

Submitting selective salary documents

Click on the link included in the system generated email from SmartPath launching the selective salary workflow or log-in to SmartPath via Academica

February 07, 2022

2022 AAUP-AFT Selective Salary Program for WSU Payroll Faculty (FTE)

Article XXIV of the WSU/AAUP-AFT Agreement requires all represented faculty to participate in the selective salary program. This year's program will review activities from January 2019 – December 2021.

Please contact your departmental administrator to verify departmental deadlines for submission of documents described below.

Faculty and/or their designee are required to update activities in SmartPath to generate a 3-year activity summary and 3-year teaching grid.

1. Activity Summary - Contributions in the area of scholarship and service comprise the activity summary. This summary should be system generated in SmartPath, downloaded and attached as a pdf in the Selective Salary workflow.
2. Teaching Grid - Teaching is to be included in the completed grid. It is essential to include evaluative data (with a scoring scale), if available. This summary should be system generated in SmartPath, downloaded and attached as a pdf in the Selective Salary workflow.
3. Curriculum Vitae (CV) – Import the SmartPath generated CV or attach a signed pdf.

To be considered participating faculty you must submit your selective salary documents in SmartPath. Prior to submission in SmartPath, you will be asked to attest that you have reviewed and agree with the documents. Additional instructions regarding document creation and submission can be found at: <https://facaffairs.med.wayne.edu/facultyselectivesalary>

Represented faculty failing to participate, will be scored as a "DNP" (Did Not Participate). Per Article XXIV of the WSU/AAUP-AFT Agreement - "Failure to participate in the annual process shall result in no selective-salary increase, no travel support, and no credit toward sabbatical leaves. Failure to participate in the annual review process two (2) times or more in any five (5)-year period shall also result in the forfeiture of any across-the-board raise."

If you have any questions, please contact Office of Faculty Affairs and Professional Development at ofapd@wayne.edu.

[Click Here to access SmartPath](#)

To log in: Use your WSU AccessID and related password.

Please ensure that the upper right-hand corner of your screen says “Workflow” and not curriculum vitae. You must be in the “Workflow” component of SmartPath to submit your documents.

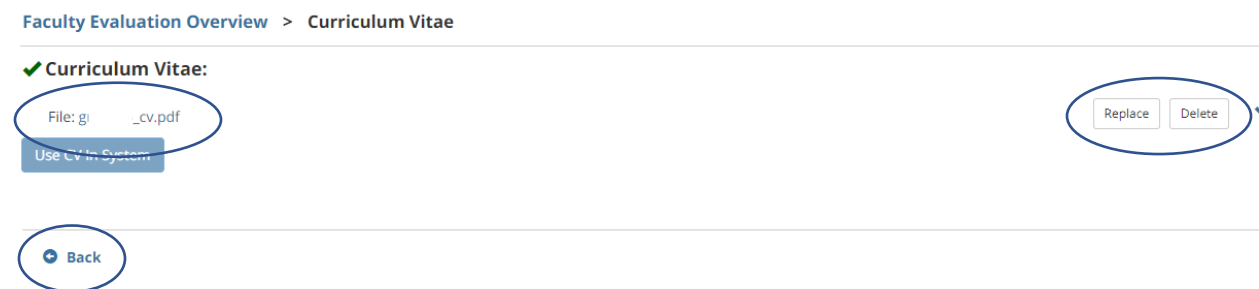
The screenshot shows the SmartPath dashboard interface. At the top right, the user's name 'Charlene Brain (zw7415)' and 'Logout' are visible. Below this, a dropdown menu is open, showing three options: 'WORKFLOW', 'Workflow', and 'Curriculum Vitae'. The 'WORKFLOW' option is circled in blue. The dashboard itself has a search bar and a '465 actionable items' notification. Below the search bar, there are several filter buttons for 'Workflows', 'Events', 'Tracks', 'Titles', and 'Departments', each with a dropdown menu set to 'All selected'.

Select the Curriculum Vitae link, click either the blue **Use CV In System** button to automatically import the CV generated by SmartPath or **Browse** to upload your own pdf version of a CV:

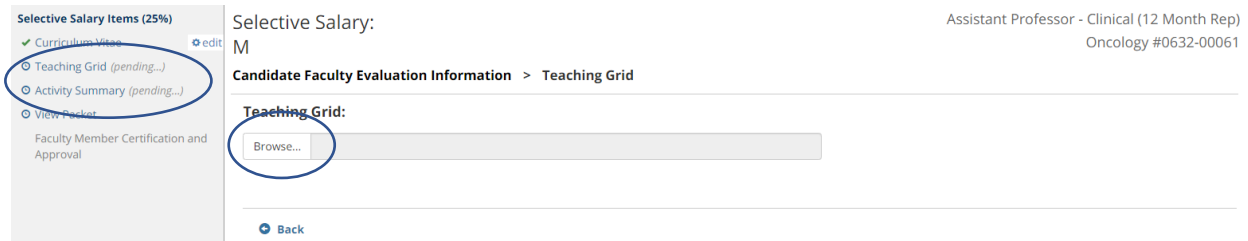
The screenshot shows the 'Selective Salary' page in SmartPath. On the left, there is a sidebar with a list of items under the heading 'Selective Salary Items (25%)'. The 'Curriculum Vitae' item is circled in blue. To the right of the sidebar, the page displays 'Selective Salary: M' and 'Assistant Professor - Clinical (12 Month Rep) Oncology #0632-00061'. Below this, there is a section titled 'Candidate Faculty Evaluation Information'.



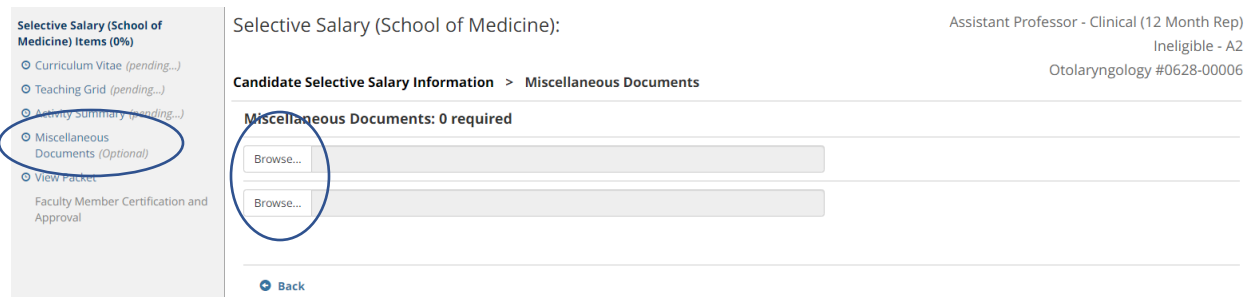
If **Using CV in System**, once it has imported, you can preview the file by clicking on the link. If needed, you can also **Replace** or **Delete** the system generated CV or uploaded pdf by clicking the buttons on the right. Click the **Back** button to return to the main screen:



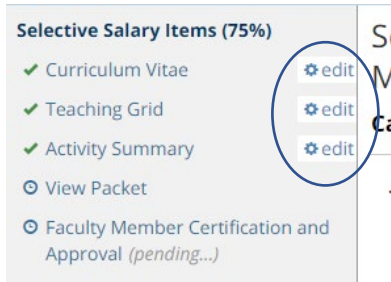
Select the **Teaching Grid** and **Activity Summary** links and upload the corresponding 3-year pdf summary reports generated and saved when updating your activities, by clicking the **Browse** box:



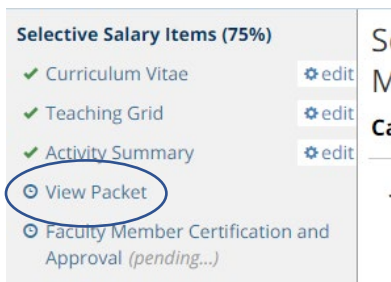
Select **Miscellaneous Documents (optional)** if there are any additional documents you would like to include with your packet (ex: teaching evaluations). The file type uploaded must be a pdf:



Green check marks will appear next to the required components as you complete the step. If you need to go back and change a document, click the appropriate **edit** box:



Select **View Packet** to see the final compiled document that will be reviewed by the salary committee to assign scores:



Once you are satisfied with the document being submitted for review select **Faculty Member Certification and Approval**, check the box next to the certification to attest and click Submit:

