

# New Activity Screen and Report

*Required/Expected Supporting Documents Activity Screen*

*Purdue Fort Wayne Previous Reappointments and Evaluation Letters Report*

The following guide describes what can be placed on the new activity screen and how this information pulls into our Workflows as reports for reviewers. This new availability will save faculty time in having to upload required documents into Workflow for each of their reappointment submissions.

## Activities - Purdue University Fort Wayne

[Review a guide](#) to manage your activities.

### ▼ General Credentials/Expertise

Personal and Contact Information

Biography and Expertise

Degrees

Graduate/Post-Graduate Training

Licensures and Certifications

Awards and Honors

Media Appearances and Interviews

Faculty Development Activities Attended

Narratives

### ▼ Career Information

Required/Expected Supporting Documents

Professional Positions

Administrative Assignments

Consulting

Professional Memberships

### ▼ Teaching/Mentoring

Teaching Narrative

Teaching Innovation and Curriculum Development

Directed Student Learning (e.g., theses, dissertations)

Mentoring

Scheduled Teaching

Evaluation Data

Peer Comments

Evidence of Student Learning

Other Evidence of Teaching Effectiveness

Non-Credit Instruction Taught

Yearly Advising Summary

Logged into Faculty Success we will navigate to the Activities tab to view the new screen option titled ***Required/Expected Supporting Documents***. This screen will be used as storage for our faculty to upload their completed documents for future use by reviewers in Workflow.

## Edit Required/Expected Supporting Documents

CANCEL

SAVE

SAVE + ADD NEW

**Attention:** This activity screen will be for storage of all promotion case documents. Items attached to this screen will allow for an automatic pull into the Workflow system via a report for reviewers.

**Items to include on this screen include:**

1. A copy of the original appointment letter/contract
2. All current and previous annual productivity reports, with supporting evidence for the most recent year
3. All previous reappointment recommendations from all levels

**If you are needing to locate your completed documents please contact the Purdue Fort Wayne Office of Academic Affairs**

Term and Year

Term

Year

Document Title

Document Upload

Drop file here or select to upload

All documents uploaded to this area will pull into the report titled *Purdue Fort Wayne Previous Reappointments and Evaluation Letters*

1. Each upload is a separate entry (one completed reappointment or one annual productivity report).
2. The **Term** and **Year** are to be for the term and year the feedback was received by the faculty
3. **Document Title** needs to be clear to our reviewers  
Example: *May 2023 Reappointment Review Report*
4. **Document Upload** is for the COMPLETED .pdf document itself.

If uploading a reappointment, a completed document has all signatures and comments up through the Chancellor. Annual reviews will have the Chair's letter/comments. If you need to access completed reappointments please contact the Office of Academic Affairs.

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## Term and Year

Term

Year \*

Spring ▾

2023

## Document Title

January 2023 Reappointment Review Report

## Document Upload

Replace file here or select to upload



January 2023 Reappointment Review Report\_Dr. Jane Doe\_Completed-1.pdf (242.41 KB)



All documents uploaded to this area will pull into the report titled *Purdue Fort Wayne Previous Reappointments and Evaluation Letters*

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2. The **Term** and **Year** are to be for the term and year the feedback was received by the faculty
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## Required/Expected Supporting Documents

SEARCH

Search Tips

Rapid Reports



DUPLICATE

COMPARE

ADD NEW

SELECT COLUMNS



Filters: None

<input type="checkbox"/>	TERM, TERM AND YEAR	TERM AND YEAR		DOCUMENT TITLE
<input type="checkbox"/>	Spring	January 1, 2023	✓	January 2023 Reappointment Review Report
<input type="checkbox"/>	Fall	January 1, 2022	✓	2022 Annual Faculty Review Report
<input type="checkbox"/>	Spring	January 1, 2021	✓	January 2021 Reappointment Review Report
<input type="checkbox"/>	Spring	January 1, 2020	✓	May 2020 Reappointment Recommendation
<input type="checkbox"/>	Spring	January 1, 2019	✓	May 2019 Reappointment Recommendation
<input type="checkbox"/>	Spring	January 1, 2019	✓	2019 Annual Faculty Review Report
<input type="checkbox"/>	Spring	January 1, 2018	✓	May 2018 Reappointment Recommendation
<input type="checkbox"/>	Spring	January 1, 2018	✓	2018 Annual Faculty Review Report



















All documents uploaded to this area will pull into the report titled *Purdue Fort Wayne Previous Reappointments and Evaluation Letters*

## Reports

Me

EXPORT USAGE

CREATE A NEW REPORT

NAME	CREATED BY	ACTIONS
<a href="#">Purdue Fort Wayne Previous Reappointments and Evaluation Letters Report</a>	Purdue University Fort Wayne	 
<a href="#">Screen Build Test:Helmke Library</a>	Purdue University Fort Wayne	 
<a href="#">Screen Build Test:Helmke Library</a>	Purdue University Fort Wayne	 
<a href="#">SOE Annual Faculty Review</a>	Purdue University Fort Wayne	 
<a href="#">SoE Reappointment Review</a>	Purdue University Fort Wayne	 
<a href="#">VPA Reappointment Review</a>	Purdue University Fort Wayne	 
<a href="#">VPA- Annual Faculty Productivity Report</a>	Purdue University Fort Wayne	 
<a href="#">Walter E. Helmke Library - Annual Review Report</a>	Purdue University Fort Wayne	 
<a href="#">Walter E. Helmke Library Reappointment Review</a>	Purdue University Fort Wayne	 

Logged into Faculty Success we will navigate to the Reports tab to view the new Report option titled *Purdue Fort Wayne Previous Reappointments and Evaluation Letters*. This report will be automatically pulled for reviewers in Workflow.

## Previous Reappointment and Evaluation Letters Report

### PFW Purdue University Fort Wayne

Purdue University Fort Wayne  
Staff  
(260) 481-0797  
[dutrieul@pfw.edu](mailto:dutrieul@pfw.edu)

Clickable links to our document uploads for reviewers

#### Spring 2023

January 2023 Reappointment Review Report

[January 2023 Reappointment Review Report\\_Dr. Jane Doe\\_Completed-1.pdf](#)

#### Fall 2022

2022 Annual Faculty Review Report

[2022 Annual Faculty Review Report\\_Dr. Jane Doe\\_Complete-1.pdf](#)

#### Spring 2021

January 2021 Reappointment Review Report

[January 2021 Reappointment Review Report\\_Dr. Jane Doe\\_Completed-1.pdf](#)

#### Spring 2020

May 2020 Reappointment Reccomendation

[May 2020 Reappointment Review Report\\_Dr. Jane Doe\\_Complete-1.pdf](#)

#### Spring 2019

2019 Annual Faculty Review Report

[Lecturer Reappointment Report Activity Screen Guide-1.pdf](#)

May 2019 Reappointment Reccomendation

[Lecturer Reappointment Report Activity Screen Guide-1.pdf](#)

#### Spring 2018

May 2018 Reappointment Reccomendation

[Lecturer Reappointment Report Activity Screen Guide-1.pdf](#)

2018 Annual Faculty Review Report

[Lecturer Reappointment Report Activity Screen Guide-1.pdf](#)

Activities CV Imports Manage Data **Reports** Workflow Tools

< Run Purdue Fort Wayne Previous Reappointments and Evaluation Letters Report SAVE REPORT

Previous Reappointment and Evaluation Letters Report Options

**PFW Purdue University Fort Wayne**  
 Purdue University Fort Wayne  
 Staff  
 (260) 481-0797  
[dutrieul@pfw.edu](mailto:dutrieul@pfw.edu)

Activities from Required/Expected Supporting Documents

Display Style Table Filter Group by

**+ ADD NEW RECORD**

**Spring 2023**  
 January 2023 Reappointment Review Report  
[January 2023 Reappointment Review Report\\_Dr. Jane Doe\\_Completed-1.pdf](#)

**Fall 2022**  
 2022 Annual Faculty Review Report  
[2022 Annual Faculty Review Report\\_Dr. Jane Doe\\_Complete-1.pdf](#)

**Spring 2021**

You can also add documents directly into the report titled *Purdue Fort Wayne Previous Reappointments and Evaluation Letters* by selecting **+Add New Record**

Activities CV Imports Manage Data **Reports** Workflow Tools

< Run Purdue Fort Wayne Previous Reappointments and Evaluation Letters Report

Previous Reappointment and Evaluation Letters Report

Activities from Required/Expected Supporting Documents

Display Style Table Filter Group by

**+ ADD NEW RECORD**

**Spring 2023**  
 January 2023 Reappointment Review Report  
[January 2023 Reappointment Review Report\\_Dr. Jane Doe\\_Completed-1.pdf](#)

**Fall 2022**  
 2022 Annual Faculty Review Report  
[2022 Annual Faculty Review Report\\_Dr. Jane Doe\\_Complete-1.pdf](#)

**Spring 2021**  
 January 2021 Reappointment Review Report  
[January 2021 Reappointment Review Report\\_Dr. Jane Doe\\_Completed-1.pdf](#)

**Spring 2020**  
 May 2020 Reappointment Recommendation  
[May 2020 Reappointment Review Report\\_Dr. Jane Doe\\_Complete-1.pdf](#)

**Spring 2019**  
 2019 Annual Faculty Review Report  
[Lecturer Reappointment Report Activity Screen Guide-1.pdf](#)  
 May 2019 Reappointment Recommendation  
[Lecturer Reappointment Report Activity Screen Guide-1.pdf](#)

**Spring 2018**  
 May 2018 Reappointment Recommendation  
[Lecturer Reappointment Report Activity Screen Guide-1.pdf](#)  
 2018 Annual Faculty Review Report  
[Lecturer Reappointment Report Activity Screen Guide-1.pdf](#)

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Term and Year  
 Term  Year

Document Title

Document Upload

CANCEL SAVE + ADD ANOTHER SAVE

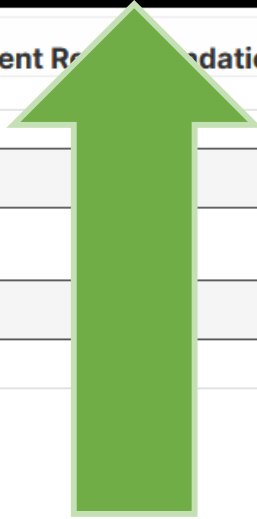


DOWNLOAD

CLOSE

RANK

APPOINTMENT PERIOD:



Faculty Step - Jane Doe

Submitted January 31, 2023  
by Jane Doe

Reappointment Report (PDF)

 [Purdue+Fort+Wayne+Lecturer+Reappointment+Review+Report-20230131-105923 CST.pdf \(100.73 KB\)](#)


Curriculum Vitae

 [Dr. Jane Doe CV Purdue 2023.pdf \(205.00 KB\)](#)

Intellectual Contributions by Faculty Report

 Last Updated  
January 31, 2023 at 12:07 PM

Previous Reappointment and Evaluation Letters Report

 [Purdue Fort Wayne Previous Reappointments and Evaluation Letters Report.pdf](#)

The *Previous Reappointment and Evaluation Letters* Report is automatically attached to the faculty Workflow Submission screen. Please make sure you have ALL information uploaded correctly to the *Required/Expected Supporting Documents* screen prior to submitting your reappointment in Workflow.



Department Chair Step - Department Chair

Submitted January 31, 2023  
by Department Chair

Decision