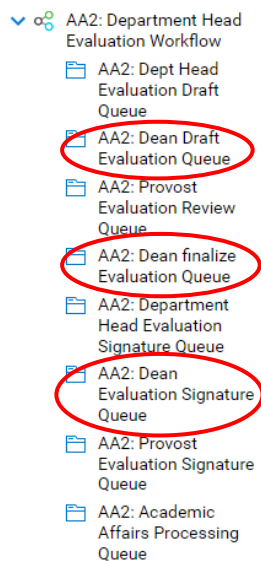# Dean Workflow Queues

This guide offers an overview of the workflow queues available to Deans in the Department Head Evaluation process in OnBase.

Overview & Purpose of Dean Workflow Queues

The Department Head Evaluation workflow, titled *AA2: Department Head Evaluation Workflow*, is made up of a series of workflow queues. Queues are sequentially placed to mimic the flow of review and approval of a department head evaluation.

Within the workflow, there are three workflow queues available to Deans:

1. AA2: Dean Draft Evaluation Queue
2. AA2: Dean finalize Evaluation Queue
3. AA2: Dean Evaluation Signature Queue

Each queue has a specific purpose based on the timeline in the process:

AA2: Dean Draft Evaluation Queue

The *Dean Draft Evaluation Queue* is at the beginning of the process flow and provides Deans access to review and assess evaluations submitted by Department Heads. Deans receive an email notification when an evaluation enters this queue, including a link directly to the evaluation in workflow. In addition to entering Dean information, Deans are expected to provide assessment ratings and comments on each of the four evaluation sections (teaching, scholarship, service, and leadership), as well as an overall assessment rating and comments.

Two user actions are available in this queue for routing the evaluation:

A. Route to Department Head Draft
- This user action allows a Dean to route the evaluation back to the Department Head for various reasons, including missing information, needed clarification, etc. Once this user action is selected, the Dean is prompted with a textbox to provide the reasoning for the returned evaluation.
B. Route Eval to Provost
- Once a Dean has completed their evaluation, he or she will use this user action to route the evaluation on to the Provost for review.

AA2: Dean finalize Evaluation Queue

The *Dean finalize Evaluation Queue* is in the middle of the process flow and provides Deans access to re-review and adjust evaluation content following review and feedback from the Provost. Deans receive an email notification when an evaluation enters this queue, including a link directly to the evaluation in workflow. Within this queue, Deans have access to modify all information on the evaluation (including Department Head information).

Two user actions are available in this queue (one for initiating an email notification and one for routing the evaluation):
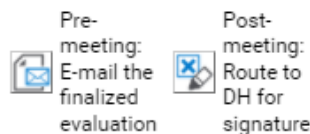
A. Pre-meeting: Email the finalized evaluation
- After making any necessary adjustments to the evaluation and prior to meeting with the Department Head to review, a Dean should use this user action to provide the Department Head with a read-only copy of the evaluation. By clicking this user action, an email notification is sent to the Department Head with a link to a read-only copy of the evaluation. The evaluation will remain in the Dean finalize Evaluation Queue.
B. Post-meeting: Route to DH for signature
- During or following the meeting between the Department Head and Dean, the Dean has access to complete needed changes on the document. Once finalized, this user action will route the evaluation to the Department Head prompting them for their signature.

AA2: Dean Evaluation Signature Queue

The *Dean Evaluation Signature Queue* is at the end of the process flow and provides Deans access to sign evaluations following Department Head signature. Deans receive an email notification when an evaluation enters this queue, including a link directly to the evaluation in workflow. In this workflow queue, all evaluation data is read-only and Deans are expected to sign and route the evaluation.

There is one user action available in this queue for routing the evaluation:

Sign and route to Provost

A. Sign and route to Provost
- After checking the box next to "Dean" and clicking the Save button at the bottom of the form, select this user action to forward the form on to the Provost for their signature.