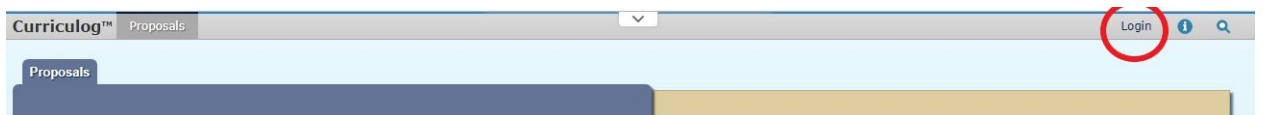


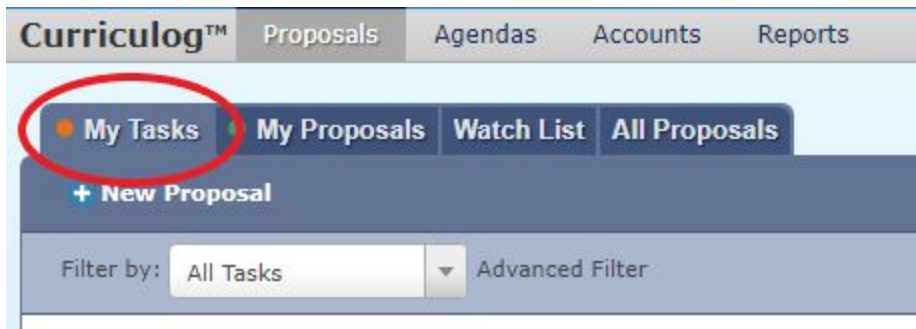
Committee Member Guide to Reviewing Proposals

The purpose of this document is to provide a quick guide on how to review proposals along with their attachments and how to make a decision on a proposal.

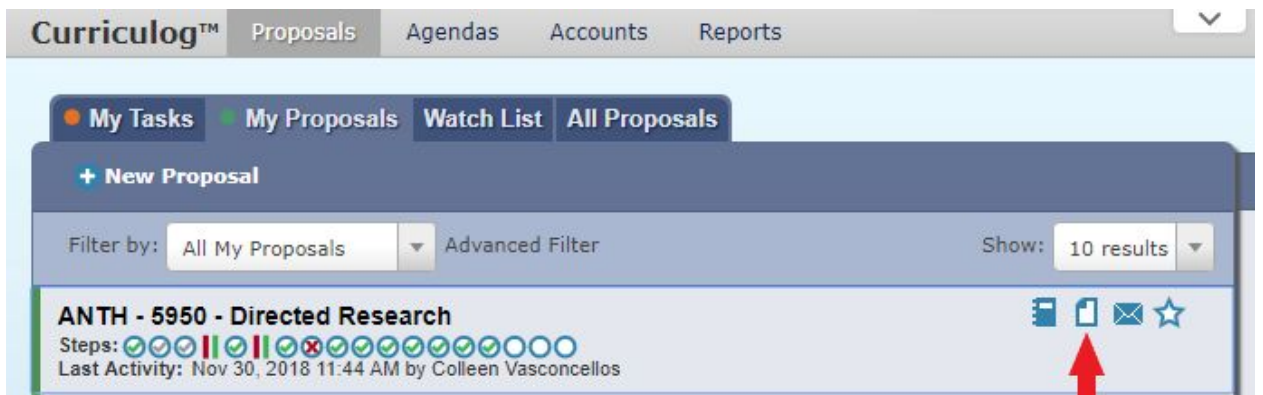
1. Go to <https://westga.curriculog.com/>.
2. Click “**Login**” at the top right of the screen and enter your UWG username and password. If you experience the **Error 500 - Internal Server Error**, please clear your browser's cookies and login again.



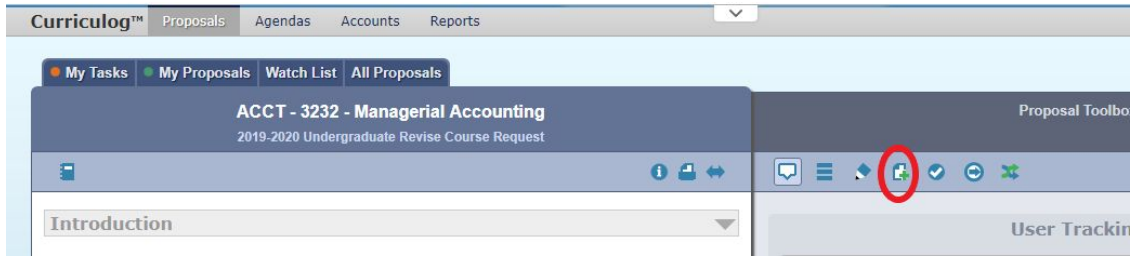
3. Click “**My Tasks**” at the top left of your screen.



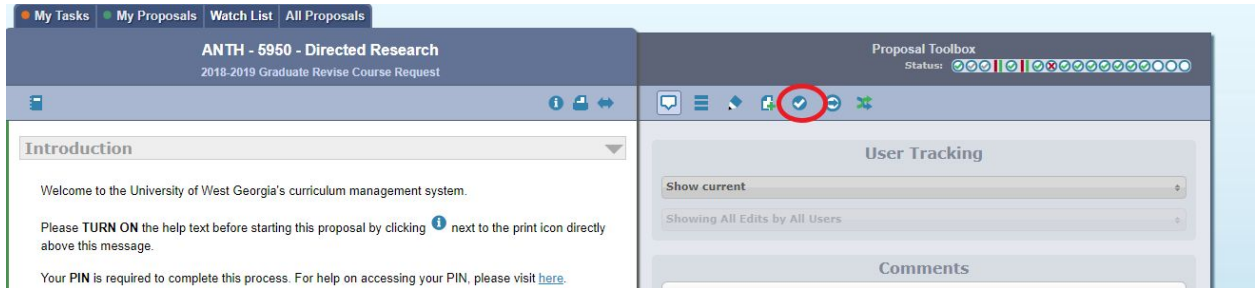
4. Hover over a proposal and click the “View Proposal” icon.



5. Users can view any attached documents by clicking on the file icon in the Proposal Toolbox.



6. Click the Decisions icon in the Proposal Toolbox to make a decision on the proposal.



7. Please choose the appropriate decision the proposal. See the definitions below.

- **Approve** - by approving the proposal, you are sending it to the next step in the approval process.
- **Reject** - by rejecting the proposal, you are sending it back to the originator. Once the proposal is relaunched by the originator, it will then have to move back through all steps in the approval process.
- **Custom Route** - by custom routing the proposal, you are sending it to another user in the system. After that user makes a decision on the proposal, it will return back to you. Custom routing should only be used in the following scenarios:
 - **Friendly Amendments**
 - **Additional Approvals** - if there was a routing issue and an approver was skipped, then select this option to route back to that approver. Once approved, the proposal will move back to your step.

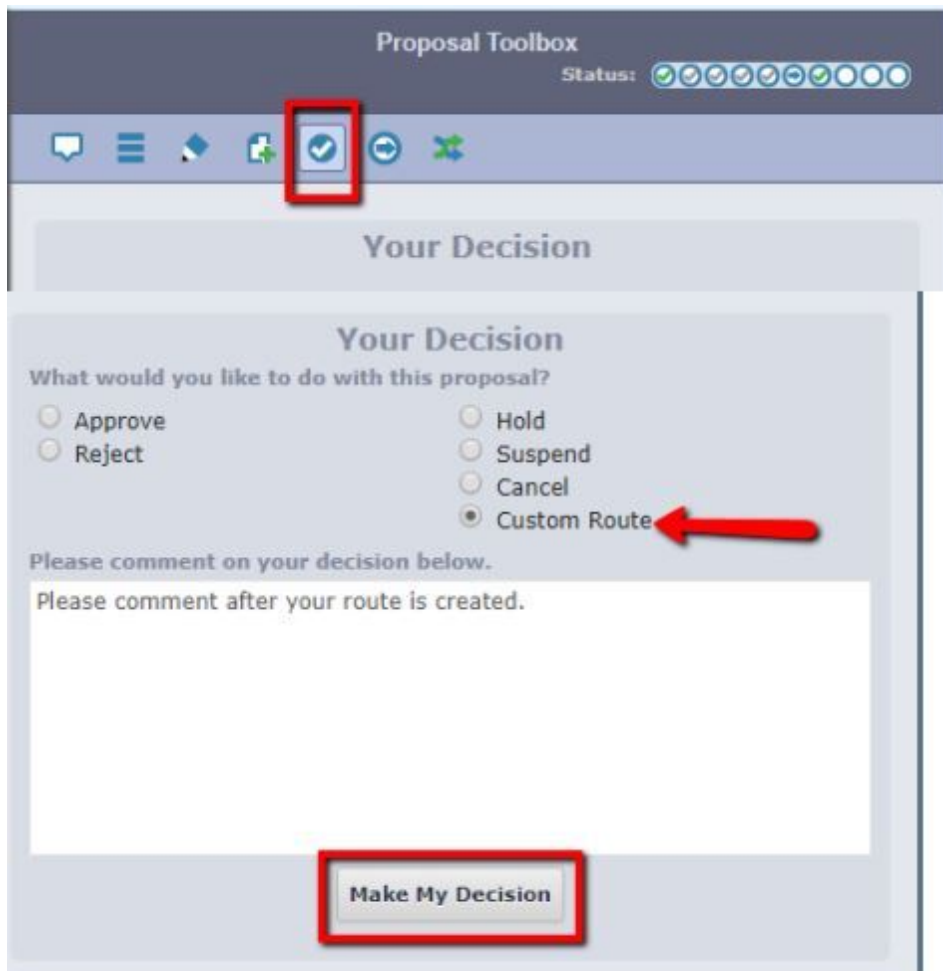
How to Custom Route a Proposal: Instructions for Committee Chair

Custom routing to the Originator to “revise and resubmit” is an alternative option to the Reject function.

This function “leap-frogs” the proposal back to the committee once the originator makes the requested “friendly amendments.” The Reject function moves the proposal back up the chain of approval steps.

NOTE: A proposal can custom route from a particular step only one time; so you need to make sure that everyone has reviewed and given their input before requesting a custom route. Once the originator makes the corrections, the proposal will go directly back to the committee; however, **the committee cannot route the proposal a second time.** The proposal will then have to be rejected.

1. Click on the Decisions icon in the Proposal Toolbox and select **Custom Route**.



The screenshot shows a 'Proposal Toolbox' window with a 'Status' bar at the top. Below the status bar is a toolbar with several icons. The 'Decisions' icon, which is a blue square with a white checkmark, is highlighted with a red box. Below the toolbar is a section titled 'Your Decision'. Underneath this title is the question 'What would you like to do with this proposal?' followed by five radio button options: 'Approve', 'Reject', 'Hold', 'Suspend', and 'Cancel'. The 'Custom Route' option is selected, indicated by a red dot in the radio button and a red arrow pointing to it. Below the options is a text input field with the placeholder text 'Please comment after your route is created.' At the bottom of the form is a button labeled 'Make My Decision', which is also highlighted with a red box.

2. This window will appear:

My Pending Custom Route

Custom Route [REDACTED]

Step Name:

Participants

Rules

Decisions

Deadlines/Reminders

Please comment on this custom route

Note: By selecting the button below, you are requesting a custom route on this proposal. This request is pending and must be approved by an Administrator. During this time, you may make changes to your custom route request.


If your route is approved, the proposal may leave the current step immediately to begin its custom route. Depending on the options you selected, this item may return to you when the custom route is complete, or it may continue in the workflow.

3. First choose to WHOM you are routing the proposal:

Custom Route [REDACTED]

Step Name:

Participants

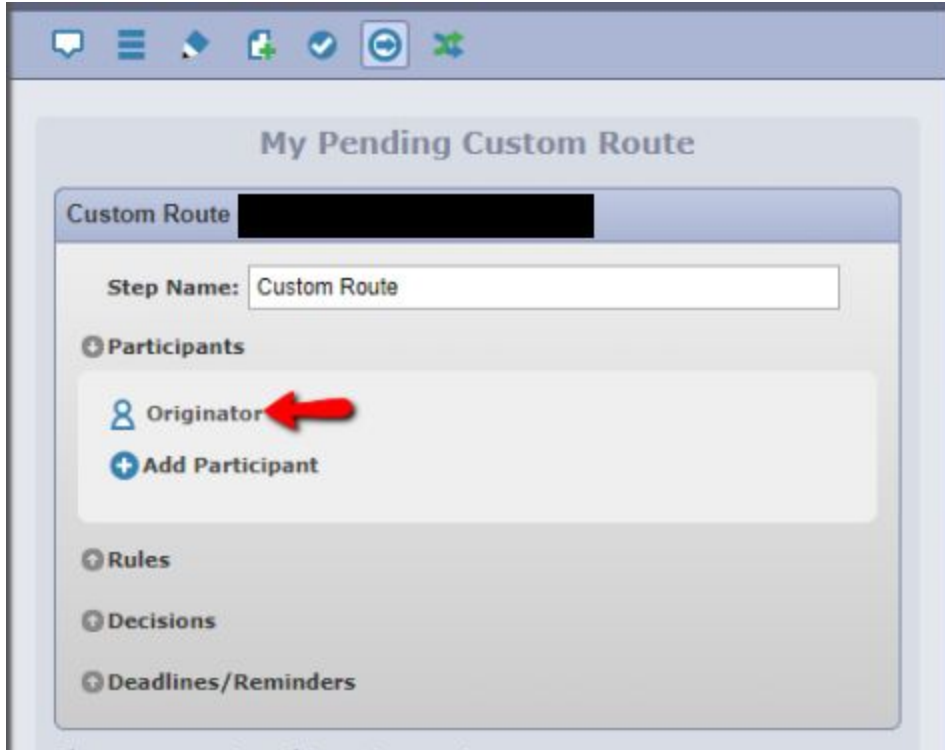


a. Choose "Role Types." Scroll down to the **Originator** and click Add Role.

Who is involved on this step?



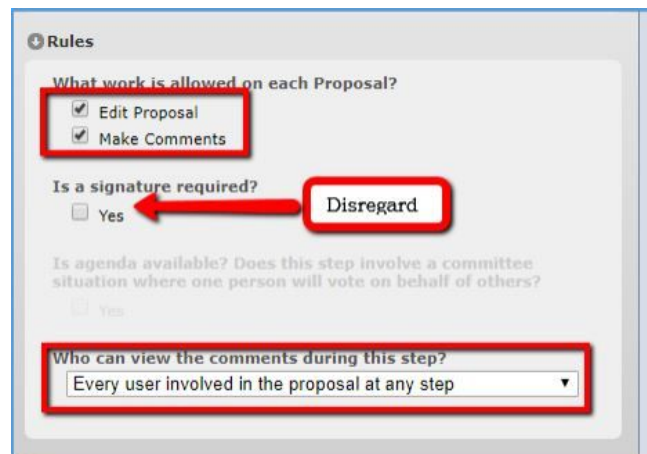
It will then show this window:



NOTE: If you accidentally **select a wrong person or role** and want to delete them before you send the custom route:

1. Click the “Add Participant” link for the Custom Route.
2. Unselect the user you wish you remove by clicking the Name/Role/Role Type in that order to remove the highlight.
3. Click the “Add Participant(s)” button.
This will remove the user selected in error from the Custom Route step and then you can complete the Custom Route request.

b. Choose Rules:



c. Choose Decisions:

Decisions

What type of decision is this?

Approve / Reject 100% for approval

Vote: [] % for approval

Choose Approve

What kind of decision flags will you allow to be used on this proposal?

Hold Suspend

Cancel

Where will the proposal go after the custom route?

Proposal should come back to this step.

Proposal should advance to the next step.

Who should be notified when the step is completed?

If Approved:

If Rejected:

d. Deadlines/Reminders: There is no need for this function. Please skip.

Deadlines/Reminders

e. Select “Request Custom Route”

Note: By selecting the button below, you are requesting a custom route on this proposal. This request is pending and must be approved by an Administrator. During this time, you may make changes to your custom route request.

If your route is approved, the proposal may leave the current step immediately to begin its custom route. Depending on the options you selected, this item may return to you when the custom route is complete, or it may continue in the workflow.

NOTE: Once you click on “Request Custom Route” it will not immediately be sent to your recipient – the Originator. The request first must be “approved” by an admin in Curriculog.

What happens next?

After a Curriculog admin “approves” your request, the proposal will then be routed back to the originator. After the edits are made and the proposal is relaunched, then it will appear back in “My Tasks” for you to review and make a decision on.

