

Chair's Instructions

Faculty180: Faculty Annual Reports

College of Arts and Sciences

These are instructions on how to comment on your faculty members' annual reports.

Activities and Annual Report

- There are two, independent systems to be aware of in Faculty180, as it is currently configured. One is the "Activities" system where faculty store their information, such as that contributing to an annual report. The other is the evaluation process by means of which both chairs and dean will evaluate faculty work recorded in the Activities system.
- The Activities system is the actual database where faculty information is stored. Information there is divided into various categories, including Administrative Assignments, Teaching, and so on, and is ordered by Semester and Year. Faculty can enter information into this system for any year/semester by clicking on Activities (in the teal-colored side-bar at left), selecting the given reporting area (such as Course Reflection), and then clicking on the Add button located below any existing records. Faculty can modify an existing record by clicking on the little pencil "edit" icon at the right of a record row. (Note that some kinds of item, or fields within an item, can only be added or modified by an administrator, such as Teaching.)
- Annual Reports: In Faculty180, an "annual report" is a report that we run on faculty members' Activities database. The report selects materials entered for a summer-fall-spring academic year range, in the present case, summer 2016-spring 2017. This annual report has several functions. First, it provides faculty members dedicated access to a single academic year portion of their Activities; note that faculty can enter information either via this annual report or, alternately, via the Activities link in the main side-bar at left. The created 2016-17 report is easier to work with, however, as it will include only items from that summer 2016-spring 2017 period. Second, the annual report enables us to capture and "freeze" the given year's faculty record for supervisor evaluation. More about evaluation, below.
- Submit for Review: We have created a "workflow" in order to alert faculty to the need to complete the annual report and to provide the faculty a tangible "submit report" experience. When the faculty member clicks "Submit for Review" in his/her annual report, any defined "Administrator" will receive notification of this fact. This notification is found in one's Admin tab, under Administration, under Activity Input/Approve Faculty Input. There, Administrators will see an Annual Report 2016-17 item. Click on the view "Eyeball" at the right end of the row to see a record of who has "submitted" his/her annual report. You will see a further "Approve" eyeball to click. Once in there, you will be able to "View and Approve", print, download to pdf, and email the faculty member as needed. (Note that this approval process, here, is something of a "dummy" – see evaluation, below.)
- Submit for Review errors: Once a faculty member clicks on Submit for Review, the annual report disappears from his/her To Do list. If a faculty member mistakenly submits his/her annual

report, the Chair can send it back. Follow the steps above for Approve Faculty Input. Click on the View and Approve eyeball, and then click on Return to Faculty Member. You can add a note indicating to the faculty member that you are returning the report as requested.

Evaluation

- The faculty evaluation process in Faculty180 is essentially a narration-capable workflow. That is, it is a means of passing report-viewing permissions from one person to another, and providing a commentary opportunity as well at the given stage (one can also make it a “view only” permission at the given stage, rather than including commentary permission).
- At present, we have set up the annual report workflow as follows: The Chair reviews the annual report and writes his/her commentary. Once the Chair completes faculty commentaries, s/he sends the report back to the faculty member for the faculty member to “acknowledge” the chair’s comments. The faculty member then forwards the report, with Chair comments and acknowledgement of those comments to the Dean’s Office. The Dean’s office then reviews the report and adds its commentary.
- Chairs may access the evaluation system by either of two means. Under your primary Faculty tab, click on *Evaluations*. Under Perform Evaluations, you should see the Process, *CAS Annual Report 2016-17 – Chair, Dean*. This is the evaluation process for the 2016-17 faculty annual report. Click on the Action, *Evaluate* at the right end of the row to see a list of your faculty to be evaluated. Alternately, you can access your evaluation window from your Dashboard. You should see a *Complete Evaluation: Chair item* in your To Do list. Click on that to reveal your list of faculty for evaluation.
- Evaluating faculty: Once in your list of faculty for evaluation, you can view the faculty member’s annual report and perform the evaluation (“chair’s comments”) of the faculty member. Clicking on the eyeball under *CAS Annual Report (Summer2016-Spring 2017)* will open a window displaying the faculty member’s annual report. (Note that the annual report window is “active” in the sense that you can click on attachment links and on those little green magnifying glass icons to reveal the underlying Activities record; you can leave this window open as you write your evaluation.) To enter your evaluation, click on the *Evaluate* button at the right of the given row. Enter your evaluation commentary in the *Input Form* window; you have the ability to upload attachments, here, but that is not a usual part of our faculty evaluation process, as you know. Click on *Save* to save your changes and return to the previous screen. To submit your evaluations to the next workflow stage – i.e., to the Dean’s Office – check the appropriate boxes next to your faculty members’ names and click on *Submit Selected Evaluations* at the bottom of the page.
- Faculty notification: When the chair submits commentary on the annual report, the faculty member will be notified in his/her dashboard that the comments await his/her review. ...