Quick Steps for the Moderation Process

The Moderation Process

The college admin is responsible for moving a dossier through each stage of the moderation workflow. The stages include the following:

♦ Dossier Preparation
♦ Advisory Committee Review
♦ Department Head Review
♦ Dean Review
♦ Central Committee Review
♦ Complete

Adding Recommendation Votes

1. Go to https://dossier.usu.edu and login with your university A# and password.
2. Navigate to the candidate's dossier and choose the link to Edit this version.
3. On the Dossier Administration screen, scroll down to the name of the viewer you are logging a vote in behalf of.
4. Click on yes or no, depending on the reviewer's recommendation.
5. Repeat for each reviewer you are logging a vote for.

Adding Recommendation Letters

7. Find the heading for the type of letter you would like to attach and click the Add a Resource button. Upload the file from your computer, click Next, and then Add.

Note that there is also a heading where you can attach statement(s) explaining negative votes or minority reports as deemed necessary. This section can be skipped if no such files are provided by the committee.

Approving and Submitting to the Next Stage

Once the recommendation letter is attached and the votes logged for a given stage, the college admin will obtain a signature from the stage's lead reviewer certifying that the information is accurate. The college admin will then log the signature in the dossier and submit it to the next workflow stage. Here are the steps for doing this:

1. Login to the dossier system at https://dossier.usu.edu
2. Scroll to the top and look for the red tasks box. This will show the number of tasks you have to complete as a system moderator. Click on the box to access your moderation tasks list.
3. The dossier you are going to moderate should be listed. Click the Moderate button that accompanies it.
4. Click the Edit Resource button.
5. On the Dossier Administration screen, scroll down to the Dossier Review and Release Form section, located at the bottom of the screen.

6. Click on the checkbox labeled Signed for the signature you are logging.

7. Select the date of the signature in the Date box.

8. Click Save Resource.

9. With a signature in place verifying the completion of the workflow stage, the dossier is ready to approve and submit to the next stage. Click the Approve button.

10. Here you are given an opportunity to log any relevant comments you may have. This is optional. Click the Submit button.

11. The dossier will now move to the next stage of the workflow process. Be sure to notify the reviewers involved in that stage that the dossier is ready for their attention.

You will repeat these steps through each stage of the dossier workflow until it reaches the Central Committee stage, where your moderation and editing access will be removed.

**View Moderation Progress**

Those with access to view a dossier can view its moderation progress to see what stage of the process it is in.

To view the moderation progress of a dossier, login to the dossier system, then find and click on the dossier to view it. Click the Moderation Progress link in the list of links on the right-hand column of the page.

The moderation flowchart will appear. The stages highlighted in green are completed and the one highlighted in red is the current stage.

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**Adding Extra Viewers**

You can provide limited dossier viewing privileges to individuals who are not the candidate or a dossier reviewer. This is done by going to the Add Extra Viewers screen when editing the dossier. Neither candidates nor reviewers have access to this screen.

Once you are on the screen, click the Select a User button under the Add Viewer heading to search for and select users in the system.

Any user you add here will be able to see the candidate’s dossier for an unspecified period of time until that user is removed. Recommendation votes and letters and external peer review letters are not made visible to extra viewers.