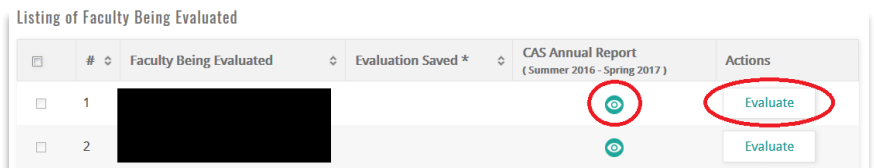
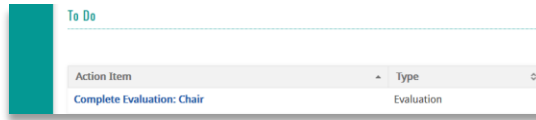


For Chair's Evaluation of Faculty

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:

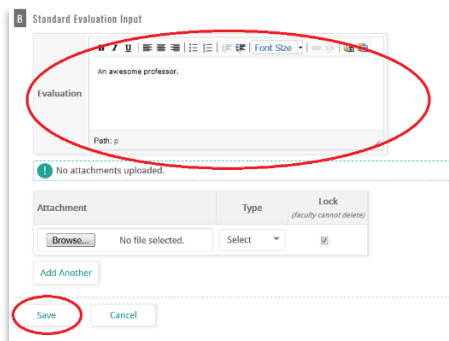
- 1) Click on the "Complete Evaluation: Chair" action item on the dashboard.
- 2) To view a faculty member's annual report, click on the eye icon.
- 3) To add your evaluation comments, click on the "Evaluate" button.



A screenshot of a table titled 'Listing of Faculty Being Evaluated'. The table has columns for '#', 'Faculty Being Evaluated', 'Evaluation Saved *', 'CAS Annual Report (Summer 2016 - Spring 2017)', and 'Actions'. There are two rows. The first row has a checkmark in the '#', a redacted name, and a green eye icon in the 'Actions' column. The second row has a checkmark in the '#', a redacted name, and a green eye icon in the 'Actions' column. The 'Evaluate' button in the 'Actions' column for both rows is circled in red.

The evaluation form will open in a new window.

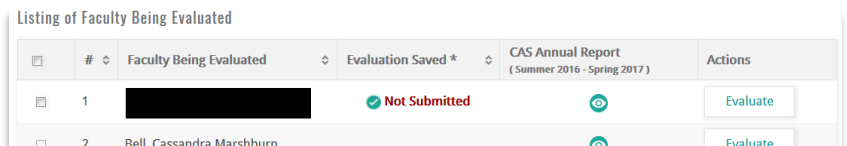
- 4) Add your comments in section B.
- 5) Click "Save" at the bottom of the page.



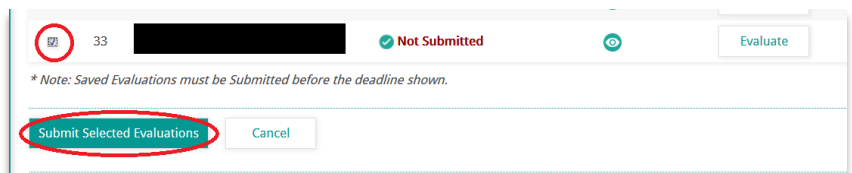
A screenshot of a 'Standard Evaluation Input' form. The form has a text area for 'Evaluation' with the text 'An awesome professor.' and a 'Path:' field. Below the text area is a section for 'Attachment' with a 'Browse...' button, 'No file selected.', a 'Type' dropdown menu, and a 'Lock' checkbox. At the bottom of the form, the 'Save' button is circled in red.

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.

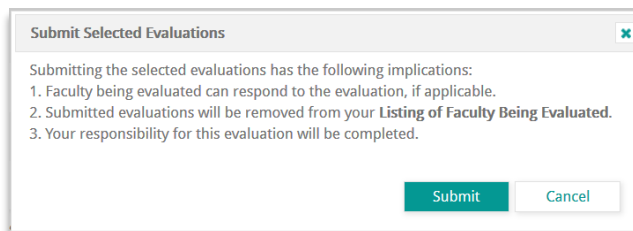


A screenshot of a table titled 'Listing of Faculty Being Evaluated'. The table has columns for '#', 'Faculty Being Evaluated', 'Evaluation Saved *', 'CAS Annual Report (Summer 2016 - Spring 2017)', and 'Actions'. There are two rows. The first row has a checkmark in the '#', a redacted name, a green checkmark and 'Not Submitted' in the 'Evaluation Saved *' column, and a green eye icon in the 'Actions' column. The second row has a checkmark in the '#', the name 'Bell, Cassandra Marchburn', a green eye icon in the 'Actions' column, and an 'Evaluate' button.



A screenshot of a dialog box titled 'Submit Selected Evaluations'. The dialog box has a checkmark in the '#', a redacted name, and a green checkmark and 'Not Submitted' in the 'Evaluation Saved *' column. Below the table, there is a note: '* Note: Saved Evaluations must be Submitted before the deadline shown.' At the bottom of the dialog box, the 'Submit Selected Evaluations' button is circled in red.

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.



A screenshot of a dialog box titled 'Submit Selected Evaluations'. The dialog box contains the following text: 'Submitting the selected evaluations has the following implications: 1. Faculty being evaluated can respond to the evaluation, if applicable. 2. Submitted evaluations will be removed from your Listing of Faculty Being Evaluated. 3. Your responsibility for this evaluation will be completed.' At the bottom of the dialog box, the 'Submit' button is circled in red.

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.

The screenshot shows the FACULTY180 system interface. The top navigation bar includes 'Faculty' and 'Admin' (circled in red). Below this, there are tabs for 'REPORTS' and 'ADMINISTRATION' (circled in red). Under 'ADMINISTRATION', there is a sub-menu for 'Activity Input' with a button 'Approve Faculty Input' (circled in red). The main content area displays a table with columns: '# of Approval Steps', '% Completed', and 'Actions'. The first row shows 2 approval steps and 0% completion, with an 'Eyeball' icon circled in red. Below this, there is a section for 'Approve' with another 'Eyeball' icon circled in red. A table of faculty reports is shown below, with columns: Faculty ID, First Name, Last Name, Shift Assigned, Employment Status, Submitted Date, Accept or Return to Faculty Member Date, Email Faculty, View and Approve, Printable Version, and CV Version. The 'View and Approve' column for the sixth row has an 'Eyeball' icon circled in red. At the bottom, there is a modal window for 'Summer 2016 - Spring 2017' with buttons 'Accept' (circled in red), 'Return to Faculty Member' (circled in red), 'Cancel', and 'Preview CV'.

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.