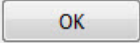
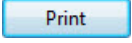
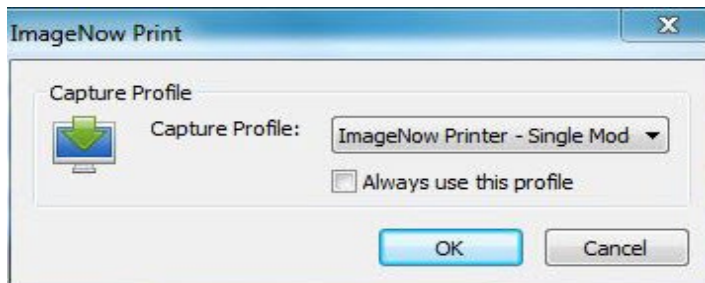
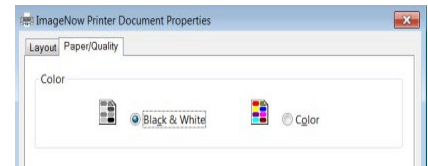
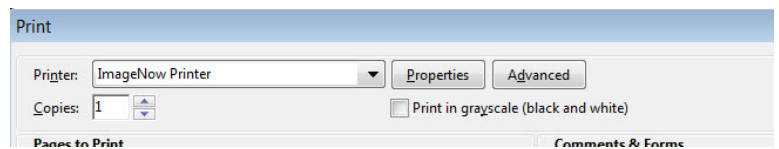
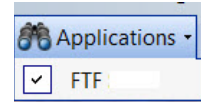


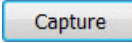
Faculty Coordinator Process

Faculty Transaction Form Process

Printing the FTF into the system

1. Log into Perceptive Content using CORE ID and password.
2. Verify that your *Applications* settings are set to FTF (*School Name*)
3. Open an FTF document in Adobe PDF format.
4. In Adobe, select the drop down for **File** and select **Print**.
5. For "Printer", select *ImageNow Printer*, then press the **Properties** button. Select **Paper/Quality** and press the **Black & White** radio button. *Note: user must select Black and White due to image distortion created in upload.*
6. To exit, press the  button.
7. Press the  button
8. Once you print, a Capture Profile box may appear. Press **OK**.



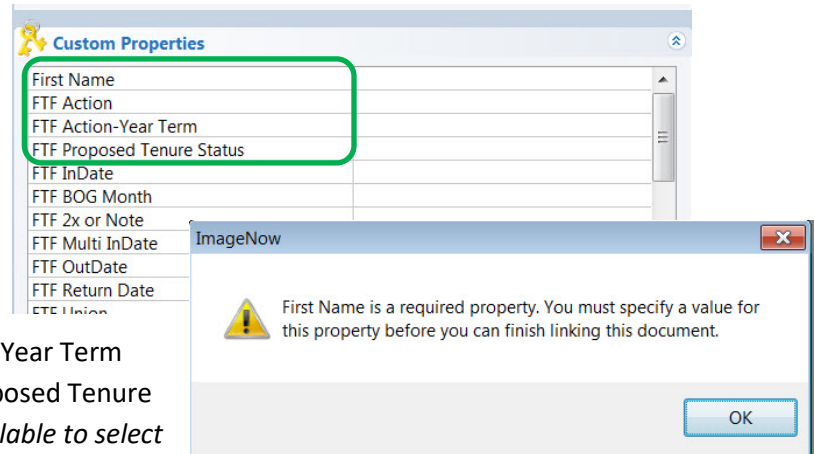
9. Perceptive Content *Proposed Keys* block will open.
 - a. The user must fill in the ID#; Last Name and select the appropriate *Department (SN use Division Name)* from the drop down.
 - b. The *Document Type* should always be set to **Faculty Transaction Form**.
10. Press the  button.

11. The Perceptive Content viewer will open.

- a. Review the *Custom Properties* fields in the right bottom corner of the screen: ID#, Last Name, Department (SN Division) and document type.

Note: If you do not see the properties fields on the right select the F7 key

- b. Fill in the first 4 *Custom Properties* fields: First Name, FTF Action, FTF Action-Year Term (use "N/A" if not applicable) and FTF Proposed Tenure Status. *Please use drop-down where available to select options. If option is not in view, press the "More" link at the bottom of the list to view all options.*



NOTE: If these fields are missing, the FTF will not save, and an error message will appear.

- c. Select icon.
- d. The user can now close the FTF in Adobe.

Adding the FTF to the Workflow

1. On the Perceptive Content toolbar, select the drop down for *Documents* and select **Faculty Affairs – FTF Importer View**.

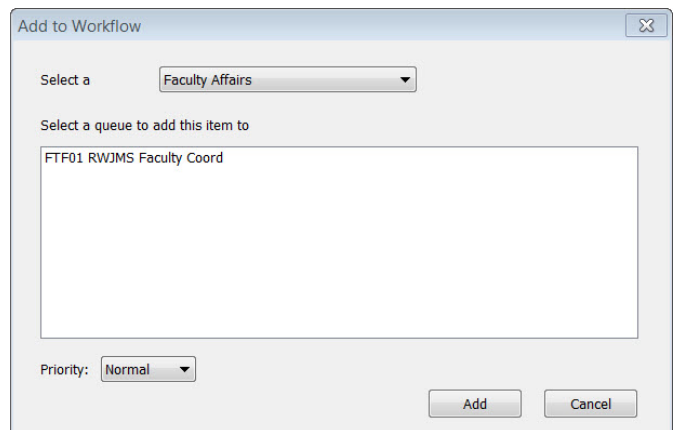
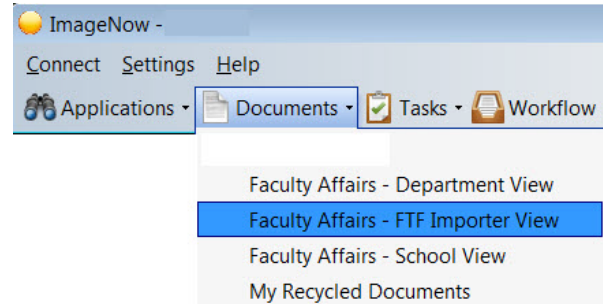
NOTE: This view will have the items the user has printed into the Perceptive Content system. The user will not see items that another user has printed in this view. Select **Faculty Affairs-School View** to see all items imported.

2. Right click on the item that was just saved to the system.

3. Select Add to Workflow...

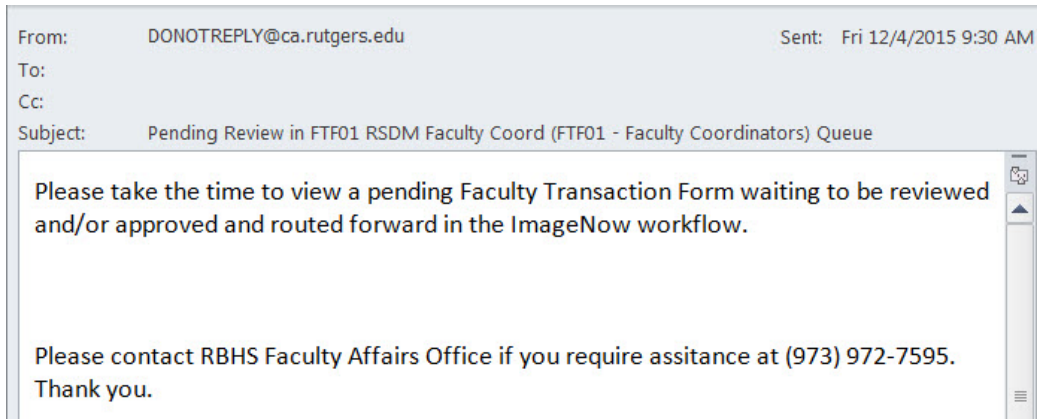
4. Select *FTF01- SCHOOL Faculty Coordinators*

5. Press button.

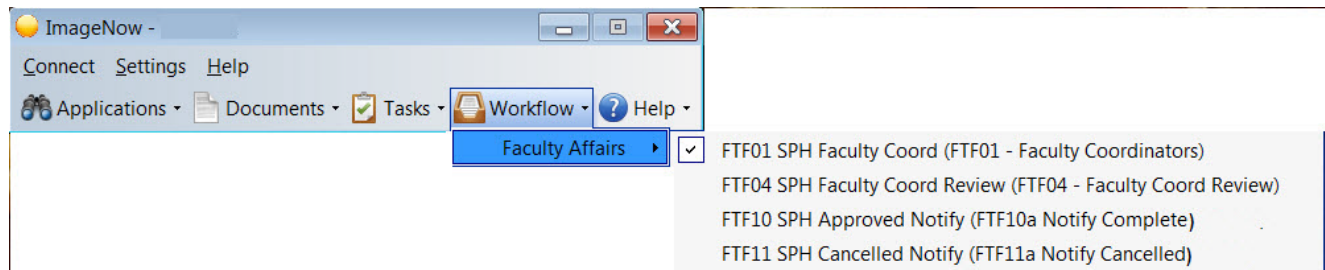


Faculty Coordinator Workflow (FTF01-{School} Faculty Coord)

An email will be sent all users that are in the School Faculty Coordinators group when a FTF is moved to the queue.



1. Log into Perceptive Content using user CORE ID and password.
2. On the Perceptive Content toolbar, select the drop down for **Workflow**, select Faculty Affairs, then *FTF01 {School} Faculty Coord (FTF01 – {School} Faculty Coord)*.



3. Double click on the item that you want to open that is listed in the workflow.
4. Review the information [**Note: USER CANNOT CHANGE THE SCHOOL NAME**].
5. On the menu toolbar select **Workflow**.
6. Select Route Forward...
7. Select FTF02 *Route to School Budget* under **Automatic**.
8. Press Route button.

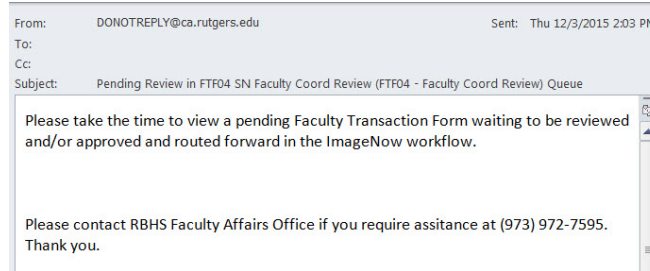
NOTE: If another FTF is waiting in this queue, it will automatically open.

Faculty Coordinator Review Workflow (FTF04-{School} Faculty Coord Review)

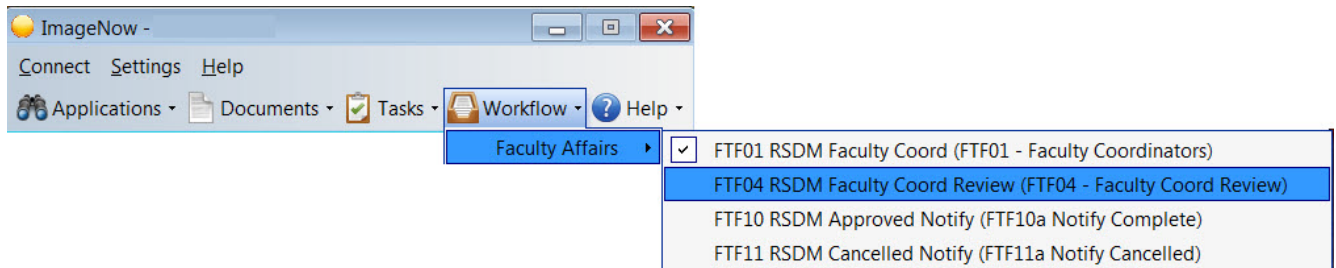
Faculty Coordinator Review Workflow - FTF04

After the FTF has gone through Budget and Dean Approvals the form will be routed to the Faculty Coordinator Review queue to review and add any documentation that is missing. Directions on how to add and / or delete supporting documentation before routing to the Faculty Affairs Office starts on page 13.

An email will be sent to everyone that is in the School Faculty Coordinators group when a FTF is in the queue.



1. Log into Perceptive Content
2. On the Perceptive Content toolbar, select the drop down for Workflow and select *FTF04 – School Faculty Coord Review*

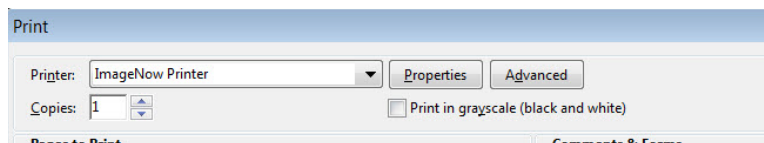
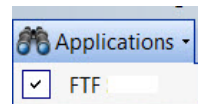


3. Double click on the item that is listed in the workflow.
4. Review the information [**Note: DO NOT CHANGE THE SCHOOL'S NAME AT ALL**]
5. Confirm all approvals were received. Per pages above, add and/or delete [documents required](#) for RBHS Faculty Affairs. Please make sure documents are in order per the Appendix below.

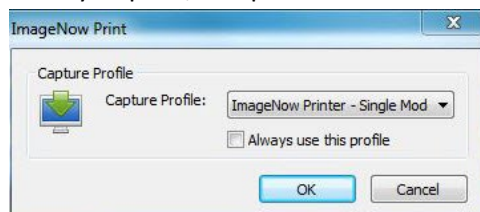
Adding Supporting Documentation

This process is for the user that may need to add materials to the initial FTF documentation.

1. Scan the supporting documentation into Adobe PDF format.
2. Log into Perceptive Content.
3. Verify that the *Applications* is set to FTF (*School Name*)
4. Go back to the Adobe file and select **File**, then **Print**.
5. For “Printer”, select *ImageNow Printer*, then press the **Properties** button. Select **Paper/Quality** and press the **Black & White** radio button.



6. Press **Print** button.
7. Once you print, a Capture Profile box may appear. Press **OK**.



8. Perceptive Content *Proposed Keys* block will open.
 - a. Fill in the exact information that was on the original FTF - ID#; Last Name and select the appropriate *Department* from the drop down.
 - b. Select the drop down for *Document Type* select **Faculty Trans. Form Supporting Doc.**

9. Press **Capture** button.
10. The Perceptive Content viewer will open.
11. Select icon (close the supporting document pdf).
12. Select the drop down for *Documents* and select **Faculty Affairs – FTF**

Importer View

Note: Importer View only shows the items that you have printed into Perceptive Content. If you need to find a FTF that another Faculty Coordinator printed, use the **Faculty Affairs - School View**. To look up the documents for a person by last name please follow the directions in the Appendix.

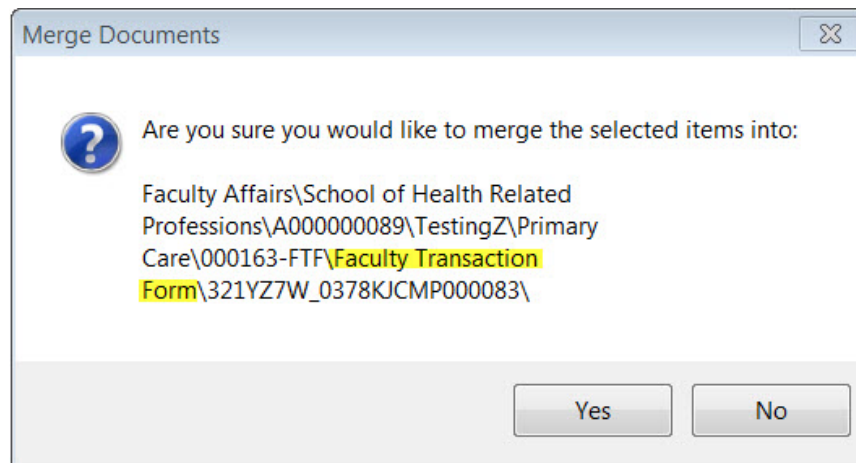
1. This view will have the items you have printed to the system.

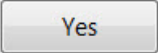
Merge Faculty Transaction Form with Faculty Trans Form Supporting Doc

1. Locate the doc type - *Faculty Transaction Form* and locate the doc type - *Faculty Trans Form Supporting Doc* that needs to be merge together.

Last Name	FTF Action	Department	Type
TestingZ	Across-the ...	Primary Care	Faculty Transaction Form
TestingZ		Primary Care	Faculty Trans. Form Supporting Doc

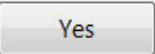
2. Both items must be selected to merge them together.
 - a. Select the **Faculty Transaction Form** doc type.
 - b. Then on the keyboard hold down the **Ctrl** key.
 - c. Then with the mouse select (left click) the **Faculty Trans. Form Supporting Doc** (this will highlight both forms – then you can release the ctrl key).
3. Right click on the **Faculty Transaction Form**.
4. Select *Merge*.
5. A *Merge Documents* box will appear. Read the box and verify that it states.... **merge the selected items into:**
.....Faculty Transaction Form.....

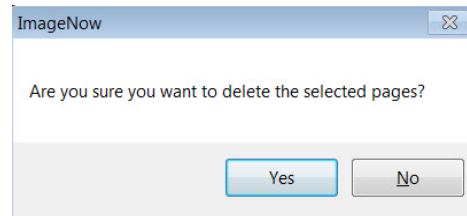


6. Press  button.

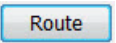


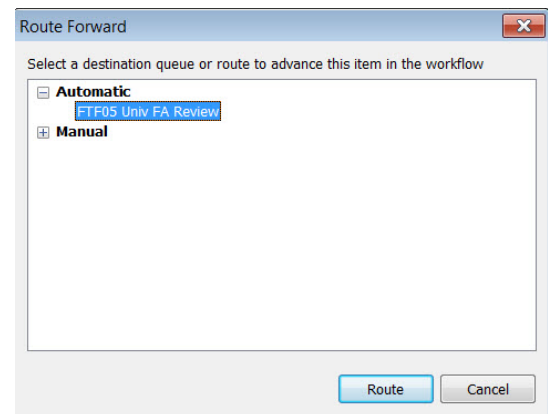
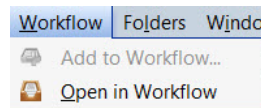
Deleting Pages

1. Open up the FTF so you can see all the pages in the packet.
 - a. At the bottom if you do not see *Thumbnails* area then select the **F9** key on the keyboard
 - b. In the *Thumbnails* area you will be able to review all the pages in the packet by double clicking on the page or using the  button
2. Locate the page that need to be deleted from the packet.
3. Select the  button.
 - a. A dialog box will appear to confirm the delete
 - b. Select the  button.
4. Select the  button.

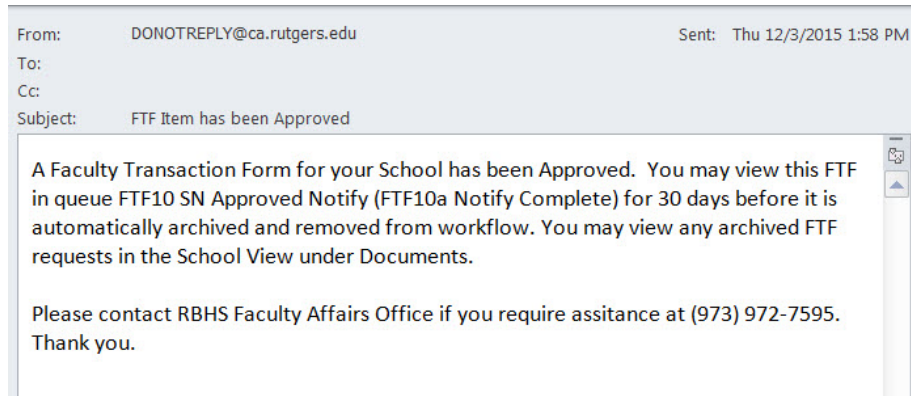


Routing to the RBHS Faculty Affairs Office

1. Verify that that the FTF that you are viewing is in the *Workflow* area.
 - a. If you are viewing the item in the *Documents* area, then from menu toolbar
 - b. Select *Workflow*
 - c. Select *Open in Workflow*
2. On the menu toolbar select Workflow
3. Select  **Route Forward...**
4. Select *FTF05 Univ FA Review*
5. Select the  button.

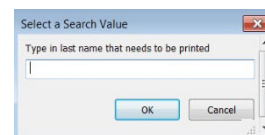
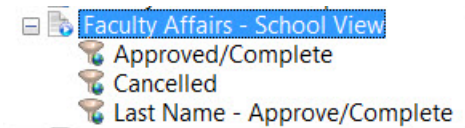
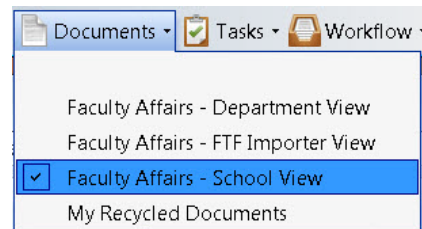


Once the FTF packet has moved through the approval process; the document will be sent to the Approve/Complete queue. An email will be sent when an item goes into that queue

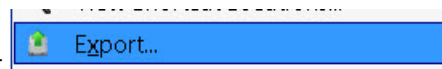


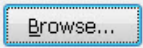
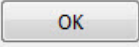
Printing the FTF into a PDF file

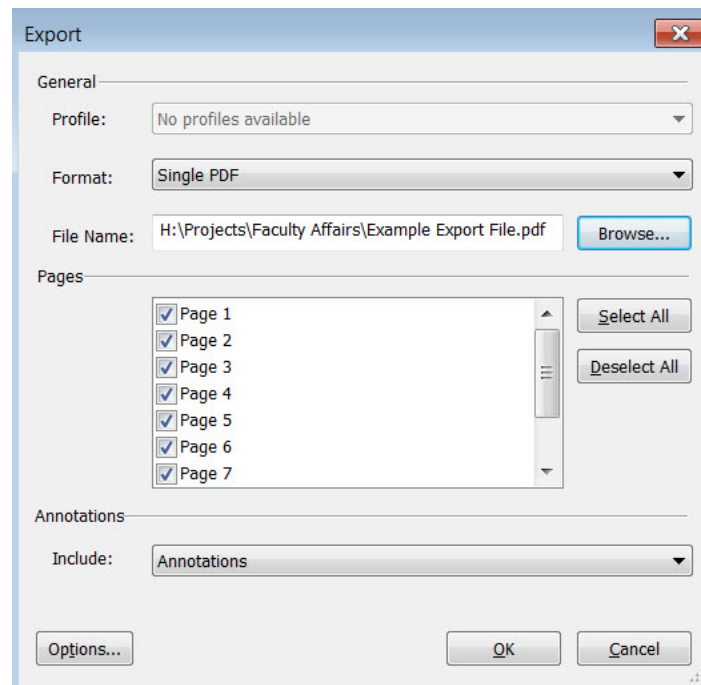
1. Log into Perceptive Content
2. Select the drop down for *Documents* and select *Faculty Affairs - School View*
3. On the left-hand side in the *View* navigation under the **Faculty Affairs – School View** are three filters
 - a. *Approved/Complete* – if select the documents (first 500) that have been approved will appear.
 - b. *Cancelled* – if select the documents (first 500) that have been cancelled will appear
 - c. *Last Name – Approve/Complete* – if select you will be prompted to enter a last name
4. Select the *Last Name - Approve/Complete* filter
 - a. Type in the last name in the dialog box that appears
 - b. Select the button



5. On the document that appears right click and select



6. An *Export* dialog box will appear.
 - a. Select the drop down for the *Format* and select **Single Page PDF**
 - b. Fill in the *Directory*: information.
 - i. You can select  button and go to the locations where you what the document saved
 - ii. Type in a *File name*:
 - iii. Select the  button
 - c. Under *Annotations* select the drop down and Select **Annotations**
 - d. Select the  button



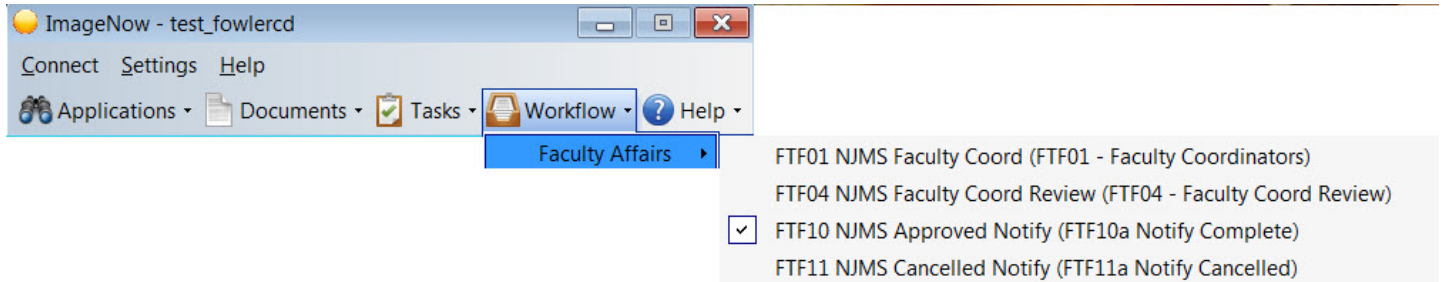
The file will be saved in the location that you have selected. If you have Perceptive Content running on startup you may get message when the system is converting the information to save.



Archiving FTF Document

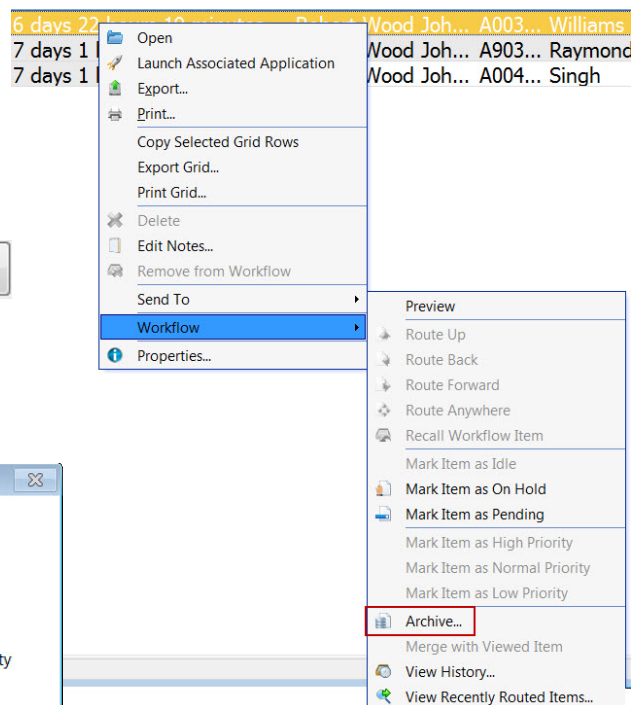
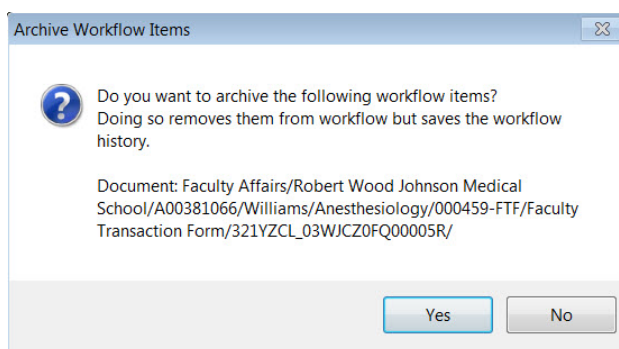
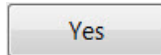
Once the FTF has been printed to PDF then you can archive the document; the documents will automatically be archived in 30 days. You will always be able to view the documents in the *School View*.

1. Log into Perceptive Content
2. Select the drop down for *Workflow* and select *FTF10 – ...Approved Notify (FTF10a Notify Complete)*



3. The queue will open; right click on the FTF
4. Select **Workflow**
5. Select **Archive**
6. A dialog box will appear to ensure that you

do want to archive the item; Select



NOTE: The same process can be done for the Cancelled FTF Documents (FTF11a Notify Cancelled)

Appendix



Faculty Affairs – School View Quick Search

Once you have selected the *Faculty Affairs – School View* the information for the first 500 will appear. To look up one individual you can use the drop downs located on the *Quick Search* tab.

1. Select the drop down on the first box which usually defaults to **Name**,
 - a. That Name is an internal code that is used.
2. Select **Last Name**
3. In the second drop down, box **starts with** is defaulted in,
 - a. You can select the drop down and use any of the options.
4. In the field type in the Last Name
5. Select  Go

Quick Search Search					
Last Name	starts with	RWJM			 Go
Workflow Queue	FTF Process Status	Last Name	First Name	FTF Action	FTF Act... Notes
FTF05a Reviewer1 (FTF5 ...	In Progress	RWJMSTEST3	Harry	Administrative Appointment	NA
FTF05a Reviewer1 (FTF5 ...	In Progress	RWJMSTEST1	Robert	Administrative Appointment	NA
FTF02 RWJMS Budget - G...	In Progress	RWJMSTEST7	Jason	Administrative Appointment	NA
FTF05a Reviewer1 (FTF5 ...	In Progress	RWJMSTEST2	Peggy	Administrative Appointment	NA
	Imported	RWJMSTEST7	Rezac	Administrative Appointment	NA
FTF02 RWJMS Budget - C	In Progress	RWJMSTEST4	Marc	Appointment - At Will	NA

FTF Standard Support Documentation Order

In order to provide the reviewer a consistent overview, please upload all faculty action documentation in the following order. Note: some of the documents listed are not applicable to all actions.

1. FTF, including h-index (h-index is required for all actions except NTT-Professional Practice)
2. Review Sheet (which includes A&P vote, if applicable)
3. Offer Letter (place addendums first) OR Letter to/from Faculty Member
 - a. Restrictive Covenant (RWJMS and NJMS only, if applicable)
 - b. Job Description (for administrative appointments)
4. Letters of Evaluation
5. Dean and/or Chair Letter (whichever is applicable)
6. CV in RBHS Format
7. Provost Offer Letter Approval Email
8. Search Report Form
9. Liability Claims Clearance (clinical faculty only)

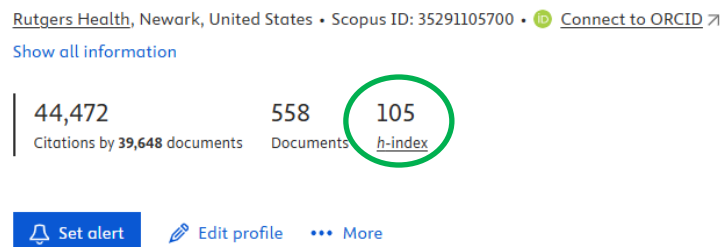
Supporting documentation order for Promotions, Reappointments and Tenure, please refer to the links below.

Promotions[Tenure Track](#)[Non-Tenure Track Associate and above](#)[Non-Tenure Track up to Assistant Professor](#)**Reappointments**[Tenure Track](#)[Non-Tenure Track](#)[Promotion of Tenured Ranks and Award of Tenure](#)

Process for finding *h-Index* for Faculty Actions

1. RBHS Provost and Chancellor require the *h-Index* to be included on the FTF for appointments and promotions to Associate Professor, Professor, and Distinguished Professor (50% FTE or greater), administrative appointments, and faculty renewal leaves.
2. Please follow the steps below to determine an individual's *h-Index*,
 - a. Go to <https://www.scopus.com/search/form.uri?display=basic#author>
 - b. You will connect directly to Scopus if you are working from your office desktop; otherwise, you will be prompted to log in with your NetID login information.
 - c. Enter the individual's last name and first name, with or without a middle initial. It's best to type in the full name, as the name may not be unique enough for the search to retrieve the correct faculty member.
 - d. Click the search button.
 - e. When the search results populate, find the individual you are searching for and click the open circle to the left of the name to be selected.

Note: Please ensure that you select the correct name by verifying the middle name and the institutions where the individual may have worked, in conjunction with the CV. Meaning, you may need to select more than one name based on including the middle name or initial, and the number of institutions the individual may have worked at.
 - f. If you do not locate the faculty member's name, check the CV for a maiden name or how the name is listed in the publication section of the CV to change your search criteria.
 - g. The *h-index* will be located at the top of the screen under the individual's name.



Outstanding Items in Queues FTF01 and FTF04

Once an item has been in the queue for two days or more an email will be sent to remind you that something hasn't been processed. The email will continue until the item has been cleared.

