

Task 8: Get Faculty Task Updates

Purpose:

The goal of this task is to ensure timely progress on faculty-assigned assessment tasks. Actively monitoring task completion helps prevent delays, provides an opportunity to offer support, and maintains accountability across departments. As a CAL, your role is to maintain visibility into faculty engagement and step in as needed to keep the workflow on track.

Steps to Complete the Task

1. Use AMEE Flow's Reminder Notification System

- Within each assigned task in AMEE Flow, enable the **"Notification"** feature and set a **reminder or follow-up date**.
- Use the built-in notification types (e.g., "Status Update," "Yes/No Response," "Comments Requested") to prompt faculty for a brief update.
- Recommended language:
"Please provide an update on your task progress. Let us know if you've completed it, are working on it, or need additional assistance."

2. Send Personal Follow-Ups When Necessary

- For faculty who do not respond via AMEE Flow:
 - Send a **personal follow-up email** or message
 - Use a respectful tone and remind them of the task, its importance, and available support
- Consider scheduling a brief check-in (15 mins or less) for those who need clarification or technical help

3. Use Assessment Lab Time to Centralize Updates

- During **Assessment Labs** or professional development sessions:
 - Dedicate a portion of the meeting to collecting updates
 - Ask faculty to briefly report on their task progress (e.g., "scoring underway," "rubric attached," etc.)
- Share quick links or task lists to make status sharing easy in real time

4. Log Progress and Identify Support Needs

- Check AMEE Flow for **progress tracking** with fields for:
 - Task status
 - Faculty response
 - Notes on issues or support needs
- Flag individuals who:
 - May require follow-up training
 - Have not responded across multiple touchpoints
 - Need escalation to a department chair or dean for resolution

Best Practices

- Send reminders at least **one week before task due dates** to give faculty time to respond.
- Always include a **“Support Available” message** so faculty feel encouraged, not monitored.
- Maintain a tone of **partnership and flexibility**, especially during peak teaching periods.
- Use **tags or filters in AMEE Flow** to segment updates by department or outcome being assessed.
- Keep your Associate Dean in the loop for **persistent non-compliance** or departmental delays, so they can help provide a gentle nudge.

