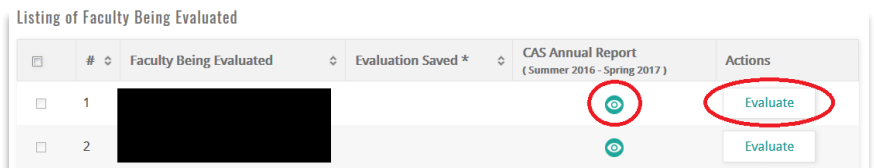**For Chair's Evaluation of Faculty**

An evaluation task will appear on your dashboard. You can also access the evaluations from the Evaluations left menu item. Completed evaluations will appear at the bottom.
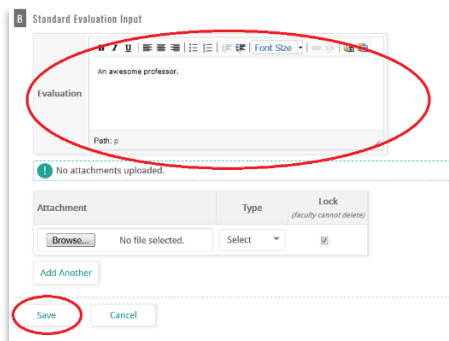
To complete the evaluations:

1) Click on the "Complete Evaluation: Chair" action item on the dashboard.

2) To <u>view</u> a faculty member's annual report, click on the eye icon.

3) To add your evaluation <u>comments</u>, click on the "Evaluate" button.
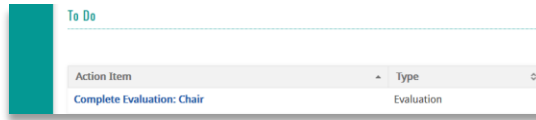
The evaluation form will open in a new window.
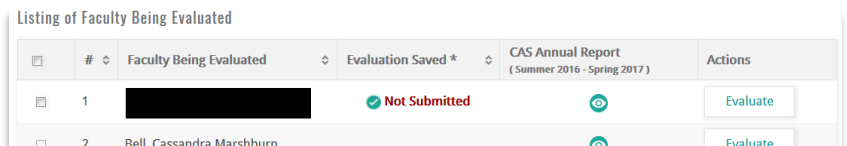
4) Add your comments in section B.
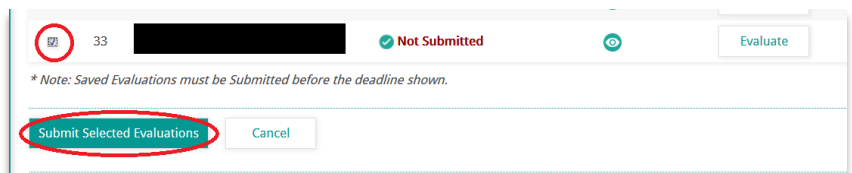
5) Click "Save" at the bottom of the page.

Once you have saved the evaluation, a check mark will appear in the "Evaluation Saved" column next to that faculty member's name.

6) When you are ready to submit the faculty member's evaluation, click the check box to the left of the faculty member's name and click the "Submit Selected Evaluations" button at the bottom of the screen.
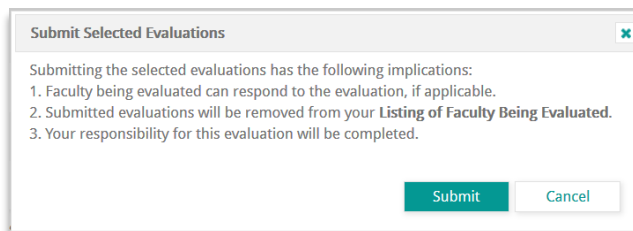
A message will appear letting you know that the submitted evaluations will be removed from your list of faculty to evaluate and the faculty member can respond, if applicable.

Receiving and Returning Faculty Annual Reports

The system in which faculty compose and record their annual report activities is distinct from that in which chairs and deans perform evaluation. In order to see who has submitted their annual report, or to send the report back for changes, follow these steps:

1) Click on your *Admin* tab, then on *ADMINISTRATION*, and then on *Approve Faculty Input*.

2) At the right of the row, click on the *Eyeball* under Actions.

3) Again, at the right of the row, click on the *Eyeball* under Approve.

4) The resulting list will show the submission status of your faculty annual reports. Click on the *Eyeball* under View and Approve to accept or return the annual report.

5) You will then see the faculty member's annual report, and can click on *Accept* or *Return to Faculty Member*. If you return the report to the faculty member, the annual report will return to the faculty member's To Do list in his/her Dashboard.

A couple of notes:

- Because the Activities system is distinct from the Evaluation system, you can evaluate the faculty member's annual report regardless of its "Accept" status.
- When you submit your evaluation (chair's comments), that will "lock" the faculty member's annual report, so that we have an unchanging record of it. The faculty member may still, thereafter, make changes to his/her Activities record (as was the case in Activity Insight); such changes won't show up in the official 2016-17 annual report.