.

Please review the 2012 Retention Guide (available in the Help section) that includes screenshots and instructions about this process: https://utworks.tennessee.edu/facultyreview/Documents/2012_Retention_Guide.pdf.

Please address any questions regarding the Online Faculty Review System to your department head.

For technical assistance using the online system, please contact the OIT HelpDesk at 974-9900.

******************************************************************************

This email was sent from an unmonitored system account. Please do not reply directly to this email.