

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

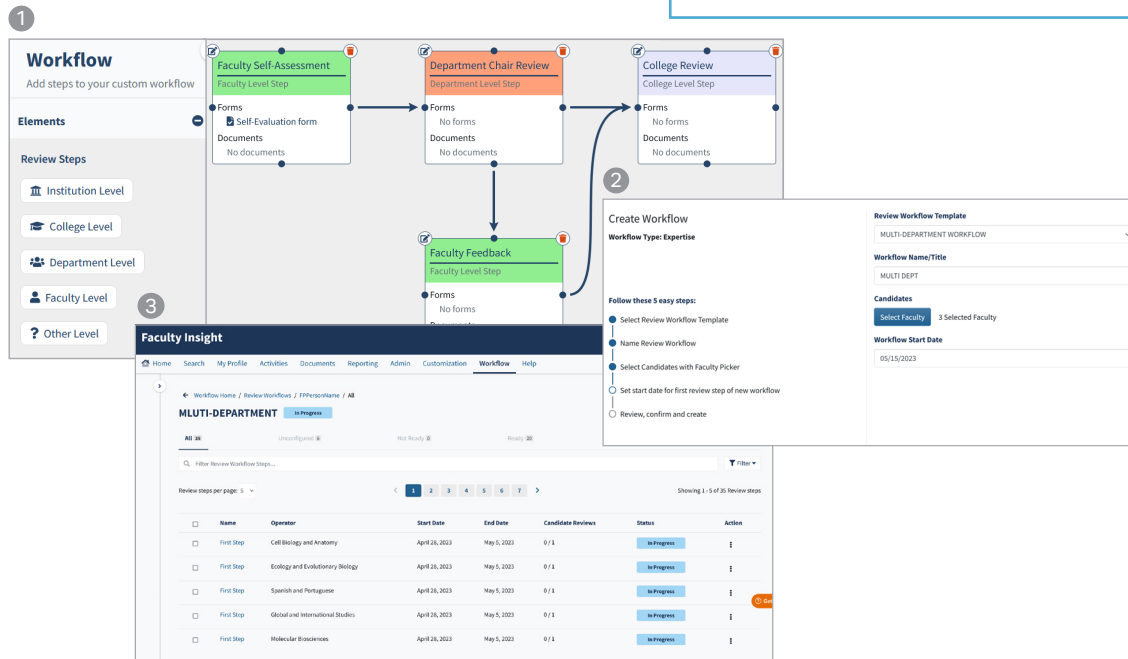
Administrators can set dates, assign review stop properties, assign reviewers, manage recusals, share portfolios, and monitor workflow status.

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 sidebar shows 'Workflow' options and 'Review Steps' categorized by level: Institution Level, College Level, Department Level, Faculty Level, and 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, listing five steps: 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, and 5. Review, confirm and create. Below the dialog, a 'Review Workflow Template' form is visible with fields for 'MULTI-DEPARTMENT WORKFLOW', 'MULTI DEPT', 'Candidates' (3 Selected Faculty), and 'Workflow Start Date' (05/15/2023). At the bottom, a table lists active review steps for the 'MLUTI-DEPARTMENT' workflow.

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 Biochemistry	April 26, 2023	May 5, 2023	0/1	In Progress	

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