Uploading Faculty Annual Review Documents

Faculty leaders and Business Services each have access to upload faculty annual review documents.

NOTE: Before you begin, make sure you have the appropriate signatures (supervisor required) in your scanned document.

1. Logging into the System
   Step 1: Log into ServiceNow: https://usu.service-now.com/aggies
   Step 2: Click on Human Resources
   Step 3: Click on Performance Management
   Step 4: Click on Faculty Annual Review Upload

2. Uploading the Document
   Step 5: Enter the faculty name into the Employee Information section under Employee for the document you want uploaded.
   Step 6: Attach the document.
   Step 7: Click Submit.

3. Human Resources Approves Document
   HR will approve the document. The document could be returned if missing the supervisor signature or other errors. Please resubmit the corrected document using the same steps as listed above.