

March 28, 2022

Dear Faculty Colleagues,

As you are aware, the Office of the Provost launched a new online platform known as Faculty Success (formerly Digital Measures) in January. The information in Faculty Success will be relied upon for those who are submitting an application for appointment, reappointment or promotion and tenure for the 2022-23 academic year. Additionally, all faculty, full and part-time, will submit their faculty activity reports for the annual faculty evaluation (FPES) in Faculty Success. To date, we have conducted over 50 live courses to prepare faculty members to enter their activities in Faculty Success, and all courses are available online 24/7. To date, approximately 600 faculty members have completed Faculty Success 101. This introductory course enables faculty to immediately begin to input their accomplishments in teaching and, if applicable, also research and scholarship, service and professional development.

Now is the time to take the Faculty Success courses! If you have not taken Faculty Success 101, then please do so as soon as possible by taking the asynchronous version of [Faculty Success 101](#) and [the accompanying quiz](#). Please note that in order to receive credit for the online course, you must also complete the accompanying quiz. If you are interested in learning to use advanced features in Faculty Success, like importing CVs, importing publications from sources like PubMed or Google Scholar, or running reports, please take the asynchronous class, [Faculty Success 102: Advanced Features](#) and [the accompanying quiz](#).

Once you have completed Faculty Success 101, you will need to learn to use Faculty Success Workflow to complete applications for promotion, tenure, reappointment and FPES (annual review). Faculty members who plan to apply for reappointment should already be entering their activities into Faculty Success. These faculty members will receive an invitation to apply for reappointment beginning March 29. Candidates for new appointments will receive an application via email beginning March 29 and should plan to upload their CV into Faculty Success. We will notify academic deans when the invitations are sent. Once the activities or CV are entered into Faculty Success, the application process will not take more than a few minutes. We will send a notice to chairs and deans once the applications have been sent. Reappointment and new appointment applications must be submitted through Faculty Success by Monday, April 4, 2022.

Workflow 102: APT Applications training is required for all faculty. Registration for Workflow 102: APT Applications (Live) and Workflow 102: APT Applications (Asynchronous) is available now. [Please use this link to register for the live training](#). The last day to participate in live courses for Workflow 102: APT Applications is Friday, April 1, 2022. After that, you must participate in the asynchronous version. To participate in the asynchronous Workflow 102 course, [please click here](#).

You can also find a list of courses as well as a link to the Faculty Success platform on the [faculty resources](#) page located on the provost's website.

If you have any difficulty registering for any of the Faculty Success courses, then please send an email to [learning@howard.edu](mailto:learning@howard.edu). For all other questions concerning Faculty Success, please send an email to [facultysuccess@howard.edu](mailto:facultysuccess@howard.edu).

Below is a table of current courses.

<b>CLASS TYPE</b>	<b>TARGET AUDIENCE</b>	<b>DATES OFFERED</b>
<b>Faculty Success 101</b>	Required for all faculty	Asynchronous
<b>Faculty Success 102: Advanced Features</b>	Required for faculty who want to use CV Importer and other advanced features	Asynchronous
<b>Workflow 102: APT Applications</b>  <i><u>OR</u></i>	Required for all faculty	Feb. 28-March 5; March 14-April 1
<b>Workflow 102: APT Applications (Asynchronous)</b>	Required for all faculty	Asynchronous

Please see the registration links below:

- [Faculty Success 101 Link](#)
- [Faculty Success 102 Link](#)
- [Workflow 102 Link](#)
- [Workflow 102 Link \[Asynchronous\]](#)

Excellence in Truth and Service,  
Anthony K. Wutoh, Ph.D., R.Ph.  
Provost and Chief Academic Officer