

# Faculty Insight Reviews & Workflows

A module of the Faculty Insight Suite of tools, Reviews & Workflows automates and streamlines processes, while providing administrators with a simple yet robust solution for conducting reviews. Build flexible, and efficient systems to facilitate multiple types of review workflows, including promotion and tenure, annual reviews, hiring, sabbatical decisions and more.

## Current Faculty and Administration Challenges

Complex review and workflow systems with various colleges and departments having different processes and needs.

Significant workload during review cycles

Current systems result in inefficient use of time and management

Reviews and workflows are complex to process

## Reviews & Workflows Solutions

### Automation

Data is transferred from Faculty Insight Activity Reporting directly into Reviews & Workflows

### Configuration

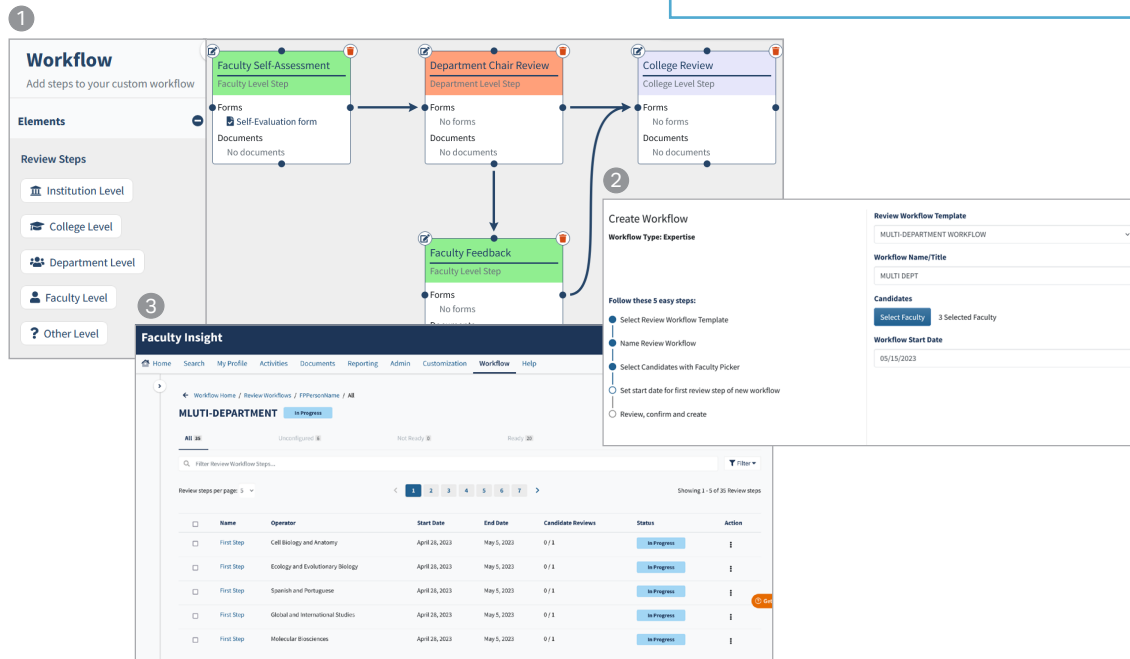
Administrators can set dates, assign review stop properties, assign reviewers, manage recusals, share portfolios, and monitor workflow status.

### Integration

Data from other systems can be imported into Faculty Insight for reviews and workflows.

### Configuration

Personalize Reviews & Workflows and monitor their progress



The screenshot displays the Faculty Insight interface for creating and managing review workflows. On the left, a 'Workflow' sidebar allows users to add steps to a custom workflow and filter by 'Review Steps' (Institution Level, College Level, Department Level, Faculty Level, Other Level). The main area shows a visual workflow diagram with steps: Faculty Self-Assessment (Faculty Level Step), Department Chair Review (Department Level Step), College Review (College Level Step), and Faculty Feedback (Faculty Level Step). A 'Create Workflow' dialog box is open, showing a 5-step process: 1. Select Review Workflow Template, 2. Name Review Workflow, 3. Select Candidates with Faculty Picker, 4. Set start date for first review step of new workflow, 5. Review, confirm and create. A 'Review Workflow Template' form is also visible, with fields for 'Review Workflow Template' (MULTI-DEPARTMENT WORKFLOW), 'Workflow Name/Title' (MULTI DEPT), 'Candidates' (3 Selected Faculty), and 'Workflow Start Date' (05/15/2023).

| Name       | Operator                         | Start Date     | End Date    | Candidates Reviews | Status      | Action |
|------------|----------------------------------|----------------|-------------|--------------------|-------------|--------|
| First Step | Cell Biology and Anatomy         | April 26, 2023 | May 5, 2023 | 0/1                | In Progress |        |
| First Step | Ecology and Evolutionary Biology | April 26, 2023 | May 5, 2023 | 0/1                | In Progress |        |
| First Step | Spanish and Portuguese           | April 26, 2023 | May 5, 2023 | 0/1                | In Progress |        |
| First Step | Global and International Studies | April 26, 2023 | May 5, 2023 | 0/1                | In Progress |        |
| First Step | Molecular Biosciences            | April 26, 2023 | May 5, 2023 | 0/1                | In Progress |        |

Learn more about Reviews & Workflows, contact us at [info@academicanalytics.com](mailto:info@academicanalytics.com)  [Academicanalytics.com](https://www.academicanalytics.com)