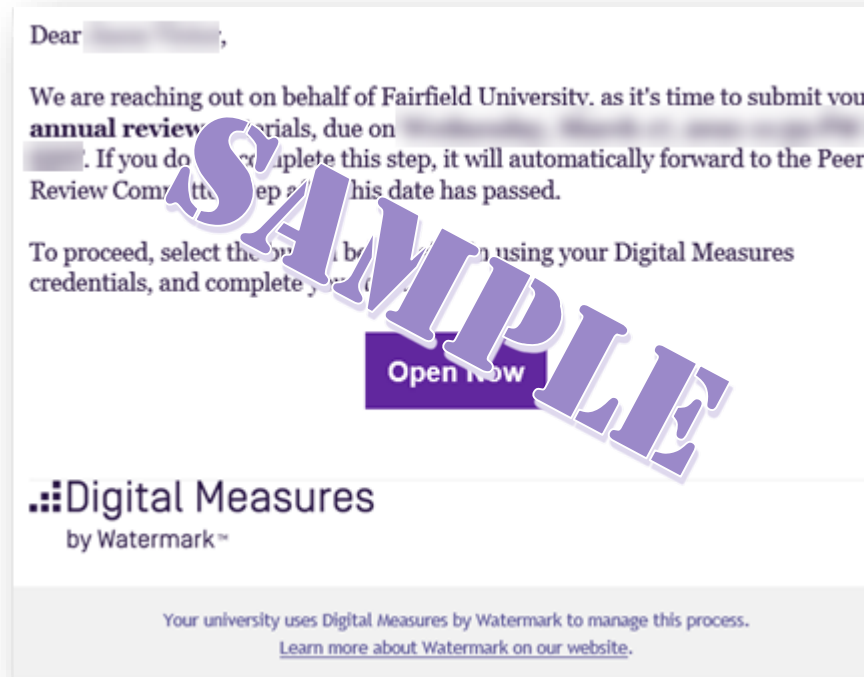# SEHD Merit Review
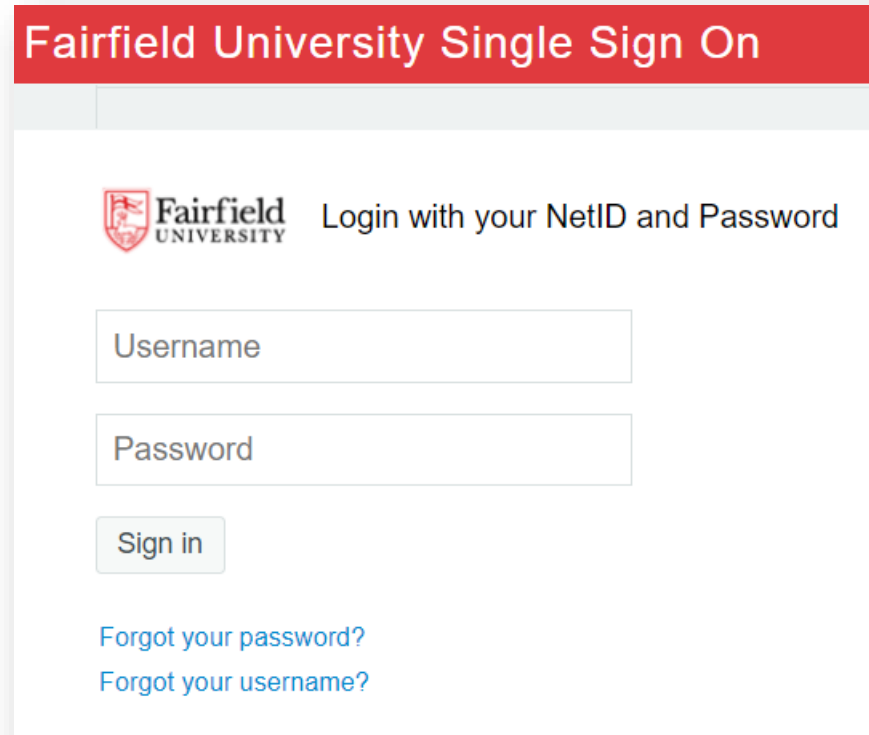## Faculty Instructions

2024

Merit Review Process

1. You will receive an email from Faculty Success asking for you to participate in the merit review process (called 'annual review').

2. Click on the 'Open Now' button in the email to open the merit review form.

Merit Review Process

3. Use your NetID credentials to access

Merit Review Process

4. Select the appropriate response for each yes/no question
5. All tenured faculty provide your narrative using the three text entry boxes (Teaching, Scholarship, and Service). OR upload files with the three paragraphs (PDF or DOCX) at the bottom. Untenured faculty need to indicate level of merit.

Merit Review Process

6. All faculty are required to upload your Curriculum Vitae. You may also provide any additional documentation you wish the committee to review.

7. You can either drop files on to or click the 'Drop files here or click to upload' link to upload files.
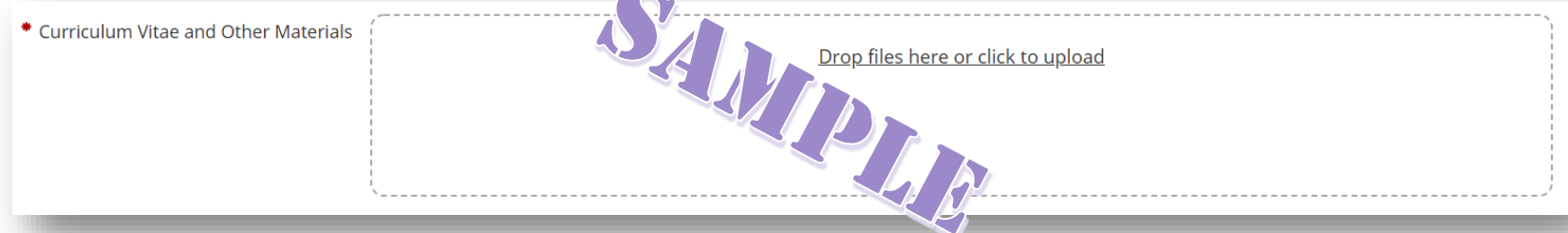
Merit Review Process

Once you have responded to all questions, filled out all the text entry boxes and uploaded relevant files it is ready for review.

8. Click the **Submit** option on the **Actions** menu to move the materials to the next step in the process.

Once submitted, your responses and files are locked and can not be edited, unless you **recall** your submission (see next slide).
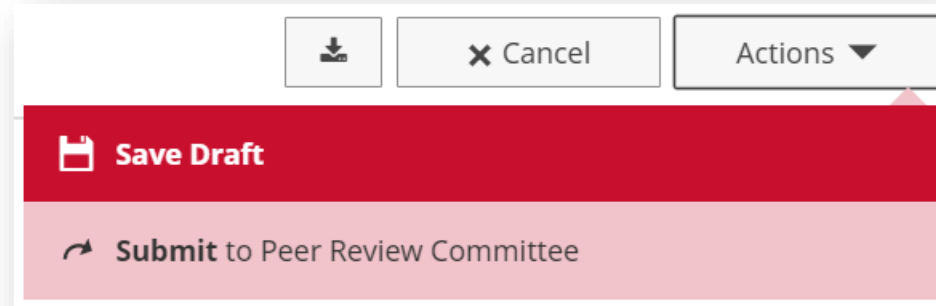
If you have not completed your responses and want to work on it another time, use the **Actions** menu to click **Save Draft**. You can return by either using the link in the email or directly from within Faculty Success by clicking on the Workflow Tab.

Recalling a Step

You can recall your submission if an update is needed.

1. Log in to Faculty Success and click on the 'Workflow ' Tab
2. Under the *History* heading you will see a record of your submission
3. Click the arrow under the Actions column
4. Click **Recall**

Recalling a Step

5. A box will appear asking you to confirm that you want to recall your submission. Click **Yes**, to confirm your choice to recall your merit review submission.

You are able to recall any submission which is on the step directly after yours. This option moves the selected submission back to your Inbox for revision and resubmission. Are you ready to proceed?

No   Yes

Note: Once the review has begun, the recall option will no longer be available.

End