From:	Office of the MSU Provost
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Cc:	Godwin, Ian; "msu-academic-dddh@sympa.montana.edu"
Subject:	Tenured and Tenure-Track Faculty Annual Review
Date:	Wednesday, December 12, 2018 10:01:42 AM

Good Morning,

Five years ago, we began using Activity Insight to support our annual review and RPT processes and to collect information on your achievements. We have made incremental changes to the tool and its use since then. For example, you will see a new screen this year to document engagement activities in support of MSU's strategic plan and our application for the Carnegie Engaged University designation.

Also this year, we are taking a next step by using the new Workflow module within Activity Insight to route documents submitted by faculty members, and subsequent annual review documents from Department Heads/Chairs, through the Dean's offices for their review, to their ultimate destination in the Provost's Office.

This e-mail serves a few purposes. First to let you know that you should be receiving an e-mail from Digital Measures (with our MSU "branding") on, or shortly after December 17th, informing you that the 2018 Annual Review Workflow process is open for you to submit your documents. Of course, you can certainly be working on updating your 2018 activities in Activity Insight prior to that.

The second objective of this e-mail is to pass along a link to a short (11 minutes) video produced by Digital Measures on the Workflow submission process for faculty. Keep in mind that the process shown in the video is a generic one that differs somewhat from the one we have built at MSU. Nevertheless, I think you fill find it a useful overview of how the new tool/process works. The link to the video is - https://vimeo.com/223847085/c007da25ec.

Finally, we also want to provide a link to the information/instruction sheet we developed (based on a document originally created by the Animal & Range Sciences department) to support you in submitting to our MSU defined process. The link to this document (https://www.montana.edu/provost/documents/activity_insight/Annual%20Review%20Directions%20for%20Faculty.pdf) is also available in the Workflow process once that opens.

Wishing you the best over the holiday season.

Ian

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