



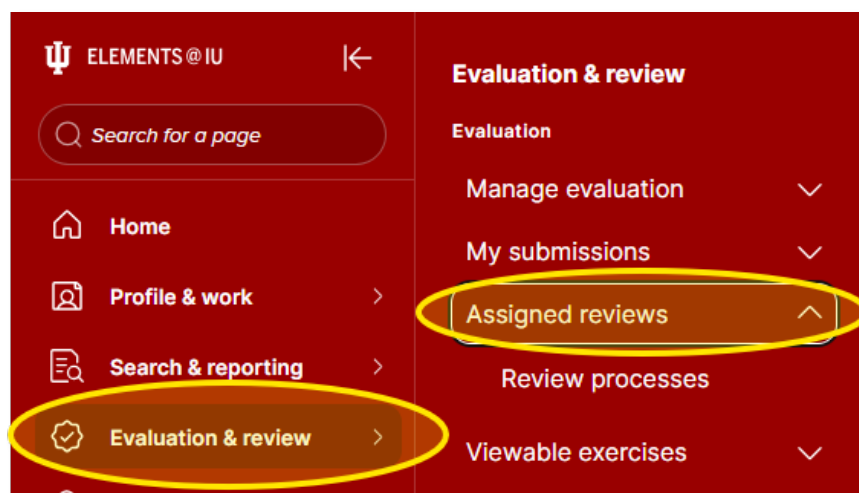
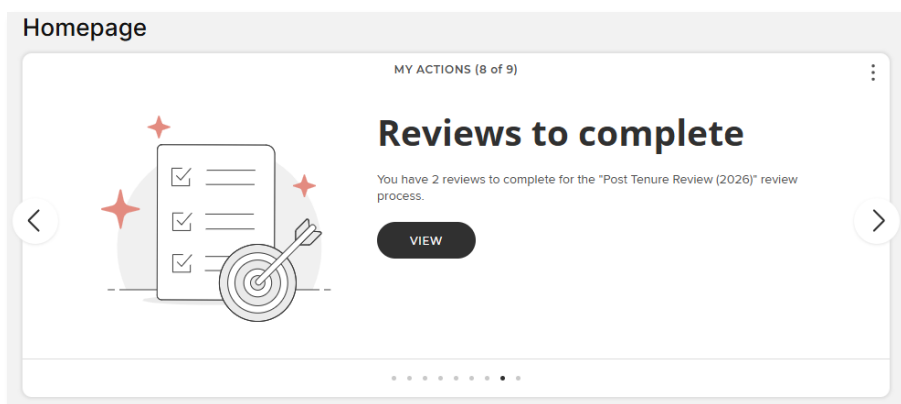
## Post Tenure Review Workflow Guide: Reviewer

This guide is for Reviewers who have been assigned the task of reviewing Post Tenure Reviews in Elements. Separate guides are available for faculty members and Viewers.

### Accessing the Workflow

Once a faculty member submits their Post Tenure Review exercise, it will route to their reviewers in Elements.

You can access an assigned review in two ways: from the “My Actions” list on your homepage or from the main menu. In “My Actions,” select “View” next to “Reviews to Complete” to open the list of reviews available to you.



Alternatively, open the main menu. Under “Evaluation & Review,” select “Assigned Reviews,” and then select “Review Processes.” On the “Reviews of Review Processes” page, locate the faculty member’s exercise and select “Start Review.”

[Review Processes >](#)  
**Reviews for Post Tenure Review (2026)**

Please complete this Post-Tenure Review in accordance with [BOT-24: Post-Tenure Faculty Productivity and Annual Review](#), as required by Indiana state law. You can save and return to the review as needed.

1-3 of 3

| Name                                                       | Stage                  | Status          | Action                       |
|------------------------------------------------------------|------------------------|-----------------|------------------------------|
| PROFILE, Test<br>Academic Support (Indianapolis)           | Chair/Unit Head Review | Needs attention | <a href="#">Start review</a> |
| SHAH, Akash N<br>DSpace & Email Testing (Bloomington)      | Dean Review            | Needs attention | <a href="#">Start review</a> |
| WHITE, Brandalynn<br>DSpace & Email Testing (Indianapolis) | Chair/Unit Head Review |                 |                              |

You cannot review an exercise in this stage.

**Filters**

Last name:

First name:

Member of group:

Current stage:

Reviewer status:

☐ Include inactive users

[Clear filters](#)

A faculty member will not appear on your list until they start the exercise and enter the “Faculty Submission” stage.

After the faculty member starts the exercise, their name may appear on your list before the exercise reaches your assigned stage. In that case, the list will show the exercise’s current stage, but you will not yet be able to open it.

PROFILE, Test  
 Academic Support (Indianapolis)  
 Stage: Faculty Submission

You cannot review an exercise in this stage.

Access to review exercises is set up by stage, so you will only be able to access the stages you have been assigned to.

## Navigating the Workflow

When you first open the exercise, the introduction page provides basic instructions. Use the following tools to move through the exercise, save your work, route the review, or download a copy:

- Click on the title of any section on the left side to go directly to that page.
- Save and Exit the exercise to return to the rest of the Elements system.
- Navigate the exercise page by page using the “Previous” and “Next” buttons.
- Use the Routing Tools. The routing tools will vary by level.

- a. Use “Return” to return the exercise to a previous stage in the review.
- b. Use “Submit” to submit the exercise to the next level of review.
- c. Use “Faculty” at the Dean Review Level to route the exercise to the Optional Faculty Response stage.
- e. Download a copy of the review with the Download tool.

**Test Profile's Post Tenure Review (2026)**

current stage: Chair/Unit Head Review RETURN SUBMIT

< EXIT EXERCISE

Introduction

Overview

Faculty Submission

Chair/Unit Head Review

Dean Review

Optional Faculty Response

Chief Academic Officer (CAO) Review

Chancellor Review

President

Download  
Download the exercise report

Introduction

Please complete this Post-Tenure Review in accordance with [BOT-24: Post-Tenure Faculty Productivity and Annual Review](#), as required by Indiana state law. You can save and return to the review as needed.

**Review Faculty Attachments**  
Faculty submitted materials are available for review in the Faculty Submission section. Attachments can be downloaded for external viewing or viewed directly in browser using the eye icon if the faculty member uploaded PDFs.

**Attachments and Rating Recommendations**  
Each Reviewer has 3 reviewer tools available: a productivity rating scale, a comment box, and a place for attachments displayed on the corresponding section for their level of review. Use the plus sign "+" button on the right side of the review tool to attach a document.

**Route the Exercise**  
When you have completed your review, use the "Submit" button to finalize your entry and move the review to the next stage in the workflow. Additional routing options will be available at the Chair/Unit Head Review level to return the review to the faculty if needed and at the Dean Review level to route the review to the faculty member for the Optional Faculty Response.

**Questions?**  
For question about the Post-Tenure Review process, please refer to the [Post Tenure Review FAQs](#) or contact your campus academic affairs office. For questions about Elements@IU, please contact the Elements Support Team at [elements@iu.edu](mailto:elements@iu.edu).

## Post Tenure Review Components

### Faculty Submission

In accordance with [BOT-24: Post-Tenure Faculty Productivity and Annual Review](#), as required by Indiana state law, all faculty undergoing the Post Tenure Review must provide a current curriculum vitae (CV), data for the five-year review period, and workload allocation information.

Faculty members who received one or more overall Annual Review ratings of “Does Not Meet Expectations” and did not successfully complete a PIP must submit a one-page summary for each applicable productivity area - teaching, scholarship, and service. Each summary should describe the faculty member’s accomplishments and productivity during the previous five years.


**Faculty Submission**

< PREVIOUS
NEXT >

All faculty members completing a post-tenure productivity review must include the following:

- An updated curriculum vitae (CV)
- Data for the 5-Year Review Period...

[...see more](#)


**Attachments**

All faculty must attach an updated CV.

If you received one or more overall Annual Review rating of "does not meet expectations" and you did not successfully complete a PIP, you must also submit a single page summary for each productivity area (e.g. teaching (including librarianship), research and creative activity, and service) highlighting accomplishments and summarizing productivity over the previous five years.

[see less](#)

1 attachment


**CV-Current.pdf**  
Uploaded on 09 Oct 2026 14:47 | 558 kB




**Type**

Curriculum Vitae

**Description**

This is my current CV.

Attachments will appear in the Attachment section at the top of the Faculty Submission section. An in-browser viewer tool is available via the eye-shaped icon for PDF attachments. Attachments can be downloaded via the download icon.


**Required Data for the 5-Year Review Period**
?

1 item
1 item

10 per page
1-1 out of 1

[VIEW ITEM DETAILS →](#)

**Information (Summary fields)**

**Average Teaching/Library Services Effort Allocation for the 5-Year Review Period** ⓘ  
40.00

**Total Number of Undergraduate Students Taught in the 5-Year Review Period** ⓘ  
100

**Total Number of Graduate Students Taught in the 5-Year Review Period** ⓘ  
25

**Estimated Average Hours Per Week Spent on Instructional Assignments During the 5-Year Review Period** ⓘ  
27

**Estimated Average Hours Per Week Spent Overseeing Graduate Students During the 5-Year Review Period** ⓘ  
8

Faculty are also expected to provide information about their teaching effort allocation, total numbers of undergraduate and graduate students taught, time spent on instructional assignments, and time spent overseeing graduate students during the five-year review period.

The screenshot shows a 'Workload Allocation' section with a header icon and '1 item'. Below the header, there is a '10 per page' dropdown and '1-1 out of 1' text. A 'VIEW ITEM DETAILS' link with a right arrow is visible. The main content area is titled 'Effort Allocation' and contains a document icon, the title 'EFFORT ALLOCATION', and the following details: 'Start Date: 01 Jul 2026', 'Teaching Effort: 20.00', 'Research Effort: 20.00', 'Service Effort: 20.00', 'Administrative Effort: 40.00', and 'Reporting Dates: 01 Jul 2026 -'. At the bottom, there are two tabs: 'SUMMARY' (active) and 'LABELS (0)'.

The Workload Allocation section at the bottom of the Faculty Submission section will contain the faculty member's Effort Allocation records for the review period. Effort Allocation records are maintained in HRMS and cannot be edited in Elements. Contact your Unit's HR representative with questions.

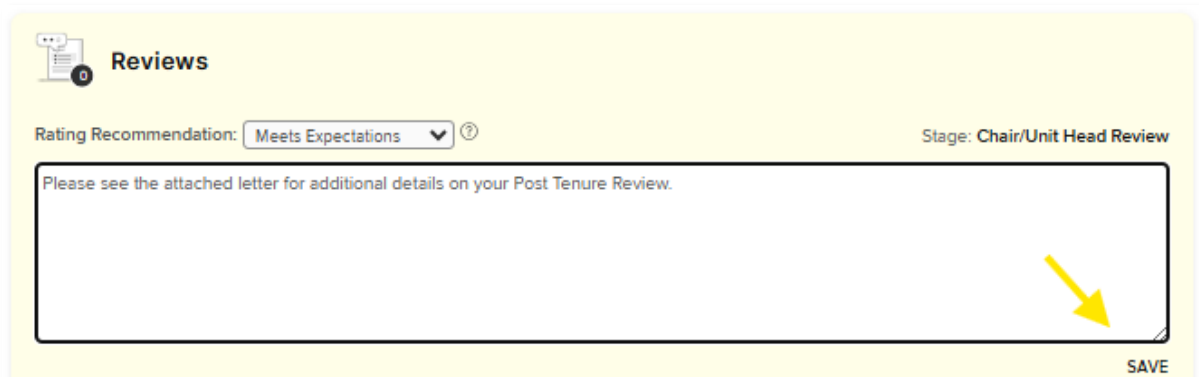
## Reviewer Tools

All Reviewers have access to the same set of reviewer tools when the review is at their assigned stage. Each reviewer tool set includes a Rating Recommendation drop down, a text box for comments, and an attachment tool.

The Evaluation Scale options are Meets Expectations, Does Not Meet, and Unsatisfactory, matching the options set out in BOT-24.

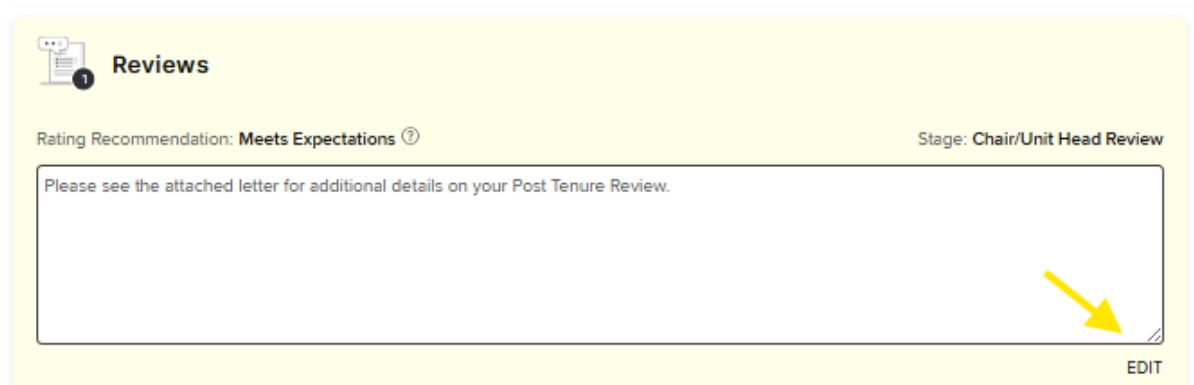
The screenshot shows a 'Reviews' section with a header icon and '0' count. Below the header, there is a 'Rating Recommendation:' label and a dropdown menu. The dropdown menu is open, showing four options: 'No score', 'Meets Expectations' (highlighted in blue), 'Does Not Meet', and 'Unsatisfactory'. A text box for comments is visible below the dropdown.

When you have entered your score and/or comments, be sure to press “Save” to save your comments before you proceed.



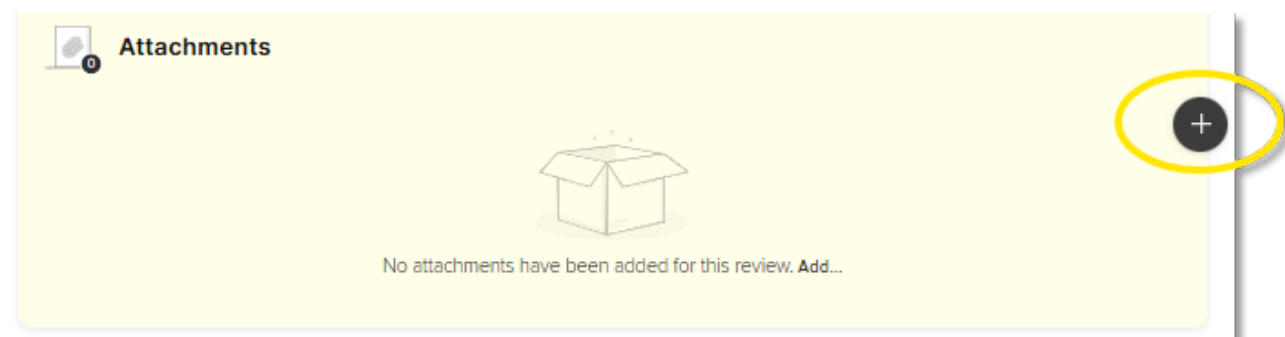
The screenshot shows a yellow-themed interface for 'Reviews'. At the top left is a document icon with a '0' badge. The title 'Reviews' is in bold. Below it, 'Rating Recommendation:' is followed by a dropdown menu set to 'Meets Expectations' and a help icon. To the right, 'Stage: Chair/Unit Head Review' is displayed. A large text area contains the instruction: 'Please see the attached letter for additional details on your Post Tenure Review.' A yellow arrow points to the bottom right corner of this text area. At the bottom right of the form is a 'SAVE' button.

As soon as a review is saved, it will be visible to Viewers, faculty reviewees, and other Reviewers at the same and higher levels of review. After saving, use the “Edit” button to unlock the review tool to make additional edits, then press “Save” to save again.



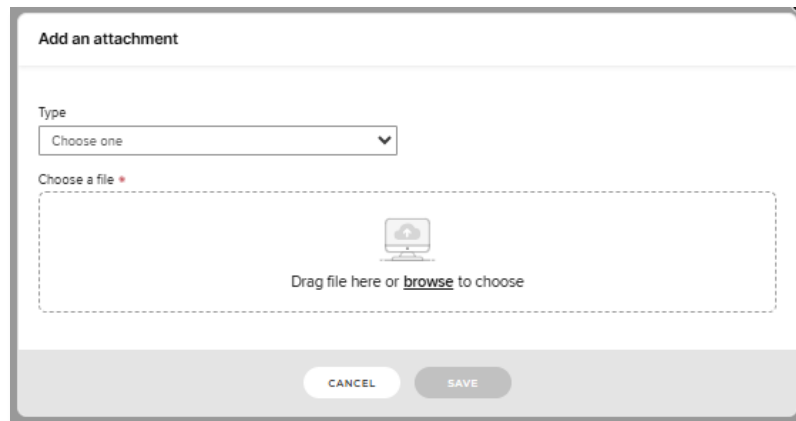
This screenshot is identical to the previous one, but the 'SAVE' button at the bottom right has been replaced by an 'EDIT' button. A yellow arrow still points to the bottom right corner of the text area.

To add an attachment, click the plus sign button on the right side of the screen.



The screenshot shows a yellow-themed interface for 'Attachments'. At the top left is a document icon with a '0' badge. The title 'Attachments' is in bold. In the center is an icon of an open box. Below it, the text reads: 'No attachments have been added for this review. Add...'. On the right side, a dark circular button with a white plus sign is circled in yellow.

The attachment tool will pop up, into which you can drag a file or browse to select a file.



**Add an attachment**

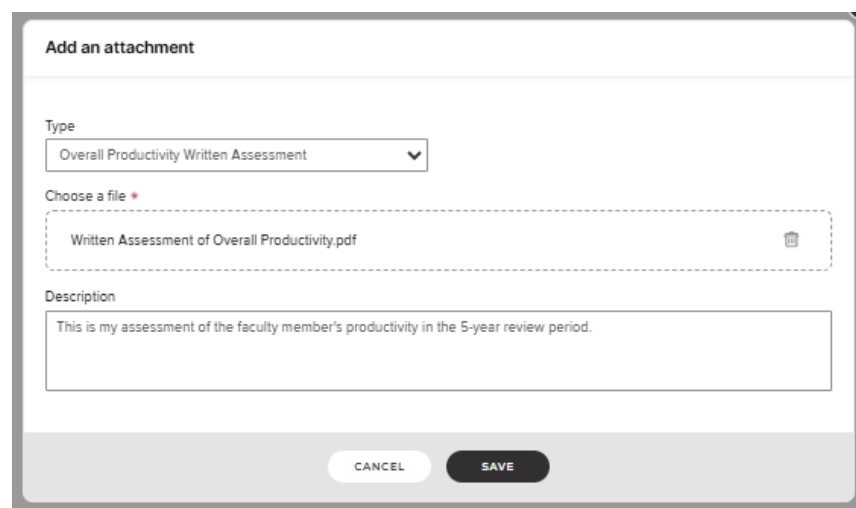
Type  
Choose one ▼

Choose a file \*

Drag file here or [browse](#) to choose

CANCEL SAVE

Once a file is selected, you will have the option to add an optional description and document type. Press “Save” to add the attachment to the review.



**Add an attachment**

Type  
Overall Productivity Written Assessment ▼

Choose a file \*

Written Assessment of Overall Productivity.pdf

Description  
This is my assessment of the faculty member's productivity in the 5-year review period.

CANCEL SAVE

## Reviewer Stages

Each reviewer stage has differing expectations as set out in BOT-24.

### Chair/Unit Head Review

The Department Chairs and Unit Heads are expected to provide the last five years of annual report letters and a written assessment of the overall productivity of the faculty member. They may be asked to recommend an initial overall productivity rating by your dean.

When complete, use the “Submit” button to route the review to the Dean.

## Dean Review

The Deans are expected to review the materials and assess the faculty member's productivity during the five-year review period. They are to provide a brief letter which assesses and recommends the faculty member's productivity rating for the five-year period under review. [The UFC has provided a template for the Dean's letter.](#)

### *Optional Faculty Response*

Once the Dean completes their review and attaches the required letter, they will use the "Faculty" button in the top-right corner to route the Post-Tenure Review to the faculty member. The faculty member will then have ten business days to submit an optional response that can be added to the packet before it moves to the campus Chief Academic Officer for review.

If the faculty member has not submitted a response after ten business days, the Dean should return to the system and submit the review from the Optional Faculty Response level to the Dean Review level. They will then be able to submit it to the Chief Academic Officer.

Once the Optional Faculty Response stage is complete, use the "Submit" button to route the review to the Chief Academic Officer.

## Chief Academic Officer Review

The Chief Academic Officer should review the contents of the Post-Tenure Productivity Review Packet and assess the faculty member's productivity during the review period.

They should accept or modify the dean's recommended rating and use the "submit" button to route the completed review to the Chancellor.

## Chancellor Review

The Chancellor should review the Post-Tenure Productivity Review Packet and accept or modify the Chief Academic Officer's recommended rating. When complete, use the "submit" button to route the review to the President.

## President

At the President's stage of the Post Tenure Review workflow, the President will be able to review the contents of the Post-Tenure Productivity Review Packet. An optional text box is available if commentary is needed.



## Download the Exercise Report

As a Reviewer, you will also have access to download an export of an individual's review. Press the Download button and then select a format. Click Download to run the report. It will include basic exports of all of the review components, including links to attachments, recommended ratings, and comments.

