

From: [Office of the MSU Provost](#)
To: msu-faculty-tenure@sympa.montana.edu
Subject: Tenured/Tenure-Track Annual Review Announcement
Date: Sunday, December 15, 2019 4:07:15 PM
Attachments: [image004.png](#)



Office of the Provost

Dear Tenured/Tenure-Track Faculty Member,

Thank you for your contributions to another successful year of academic and scholarly activity at Montana State University. As we wind down the Fall Term and prepare for Spring Term 2020, it is time to start the annual review cycle, which covers **calendar year 2019**.

As defined in the [Faculty Handbook](#), annual reviews are conducted by department heads/directors or by the department's annual review committee. Schedule and key milestones for the review process include:

- Dec 16, 2019 – Workflow opens for the annual review process.
- Jan 24, 2020 – Faculty submissions due to Dept Head/Dir.
- March 2, 2020 – Dept Head/Dir Reviews completed and returned to faculty for acknowledgement.
- 10 Days – Faculty acknowledgement completed.
- March 23, 2020 – Dept Heads/Dirs submit reviews to Deans.
- April 20, 2020 – Deans completed reviews due to Provost.

Montana State University uses [Activity Insight](#) (AI) to support our faculty annual review process, collect information on your achievements, and to minimize redundant requests for your information. Data you and your colleagues provide through AI allow us to track progress on the strategic plan, nominate faculty for institutional and external awards and respond to Montana University System and state government requests.

This year, we will use the Workflow module within AI to route annual review documents from tenured and tenure-track faculty members to department heads/directors, then to dean's offices for their review, prior to routing to their ultimate destination in the provost's office. The workflow process that was used last year has been revised (and improved) by our Office of Planning and Analysis based on feedback we received from faculty, dept head/directors and deans. I appreciate the efforts that OPA has devoted to providing a smooth workflow and long-term repository of documents.

You will receive an e-mail from Digital Measures (with our MSU "branding") on, or shortly

after December 16th, informing you that the 2019 Annual Review Workflow process is open for you to submit your documents. As always, AI is available “24/7” to allow you to update your profile throughout the year.

An [information/instruction sheet](#) is available to support you in updating your information and submitting to the Annual Review Workflow process. A link to this document is also available in the Digital Measures Workflow process. If you have questions about Activity Insight or Workflow after consulting that link, please send an e-mail to digitalmeasures@montana.edu. If you have questions about process, timelines or content, please consult your department head.

I wish you and your loved ones a relaxing, enjoyable holiday season.

Best regards,

A handwritten signature in blue ink that reads "Bob".

Executive Vice President for Academic Affairs and Provost

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