

From: [Office of the MSU Provost](#)
To: ["msu-academic-dddh@sympa.montana.edu"](mailto:msu-academic-dddh@sympa.montana.edu)
Cc: [Godwin, Ian](#); [Singel, David](#)
Subject: 2018 Faculty Annual Review in Activity Insight
Date: Tuesday, September 11, 2018 11:37:00 AM
Attachments: [image002.png](#)



Office of the Provost

Re: 2018 Faculty Annual Review in Activity Insight

Dear Department Heads/Chairs, School/Campus Directors:

This is a reminder that for the upcoming calendar year 2018 tenured and tenure-track faculty annual reviews, the entire review process will be run through Activity Insight, using the recently acquired Activity Insight Workflow module. This process management solution leverages the data and customization that is already available in Activity Insight and will allow us to:

- **Eliminate manual processes.** The entire process will be completely electronic from notification through submission to the Provost's Office.
- **Support faculty.** Workflow pulls data and custom reports directly from Activity Insight, reducing the amount of time faculty need to prepare review materials.
- **Stabilize the process.** This tool helps ensure that all of the necessary materials are included for review, and all of the necessary people on campus are involved. Deadlines and reminders will be set to ensure that all the proper steps are taken in the review.
- **Provide consistency.** The format of materials will be appropriately standardized to expedite reviews.
- **Improve transparency.** Faculty and administrators will be able to monitor the status of the review throughout the entire process.
- **Enhance confidentiality and security.** Review materials will be available only to authorized users and will be stored, secure from alteration, for future use.

In order to set up the processes to meet unit and institutional needs, you can expect to hear from David Singel and Ian Godwin who will gather information regarding your specific departmental processes (*e.g.* Do you use a review committee for annual reviews? If so, who is on it? *etc.*). Before the end of the fall semester, training sessions will be available to facilitate the transition to the new review process.

In the meantime, should you have any questions about the implementation of the Workflow module, please contact Ian Godwin (igodwin@montana.edu).

Sincerely,

A handwritten signature in blue ink that reads 'R. L. Mohua'.

Robert Mokwa
Executive Vice President for Academic Affairs and Provost

Montana State University Office of the Provost
212 Montana Hall | P.O. Box 172560 | Bozeman, MT 59717-2560
www.montana.edu/provost | provost@montana.edu | 406-994-4371