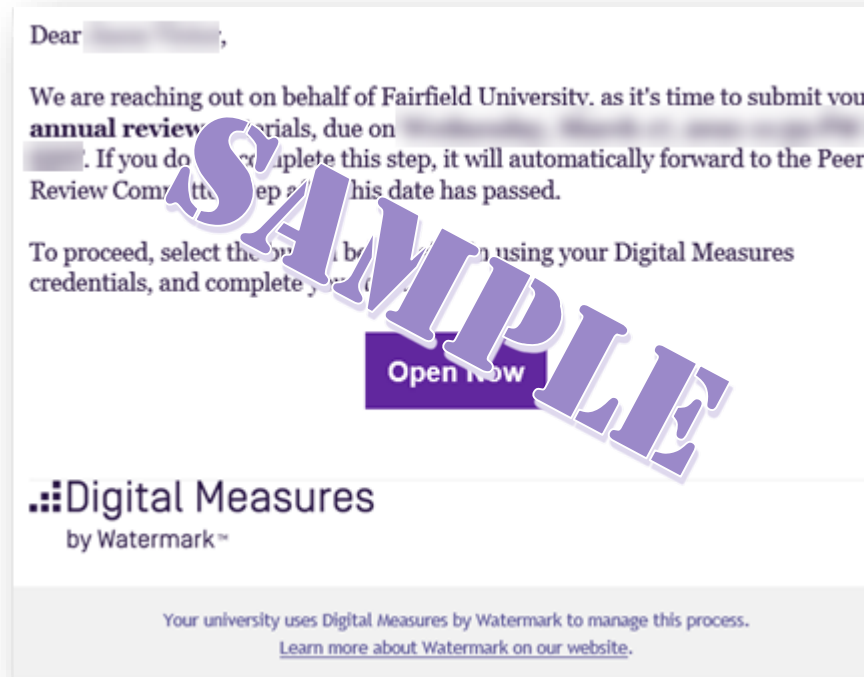


SEHD Merit Review Faculty Instructions

2024

Merit Review Process

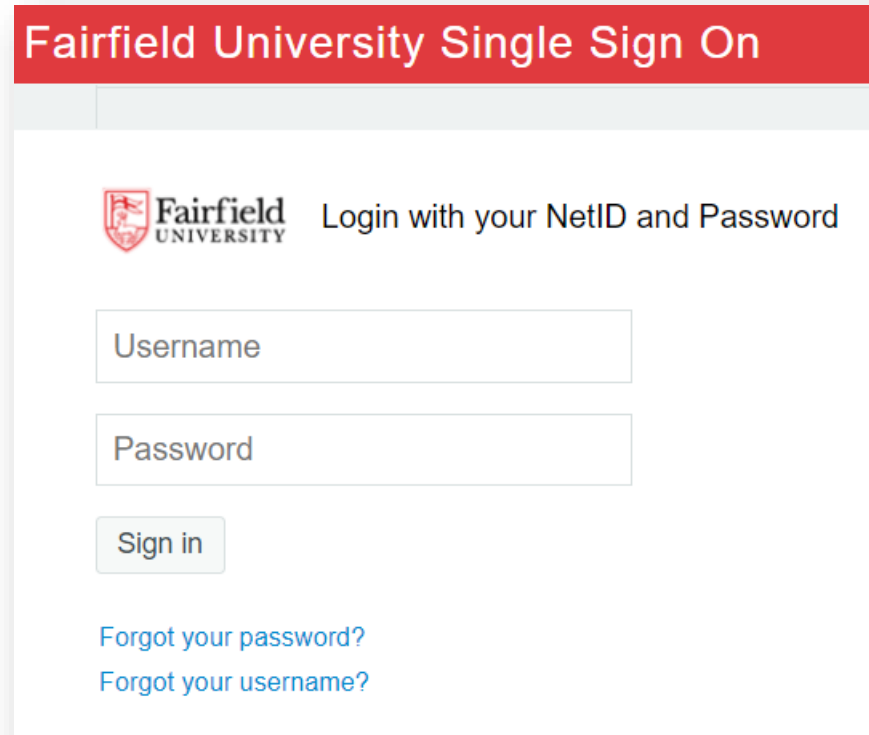
1. You will receive an email from Faculty Success asking for you to participate in the merit review process (called 'annual review').



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



The image shows a screenshot of the Fairfield University Single Sign On login page. At the top, there is a red header with the text "Fairfield University Single Sign On" in white. Below the header, the Fairfield University logo is on the left, and the text "Login with your NetID and Password" is on the right. There are two input fields: "Username" and "Password". Below the input fields is a "Sign in" button. At the bottom, there are two links: "Forgot your password?" and "Forgot your username?".

Fairfield University Single Sign On

 Fairfield UNIVERSITY Login with your NetID and Password

Username

Password

Sign in

[Forgot your password?](#)

[Forgot your username?](#)

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.

< Faculty Step - Due April 1, 2022 @ 11:59 PM Download Cancel Actions

Review pages 113 - 125 of the [Journal of Record](#) to review guidelines for requirements for earning specific levels of merit within each area and in the overall assessment.
[Click here](#) for instructions on how to complete this form.

This form allows Faculty to provide the required materials for merit review for the period from January to December 2021:

1. Level of merit for which faculty member is applying (check)
2. Brief Paragraphs Describing
 1. Teaching:
 1. Reflection Describing Adjustments Made This Year (AF, Workshops, Consultation, Learning New Programs, etc.)
 2. Strengths/Areas of Improvement
 3. Plans for Teaching Going Forward
 2. Service
 3. Scholarship
3. Checklist Below
4. Merit Cover Sheet
5. Most Recent CV
 1. 2021 highlighted activities

ARE YOU REQUESTING ADDITIONAL MERIT?

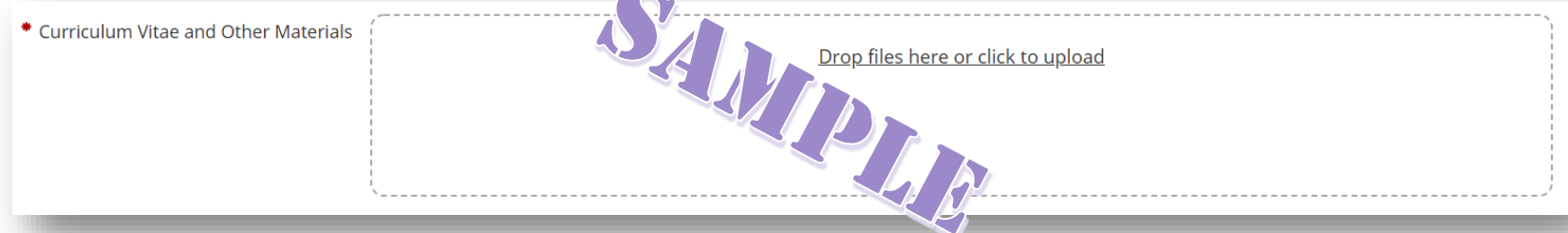
ADDITIONAL MERIT FOR TEACHING?

* Accomplishments in Teaching

B *I* U

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.

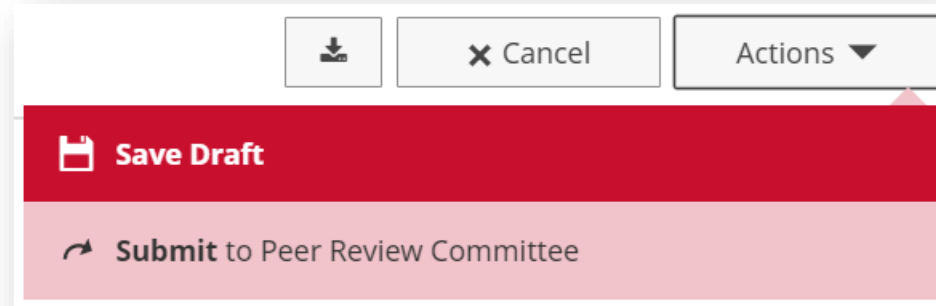


Merit Review Process

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**

The screenshot shows the 'Workflow Tasks' page in Faculty Success. The 'History' section contains a table with the following data:

Name	Current Step	Subject	Last Modified	Actions
2018 Annual Reviews - College of Engineering	Faculty Response to Department	Mari Sonje	May 15, 2018	▼
2018 Annual Reviews - College of Engineering	Dean Evaluation	Charley Bader	May 15, 2018	▼
College of Engineering - Tenure Review 2017-2018	College Review Committee	Claudette Ragna	May 16, 2018	▼

The 'Recall' button is circled in the screenshot.

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?

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

End