ILYTERATI

Lyterati Annual Report Guide: Administrators

George Washington University

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1. Sign into Lyterati

Access Lyterati through this link: <u>https://gwu.lyteraticloud.com/login</u>

- If your affiliation with the University began before June 1, 2022, sign in with your NetID (the part to the left of the @ in your email address) and email password.
- If your affiliation with the University began on or after June 1, 2022, sign in with your GWID and password.

The following reasons could prevent you from signing in:

- Lyterati could not authenticate you because your NetID and/or password are incorrect.
- You do not have a role in Lyterati and should contact your College's Lyterati point of contact.
- Your demographic information in Lyterati is incomplete and should contact your College's point of contact.

2. Review Faculty Annual Reports (ARs)

a. Understand the Faculty Process

Before you begin commenting on your faculty member's AR, please understand how faculty have entered their contributions.

- Faculty were asked to follow departmental guidelines on the annual review period with which to associate a contribution.
- If you see errors in the way contributions are recorded, please work with your faculty to rectify the errors.

This guidance was provided to your faculty for associating contributions to a time period. Consider a publication that was submitted in August 2011, accepted in March 2012, and published in April2013.

Option 1: If your department's policy is to count a contribution when it is "accepted."

Event	Action	Contribution Year/Month	Additional Details
Submitted Aug 2011	Add to "Work in Progress"	2011/August	Enter "Submitted" in Additional Details along with other information you may want to record
Accepted Mar 2012	Move to Work in Progress to "Articles"	2012/March	Enter "Accepted" in Additional Details

Published Apr 2013	Update existing article	Do not change contribution	Update Additional Details with Publication Date (March 2012 in this
•		year/month	case) plus vol, no, page information as applicable

Option 2: If your department's policy is to count a contribution when it is "published."

Event	Action	Contribution Year/ Month	Additional Details
Submitted Aug 2011	Add to "Work in Progress"	2011/August	Enter "Submitted" in Additional Details along with other information you may want to record
Accepted Mar 2012	Update existing "Work in Progress"	Do not change	Enter "Accepted" in Additional Details
Published Apr 2013	Move Work in Progress to Articles	2013/April	Enter publication date (March 2012 in this case) plus vol, no, page information as applicable

b. Access Your Faculty's Annual Report (AR)

There are two ways to access faculty ARs: through built-in Reports and through the Administration Menu. To access via the Reports module, follow the instructions in this section. To access via the Administration Menu, skip to Section 2c.

1. To access through the Reports Module, click the *Reports* menu item in the lefthand navigation pane.



2. Click the *Reports* sub-menu item that appears underneath the main menu item.



3. Click Annual Review Status Report from the list of reports under Administrative Reports.

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Jane Doe		Reports							
🕿 UPDATE/VIEW ACADE	Click AR	Administrative Reports			Resear	ch Repo	rts		
🖹 FORMAT SUMMARY T	Status	Annual Report Status	1	GW Research Detai	ls				1
ANNUAL REPORT	>	AR Responses AR Summary Report	1	School of Medicine	GME Web	ads Rese	earch Re	eport	1
▲ ADMINISTRATION	>	COI Responses (2012-2013)	1						
I REPORTS	>	COI Responses (2014-2015)							
CONFIGURATION	>								
		Service Reports			Teachi	ng Repo	rts		
		Faculty Service/Outreach Details Report	1	Research Supervisi	on Report				1
		School of Medicine GME Webads Service Report	1						
		Facuity Service/Utitreach Details Report School of Medicine GME Webads Service Report		Research Supervisi	on Report				

- 4. On the next page, use the lefthand pane to select the data filters:
 - Select your *College* and *Department*.
 - Select the correct Annual Review Period.
 - Click on the *Review Status* you wish to review using the table below:

Your Role	What You Want to Do	Status Selection
Department land	See reports submitted by faculty	Faculty Review Completed
Department Head	See all reports for faculty in your department	Do not select Review Status
Deans	See only reports where the Department Head has submitted comments	Department Head Review Completed
	See all reports for faculty in your college	Do not select Review Status

5. Click Run Report.

Note: SMHS has an extra level of supervision known as the Division Chief. Division Chiefs can see reports that have been submitted by faculty by selecting the status *Faculty Review Completed*. Department Heads in SMHS can select "Division Head Review Completed" to see reports ready for their review.

JILYTERA	ТΙ	19-18 K		Annual Repo	ort Status
Select College*	Select all Unselect all	^ * ~	Minimi	ze or expand	
CBGC Coll of Professional Stud Columbian Coll of Arts &	ies Sci	ê.	filt	er pane	
Select Department	Select all Unselect all				
No Department Accountancy Africana Studies		•	elect filters ur	nder required and	d optional categories
Select Faculty	Select all Unselect all		Select all fi	Iters: Click Select	t All/Unselect All
Abad Nikhil Ackerman Lucia Allen Steve		٠ ا	Select mult	tiple filters next t	o each other: Click + Shift key
Select Review Period*			Select mult	tiple filters not ne	ext to each other: Click + CTRL key
Select Review Period		~			
Select Review Status	Select all Unselect all				
Faculty Review Initiated Faculty Review Complete Department Head Review	d Completed	₽ ▼			
Select Role	Select all Unselect all				
Faculty Dep Head Dean		Ĵ	lick to run report		
Run Rep	port				

6. Lyterati will display a list of faculty matching your selection criteria, the number of records returned, a visualization of records by department, and links to individual ARs. Scroll down to view all records returned or click the top right icons to download in .xlsx or .csv file format.

*		records returned from these filters	Filters	5	Annual Repor	t Status	- Lui	Visualize with horizontal, or bar grap	pie chart, vertical bhs		lick to download all records as an .xlsx or .csv file
R Fi C C C C C C C C C C S S S B A R	ecord Count: 22 Iters: BGC, Coll of Professional olumbian School of Arts : I rhtl Affairs, General Univ wa School, Mitken Inst Sc f Business, School of Bus chool of Med & Health Sc rhoot of Med & Health Sc rhoot of Med & Health Sc rhoot And Antesthesiology an tr Therapy, Art-Fine Arts a ead More	Studies, Columbian Coll o & Sci, Corcoran College of ersity (SWU), Grad Sch of ho f Public HN. No Colleg iness & Public Mg, School School of Nursing, School S Studies, American Studi d Critical Care Medicine, A and Art History	applie f Arts & Sci, Art+Design, Elliott Sch Ed and Human Devel, e Designated, School of Engin & App Sc, i of Pub Hith & Hith huthropology, Arabic,	d % reco depart Hover to the # and of records a specifi departm	rds by treent d % s for fic ent	9.1% 9.1 9.1		 American Stu College Profe Educational L El't Sch Intern Electrical & C Environmenta Finance LAW 1/3 	dies ssional St eadership ational Af omputer E al and Occ Click to vio rest of lege	ew	Zoom in on chart
	College Name	Department Name	Last Name	First Name	Review Status	Review Period	Email Id		Role	Attachment	Redirect to Current AR
1	Grad Sch of Ed and Human Devel	Spec Educ & Disability Studies	Abad	Nikhil	Department Head Review Completed	2023	nabad@gv	vu.edu	Dean	Yes	Go to Faculty's Current AR Page
	-									Sorre	croll to view all cords returned

7. Click Go to Faculty's Current AR Page to access their AR.

ord Count: 22			1		6	≡ dd			
ers: JC, Coll of Professiona umbian School of Arts umbian School of Arts that Affairs, General Univ & School, Milken Inst Sc Business, School of Bus col of Med & Health Sc w, Accountancy, African logy, Anesthesiology an Therapy, Art-Fine Arts i d More	I Studies, Columbian Coll & Sci, Corcoran College o versity (GWU), Grad Sch o th of Public Hith, No Colle inses & Public Mg, Schoo , School of Nursing, Scho a Studies, Armerican Stud d Critical Care Medicine, and Art History	of Arts & Sci, f Art+Design, Elliott Sci f Ed and Human Devel, ge Designated, School of Granja & App Sc, ol of Pub Hith & Hith Hies, Anatomy & Cell Anthropology, Arabic,	hi	Nursing 1 (4.5%)	0.1%	● Ameria ● Colleg ■ Educa ● Eft Scl ■ Enviro ● Financ ● LAW ▲ 1/3	can Studies e Professional St tional Leadership n International Af cal & Computer E nmental and Occ e		
College Name	Department Name	Last Name	First Name	Review Status	Review Period	Email Id	Role	Attachment	Redirect to Current AR

c. Find Your Faculty's AR – Administration Menu Item

The second way to find your faculty's AR is through the *Administration* menu item:

1. Under Administration in the navigation pane, click Manage My Unit's ARs.

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Jane Doe	Manage My Uni	Aanage My Unit's ARs Change V									
🛱 UPDATE/VIEW ACADEMIC HIST 🕨	Faculty search limited to 2	0 rows. Use Directory ID or full	name						×		
🖹 FORMAT SUMMARY TEMPLATE 💙	Faculty \$	College ≑	Department \$	Annual Rep	Annual Report Status \$						
		Columbian Coll of Arts & Sci	Biochemistry	2023	2023		2023 Department Head Review Completed			d Review	1
		Columbian Coll of Arts & Sci	Biochemistry	2023		Faculty	Review C	Completed	1		
ADMINISTRATION V											
 Manage My Unit's ARs Release AR 			Prior Year Ars								
₩Manage Users +		Columbian Coll of Arts & Sci	Biochemistry	2015-2016		Faculty	Review In	itiated			
API		Columbian Coll of Arts & Sci	Biochemistry	2016-2017		Faculty	Review In	itiated			
I REPORTS		Columbian Coll of Arts & Sci	Biochemistry	2017-2018		Faculty	Review In	itiated			
		Columbian Coll of Arts & Sci	Biochemistry	2018-2019		Faculty	Review In	itiated			
CONFIGURATION	v	Columbian Coll of Arts & Sci	Dischargister	2019-2020		Faculty	Review In	itiated	E9		

2. Current ARs will appear at the top while prior year ARs will appear at the bottom. To open a faculty's AR, click the pencil icon beside it.

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Jane Doe	Manage My l	Unit's ARs						III Cha	ange View
UPDATE/VIEW ACADEMIC HIST >	Faculty search limited	i to 20 rows. Use Directory ID or full	name						×
FORMAT SUMMARY TEMPLATE	Faculty \$	College ¢	Department 🗢	Annual Rep	ort Period \$	Annua	Report	Status \$	
ANNUAL REPORT		Columbian Coll of Arts & Sci	Biochemistry	2023	2023		Department Head Review Completed		
ADMINISTRATION	··· ···	Columbian Coll of Arts & Sci	Biochemistry	2023		Faculty	Review C	Completed	
I REPORTS									
CONFIGURATION			Prior Year A	rs					
	·	Columbian Coll of Arts & Sci	Biochemistry	2015-2016		Faculty F	Review Ini	itlated	
		Columbian Coll of Arts & Sci	Biochemistry	2016-2017		Faculty F	Review Ini	itiated	
		Columbian Coll of Arts & Sci	Biochemistry	2017-2018		Faculty F	Review Ini	itiated	
		Columbian Coll of Arts & Sci	Biochemistry	2018-2019		Faculty F	Review Ini	itiated	
	v	Columbian Coll of Arts & Sci	Dischardister.	2019-2020		Faculty F	Review Ini	itiated	D

d. Review the AR

On the next page, the faculty AR will show the Annual Report Period, Annual Report Status (the status of the review), the First Reviewer, and Documents the faculty has attached.

1. To preview the AR in PDF format, click *Preview AR*. To open and review any documents that the faculty attached to the AR, click the files under *Documents*.

ılYTERATI ←	GW	Search	٩	ŧ	¢	٠	
Jane Doe	Current Annual Report						
♥ UPDATE/VIEW ACADEMIC HIST >	Note to AR reviewers The user interface for reviewers has changed. Instead of a split screen with th laft side. I uterati now shows multiple table. Click on the "Faculty Report" tab to	ne faculty AR on t	he right side	and the	review Click or	er ques	stions on the
FORMAT SUMMARY TEMPLATE	respond as a reviewer. Click on the "Preview AR" button to download faculty a	and reviewer cont	ent into a si	ngle PD	F docur	nent.	10 10
ANNUAL REPORT							
ADMINISTRATION →	ANNUAL REPORT PERIOD						-
"II REPORTS >	2023	~		+	Go Bac	k	
CONFIGURATION	ANNUAL REPORT STATUS			P P	review #	AR	
	Faculty Review Completed	~					_
	FIRST REVIEWER						
	Doe, Jane						
	DOCUMENTS Faculty_CV_2023.docx						

2. To preview faculty responses directly in Lyterati, scroll down and click the *Annual Report* tab. Click each block to expand the corresponding group of responses.

Dep	artment Head Report Annual Report
A	nnual Report
	Background Information
	▶ Research
	* Teaching
	* Service
	▶ Other
	Goals - This section is for the faculty of the School of Medicine and Health Sciences (SMHS), the School of Nursing (SoN) and the School of Public Health and Health Services (SPHHS).
	Leadership - For Faculty in Administrative Positions

3. Next to the *Annual Report* tab, there is a tab for your review level in addition to tabs for every level that came before you per the faculty's review chain. After you submit your comments, you will not be able to view responses from subsequent review levels.

In the example below, the Department Head reviews by clicking the expandable block. To add your comments, enter them in the answer box beneath each question. Lyterati automatically saves content every 30 characters so you can exit at any time. To return to the AR after exiting, click Administration > Manage My Unit's ARs in the navigation pane.

Department Head Report	Annual Report
Department Head Rep	port
Department Head/U	nit Head
A Evolution of feaulty	we want and a war and in which the words of the dependences.
A. Evaluation of faculty	member's report in relation to goals of the department
A. Evaluation of faculty	member's report in relation to goals of the department
A. Evaluation of faculty	r member's report in relation to goals of the department
A. Evaluation of faculty	rmember's report in relation to goals of the department

e. Review Your Answers

Click *Preview AR* to review your answers in PDF format. You can also save a copy for your records.

GW	Search	Q	A	¢	•
Current Annual Report					
Note to AR reviewers The user interface for reviewers has changed. Instead of a split screen with th	he faculty AR on th	ne right side	e and the	review	er questions on the
respond as a reviewer. Click on the "Preview AR" button to download faculty	and reviewer cont	ent into a s	ingle PD	F docur	n your tab to ment.
ANNUAL REPORT PERIOD					
2023	~		+	Go Bac	k
ANNUAL REPORT STATUS			P P	review	AR
Faculty Review Completed	~				
FIRST REVIEWER					
Doe, Jane					
DOCUMENTS Faculty_CV_2023.docx					
	Current Annual Report Note to AR reviewers The user interface for reviewers has changed. Instead of a split screen with the side, Lyterati now shows multiple tabs. Click on the "Faculty Report" tab to respond as a reviewer. Click on the "Preview AR" button to download faculty ANNUAL REPORT PERIOD 2023 ANNUAL REPORT STATUS Faculty Review Completed FIRST REVIEWER Doe, Jane DOCUMENTS Faculty_CV_2023.docx	A Note to AR reviewers The user interface for reviewers has changed. Instead of a split screen with the faculty AR on the left side, Lyterati now shows multiple tabs. Click on the "Faculty Report" tab to see what the fac respond as a reviewer. Click on the "Preview AR" button to download faculty and reviewer cont ANNUAL REPORT PERIOD 2023 ANNUAL REPORT STATUS Faculty Review Completed FIRST REVIEWER Doe, Jane DOCUMENTS Faculty_CV_2023.docx	Search. Search. Search.	Search.	Current Annual Report Note to AR reviewers The user interface for reviewers has changed. Instead of a split screen with the faculty AR on the right side and the review If the ide, Lyteratin now shows multiple tabs. Click on the "Faculty Report" tab to see what the faculty has submitted. Click or respond as a reviewer. Click on the "Preview AR" button to download faculty and reviewer content into a single PDF docur ANNUAL REPORT PERIOD 2023 ANNUAL REPORT STATUS Faculty Review Completed Doe, Jane DOCUMENTS Faculty_CV_2023.docx

f. Designee Capabilities

If you are a designee, you will not be able to submit the AR. Only the person on whose behalf you are acting will be able to submit. Designees should exit after they have added their comments.

g. Submit Your Comments

When you are satisfied with your responses, click *Submit* at the top of the page to send the AR to your supervisor. When you submit, you will be asked to verify that you are authorized to submit the AR. This serves as an electronic signature.

The Review Status will change to *Department Head Review Completed* or *Dean Review Completed* depending on your responsibility. Please note the SMHS has a level of review before Department Head called Division Chief.

If you or a faculty member who reports to you prematurely submits an AR to your supervisor, your supervisor can recall the AR by editing the Annual Review Status to an earlier status (see Section 4h).

h. Recall AR Before Review has Begun

Faculty may recall their AR if they submitted it prematurely. This capability is via the "Recall" button below "Preview AR." Recall will work until the review begins commenting on the AR.

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Jane Doe	Current Annual Report						
★ UPDATE/VIEW ACADEMIC HIST >	A Note to AR reviewers The user interface for reviewers has changed. Instead of a split screen with th left side, Lyterati now shows multiple tabs. Click on the "Faculty Report" tab to	e faculty AR on the see what the fac	e right side ulty has sub	and the mitted. (reviewe Click on	r questions on the your tab to	
FORMAT SUMMARY TEMPLATE	respond as a reviewer. Click on the "Preview AR" button to download faculty a	and reviewer conte	ent into a sir	igle PDF	docum	ent.	
ANNUAL REPORT							
▲ ADMINISTRATION >	ANNUAL REPORT PERIOD			+	Go Bac	k	
I REPORTS >	2023	`		Ca P	review	AR	
CONFIGURATION	ANNUAL REPORT STATUS						
	Faculty Review Completed	``	, _		Recall		
	FIRST REVIEWER						
	Doe, Jane						
	DOCUMENTS					_	_

i. CLAD Release AR after Review has Begun

A faculty member can request the CLAD to "release" the AR back to the faculty.

1. Click *Release AR* under *Administration* on the left navigation pane.

ılyterati 🔶	GW Search	A & B
Jane Doe	Welcome Jane Doe	
UPDATE/VIEW ACADEMIC HISTORY FORMAT SUMMARY TEMPLATE	Welcome to Your Dashboard Edit Homepage	Recent Publications
ANNUAL REPORT	Messages Lyterati Support Lyterati Resources Technical Help	25 May 18 Test
ADMINISTRATION Manage My Unit's ARs Release AR Manage Users +	Welcome to Lyterat! ***IMPORTANT UPCOMING ANNUAL REPORTING DUE DATE*** • Wednesday, December 13, 2023: The system will open to all full-time faculty for them to complete faculty annual reports.	21 May 18 CCAS Grants
al REPORTS >	 Monday, February 12, 2024: Deadline for faculty submission of annual reports. Monday, March 18, 2024: Deadline for department chair and/or program director's comments. Monday, April 15, 2024: Deadline for Dean's comments. 	
"Lyteral", the Lyterali logo, product names and all page headers, footers and		

2. Start typing the name of the faculty into the search bar and select the appropriate option.

ILYTERATI +	- Î	GW			Se	arch	٩	A	٥	•	
Jane Doe		Release AR	2								
PUPDATE/VIEW ACADEMIC HIST	>	Faculty search lim	ited to 20 rows. Use Dir	ectory ID or full name							×
_		Faculty	College	Department	Annual Report Period		Annual F	Report Sta	itus		
FORMAT SUMMARY TEMPLATE	2	Doe Jane	Law School	LAW	2023		Faculty R	eview Cor	npleted		ø
II ANNUAL REPORT	>										
▲ ADMINISTRATION	>										
I REPORTS	>										
CONFIGURATION	>										
	-										

3. Click the pencil icon to edit the record.

،LYTERATI ،	- Î	GW				Search	Q	ŧ	٥	۲		
Jane Doe		Release AR	1									
DIPDATE/VIEW ACADEMIC HIST	>	Faculty search lim	ited to 20 rows. Use Dir	ectory ID or full name							×	
		Faculty	College	Department	Annual Report Perio	bd	Annual F	eport Sta	itus			
FORMAI SUMMARY IEMPLAIE	'	Doe Jane	Law School	LAW	2023	2023		Faculty Review Completed				
II ANNUAL REPORT	>											
■ ADMINISTRATION	>											
I REPORTS	>											
CONFIGURATION	> "											
	Ţ											

4. Change the dropdown selection of *New* Status to the desired AR Status.

RELEASE AR	×
FACULTY	
Doe, Jane - jdoe	~
ANNUAL REPORT PERIOD	
2023	~
NEW STATUS	
Faculty Review Completed	~
COMMENTS	
	1.
Once you release the AR the current editor of the AR will no longer be able to edit it. Are you so want to release this AR?	ure you
Release Cancel	

5. Click Release.

EACULTY		
FACULIT		
Doe, Jane - jdo	e	
ANNUAL REPORT	PERIOD	
2023		
NEW STATUS		
Faculty Review Cor	npleted	
COMMENTS		

j. Dept Chair or Dean Send AR Back to Faculty for Further Edits

The reviewer can send an AR back to the faculty by changing the status of the AR and submitting.

- 1. Find the AR that needs to be released by following the steps in Section 4c.
- 2. Click the pencil icon to edit the AR.

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Jane Doe		Manage My	/anage My Unit's ARs									
♥ UPDATE/VIEW ACADEMIC HIST	>	Faculty search limit	ed to 20 rows. Use Directory ID or full	name						×		
FORMAT SUMMARY TEMPLATE		Faculty \$	College 🗢	Department 🗢	Annual Rep	Annual Report Period 🗢			♦ Annual Report Status ♦			
ANNUAL REPORT			Columbian Coll of Arts & Sci	Biochemistry	2023	2023			Department Head Review Completed			
ADMINISTRATION	>		Columbian Coll of Arts & Sci	Biochemistry	2023		Faculty Review Complet		Completed			
REPORTS	>											
CONFIGURATION	>			Prior Year A	lrs							
	ľ		Columbian Coll of Arts & Sci	Biochemistry	2015-2016		Faculty	Review In	itiated			
			Columbian Coll of Arts & Sci	Biochemistry	2016-2017		Faculty	Review In	itiated			
			Columbian Coll of Arts & Sci	Biochemistry	2017-2018		Faculty	Review In	itiated			
			Columbian Coll of Arts & Sci	Biochemistry	2018-2019		Faculty	Review In	itiated			
	~	_	Columbian Coll of Arts & Sci	Dischartin	2019-2020		Faculty	Review In	itiated	C3		

3. Click the AR Status dropdown.

ılyterati 🗕 🖡	GW	Search	٩	ŧ	٥	٠		
Jane Doe	Current Annual Report							
🛎 UPDATE/VIEW ACADEMIC HIST 🗦	Note to AR reviewers The user interface for reviewers has changed. Instead of a split screen with th	e faculty AR on th	e right side a	and the	reviewe	r questi	ons on the	
FORMAT SUMMARY TEMPLATE	left side, Lyterati now shows multiple tabs. Click on the "Faculty Report" tab to respond as a reviewer. Click on the "Preview AR" button to download faculty a	see what the fac and reviewer conte	ulty has subr ant into a sin	gle PDF	docum	your tat ent.	o to	
ANNUAL REPORT								
ADMINISTRATION	ANNUAL REPORT PERIOD				Attach File		1	
I REPORTS	2023	~			Go Back		5	
CONFIGURATION	ANNUAL REPORT STATUS			Ø	Preview AR			
	Faculty Review Initiated	~		8	Submit			
	Faculty Review Completed Department Head Review Completed Dean Review Completed Faculty Acceptance Completed							
	DOCUMENTS		1	_	_	_	-	

- 4. Set the AR Status to an earlier status:
 - If you are a Department Head releasing a report to a faculty member, set the status to *Faculty Review Initiated*.

- If you are a Dean releasing a report to a Department Head, set the status to *Faculty Review Completed.*
- 5. Click Submit.

k. Meet with Faculty – for Department Heads

If you are a Department Head and the Dean's review is complete, meet the faculty to review the comments and ask them to complete the Faculty Acceptance step.

If you are a Department Head, you can share your comments with the faculty by downloading a PDF of the AR using the *Preview AR* button.