I. Receiving Notifications
II. Logging in to Faculty180
III. Some Reminders about Legacy (Digital Measures) Data
IV. Data Review Processes
V. Annual Faculty Evaluation Processes
VI. FAQs
VII. Contact information
I. Notification

• When a system process has been initiated you will:
  – Receive a notification via email
  – Have a notification on your *To Do* list in Faculty 180 Dashboard (first screen you will see when you log in)
II. Logging in to Faculty 180

• There are two main ways to locate the login link for the system (it can be bookmarked once located):
  A. Via my.boisestate.edu
  B. Via the Boise State Institutional Research home page
Method A: my Boise State

• Log in to my.boisestate.edu
• Click on [Employee]
• Search for Faculty 180 in the Services box and click on the link below:

![Services Box]

• As you are signed in via SSO, you should automatically be taken to Faculty 180.
• If this does not occur, send an email to faculty180@boisestate.edu
Method B: Institutional Research page

- [ir.boisestate.edu](http://ir.boisestate.edu)
- Right-click on the Faculty 180 Login button to save the bookmark
- Click to log in
III. Legacy (DM) Data Reminders

• Dates
  1. If, in Digital Measures, you entered in March 31, 2014 for Start Date, but only calendar year 2014 for an End Date, then the End Date defaults to 12/31/14; you will need to complete the actual, logical date that activity ended.
  2. Status of ‘Ongoing’ was inserted for the End Date, if it was missing in DM. Please update these for accurate current year data.
  3. ‘1966’ was automatically inserted for Start year, if it was missing in DM. Please update these to a more accurate year.
  4. Scholarly/Creative Contributions with no “Year Published” date in DM defaults to 2016; these need to be updated for bibliographic accuracy.
III. Legacy (DM) Data Reminders

- **Scholarly/Creative Work status:**
  - Finished works need to have a status of either:
    - Completed/Published or
    - Work Discontinued
  - System considers only these records as “terminal”— even if full bibliographic information was provided in DM.
  - Many records did not have terminal status in DM— these will appear in activity report (annual evaluation C.V.) if not updated.
III. Legacy (DM) Data Reminders

• Credit Courses:
  1. If sections are cross-listed, please check the Group Courses box by each, and then apply changes with the Group button below the list.
  2. If your college/department allocates different teaching workload weights to classes based on certain characteristics (e.g., new preps, large sections), please complete the following for those classes:
     • Adjust the Teaching Load figure
     • Select the Teaching Load Adjustment Reasons (click on 'Classify' to the right)
III. Legacy (DM) Data Reminders

- **Viewing full record details:**
  
  - When viewing a record either in the main interface—or via an activity report/vita—only “top-line” information for each record is shown.
  
  - Click on spyglass icon (🔍) next to record for all details.
IV. NAVIGATING THE DATA REVIEW PROCESS
A. Accessing Data Review

• Upon login, you will see a notification on your Dashboard under the *To Do* section to begin your 2016 data review.

*Faculty:* If you have not completed the Data Review before the start of the annual evaluation process, you will have multiple *To Do* items once annual evaluations begin.

*Chairs and evaluators:* You will likely have multiple to-do items once annual evaluations begin; some will be related to your profile, while others will be related to faculty you will be evaluating.
B. Conducting Data Review

• Be sure to read the instructions carefully at the top of the screen

• *Caution*: Do not click “Submit for Evaluation” until you are ready for final submission.
  – Until then, use “Save and Go Back”.

UPDATE 2016 ACTIVITIES FOR ANNUAL PERFORMANCE EVALUATION
Spring 2016 - Fall 2016

Please update your 2016 Activity information is included below.

- Please check and update any status, dates and record details that might have changed since your last review, while adding new activities and accomplishments from the year.

Please also briefly check the Profile sections (to the left).

⚠️ If you have not already checked your data that was converted from Digital Measures, please beware that some previous data from DM may affect your 2016 Information. There are two particular items you may need to address:

- ‘Ongoing’ was inserted for the End Date, if it was missing in DM. Please replace these with corrected dates if the activity has completed.
- ‘1966’ was automatically inserted for Start year, if it was missing in DM. Please correct these to a more accurate year.

Click 'Submit For Evaluation' when you have completed all of the sections. For help documentation, click here.
HELP! The instructions are obscuring part of the screen.

• A couple of tricks:

  1. At the top of the screen (on right), click on “Hide All”.
     • Then you can open up each section one at a time and then scroll slowly.

  2. Shrink the size of the web browser to less than 100%
     • We have put in a request to have this issue resolved.
Conducting Data Review

• Note that several sections are flagged: “Activities require your attention”

• These sections are flagged solely based on publication/activity status.
  – Other details—such as bibliographic information—are not the trigger for records being flagged. You will still need to review the details of all (legacy) records.
Updating Status of records

• Some sections require you to hit an **Update** button at the bottom of those sections before you can submit the whole page.

• If you prefer to edit record details first (recommended), click on **View All**.
Updating Status of records: View All

- If you select **View All**, you may now use the pencil icon to make changes to record details (recommended for legacy records)
- Add new records to the section list by clicking **Add**.

When done editing and/or adding records, select **Go Back**. It will return you to the review view (previous slide) and you can complete confirming the status of each activity.
Updating record Statuses in *Scholarly & Creative Works*

• The Status option in each drop-down menu in the *Action* column defaults to the most recent Status you entered for each record. Update the status if it has changed.

• **Note**: The system considers the following statuses to be “terminal”:
  – Completed/Published
  – Work Discontinued

• Please check your legacy (DM) records for those that may have been, in fact, published/completed but never indicated as such in DM. If they are not updated, they will continue to appear in annual evaluation activity reports.
Update Status of service activities

• Similarly, update whether the status of any activity in the *Editorial & Review Activities* has ended.
  – You **must** hit **Update** for each section with an “attention” prompt.
Update Status of service activities

• If you indicate that the activity has ended, the system will ask you to indicate what semester and year it did so.
• Be sure to click **Update** when done confirming all service activity statuses.
Complete Data Review

• Once you have updated your records and reviewed flagged sections (Status updates), you may then submit the entire review by clicking **Submit for Evaluation**.

  – **Note**: There are no further steps in the Data Review process. You may now proceed with your annual performance evaluation.

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**UPDATE 2016 ACTIVITIES FOR ANNUAL PERFORMANCE EVALUATION**

*Spring 2016 - Fall 2016*

Please update your 2016 Activity information is included below.

- Please check and update any status, dates and record details that might have changed since your last review, while adding new activities and accomplishments from the year.

Please also briefly check the Profile sections (to the left).

If you have not already checked your data that was converted from Digital Measures, please beware that some previous data from DM may affect your 2016 information. There are two particular items you may need to address:

- ‘Ongoing’ was inserted for the End Date, if it was missing in DM. Please replace these with corrected dates if the activity has completed.
- ‘1966’ was automatically inserted for Start year, if it was missing in DM. Please correct these to a more accurate year.

Click "Submit For Evaluation" when you have completed all of the sections. For help documentation, click here.
Complete Data Review

• Click Okay
V. NAVIGATING THE ANNUAL REVIEW PROCESS
A. Accessing Annual Review

- Upon login, you will see a notification on your Dashboard under the *To Do* section to begin your 2016 Annual Evaluation.

Do not use the “X” in an attempt to remove the item from the menu. You must click on the hyperlink and complete the step to make the task disappear.
B. Completing Annual Review

Step 1: Faculty Self-Evaluation

You may review your activity summary again by clicking here. A new window will open.

Note: Sections of the report drawing from the Profile section of your database will display all of your profile information, not just for CY 2016.

Click here to access your self-evaluation form in a new window.

Library faculty: This is where you will locate your Job Description form.

This will export information from your self-evaluation form to PDF. It is not necessary to do this; this information will automatically be provided to your chair/supervisor.
Navigation tip

• When multiple MS windows are open, use the tab preview view in Windows task bar to see which one you wish to navigate to.

• Mac users, consider using **Split View**:
  1. Hold down the **full-screen button** in the upper-left corner of a window.
  2. As you hold the button, the window shrinks and you can drag it to the left or right side of the screen.
  3. Release the button, then click another window to begin using both windows side by side.
Follow the instructions for your college’s self-evaluation form
Fields with an * are required, but check with your chair regarding expectations – some, if not all required fields are set to “optional” to allow you to save your work and return later.

(1801) FACULTY SELF-EVALUATION

Faculty, please use this form to conduct a self-evaluation of your performance for the past calendar year, as well as to discuss goals for the current calendar year.

In addition to Teach, Scholarship, and Service, the category "Administration" has been added to capture specifically workload and goals related to administrative positions such as Program Coordinator, Director, Dean, etc.

Only use the Attachments section at the bottom of this form to load a Sabbatical report, if you participated last year. Other documents should be attached directly to the relevant Activities section entry.

- Examples:
  - Course syllabi, evaluations, and classroom observation reports --> TEACHING - Credit Courses
  - Article PDFs or video of play production --> RESEARCH - Scholarly and Creative Contributions

Evaluation Period

| Past Calendar Year* | 2016 |

Narratives - Past Calendar Year

Teaching Narrative (past calendar year)*
• Most colleges will have Attachments enabled at the bottom of the form. **However:**

• Only use the Attachments section at the bottom of this form to load a Sabbatical report, if you participated last year.

• Other documents should be attached directly to the relevant data entry section in the main interface (i.e., original activity record).

• Examples:
  — Course syllabi, evaluations, and classroom observation reports:
    • *TEACHING - Credit Courses*
  — Article PDFs or video of play production:
    • *RESEARCH - Scholarly and Creative Contributions*

![Attachments section](image)

*Click Save to retain your work.*
• Your self-evaluation is now saved, but not yet submitted.
• You may continue to return to the form until you submit it. Simply click **Cancel** to exit the evaluation.
• To submit:
  – Select the check box next to your evaluation
  – Click **Submit Selected Evaluations**

*Note: Saved Evaluations must be submitted before the deadline shown.*
You will then see the following pop-up:

Submit Selected Evaluations

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.

• Note that the evaluation **process** is not complete, only the self-evaluation (Step 1).
  - Click **Submit**. (Hit Cancel if you wish to return to the previous screen.)
  - Once submitted, Step 1 will no longer appear on your dashboard. Your information will automatically be forwarded to your chair.

**Chairs and administrators:** You will have multiple to-do items as annual evaluations progress; some will be related to your own evaluation, while others will be related to faculty you will be evaluating.
Step 2: Chair/Supervisor Evaluation of Faculty Members

- Chairs & administrators:
  - Access procedure is the same as for completing self-evaluation (Dashboard *To Do* list)
  - Look for *Annual Evaluation Step 2* and select

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Type</th>
<th>Posted Date</th>
<th>Due Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update 2016 Activities for Annual Performance Evaluation</td>
<td>Input Forms</td>
<td>December 20, 2016</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>
• You will see a list of faculty whom you will ultimately evaluate.
• Only those who have completed Step 1 will be ready for evaluation.

First, click here to access the combined Activity Report/faculty member self-evaluation information in a new window.

Second, at the top of the Annual Activity report, click here to access the faculty member self-evaluation in a new window.
Begin evaluation of faculty member

• After reviewing the Activity Report and the completed Faculty Self-Evaluation form, return to the main window (list of evaluations)

• Click on Evaluate in the row corresponding to the faculty member you are ready to evaluate
• Follow the instructions for your college’s Chair Evaluation (of faculty) form.
• Fields with an * are required, but some fields are set to “optional” to allow saving and returning for later completion.

Attachments will be enabled for most colleges. Again, only evaluation-specific supporting documents should be uploaded here.

As with every form, click Save to retain your work.
On the main list of pending faculty evaluations, select **Cancel** to exit and return to this evaluation later.

**IMPORTANT**: If you are meeting with your faculty member to discuss a draft of your evaluation of her/him, you must use the **PDF** button under **Export** to download a file to send to your faculty member via email.

This is the only way for faculty to see an evaluation before you officially submit Step 2.

<table>
<thead>
<tr>
<th>Process</th>
<th>SPS Annual Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Annual Evaluation</td>
</tr>
<tr>
<td>Evaluation</td>
<td>Annual Evaluation Step 2: Chair Evaluation of Faculty</td>
</tr>
<tr>
<td>Unit</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>Creator</td>
<td>David Weaver</td>
</tr>
<tr>
<td>Start</td>
<td>January 13, 2017 12:00AM</td>
</tr>
<tr>
<td>End</td>
<td>January 20, 2017 12:00AM</td>
</tr>
</tbody>
</table>

*Note: Saved Evaluations must be Submitted before the deadline shown.*
When ready to submit (after meeting with faculty member, if applicable), select the check box next to that evaluation and hit Submit Selected Evaluations.

Your evaluation of the faculty member will now be forwarded for her/his review (Step 3).
• You will then see the following pop-up:

![Submit Selected Evaluations]

Submit Selected Evaluations

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 List of Faculty Being Evaluated.
3. Your responsibility for this evaluation will be completed.

Submit  Cancel

• Note that the evaluation process is not complete, only the chair-evaluation of faculty selected at this time.
  • Click Submit. (Hit Cancel if you wish to return to your form later.)
  • Once submitted, Step 2 will continue to appear on the To Do list until all of your evaluations of faculty have been submitted for that step.
  • Once submitted, your evaluation of each faculty member will automatically be provided to each faculty member for review.
B. Completing Annual Review
Step 3: Faculty Response

- Faculty, upon notification, log in and locate the final step: Faculty Response.

Click here to access Activity Report and information submitted in Steps 1-2 of the evaluation process in a new window.
• In the new window, review the chair/supervisor’s evaluation by clicking on the hyperlink to the completed form at the bottom of the Activity Report.

• The chair’s evaluation will open in a new window, allowing you to review this information as you complete your final step.
- Back on the main screen, click **Evaluate** to begin the *Faculty Response* form, which will open in a new window.

### Listing of Faculty Being Evaluated

<table>
<thead>
<tr>
<th>#</th>
<th>Faculty Being Evaluated</th>
<th>Evaluation Saved</th>
<th>Annual Activity Report (in development) (Spring 2016 - Fall 2016)</th>
<th>Actions</th>
<th>Export</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Giacomazzi, Andrew</td>
<td></td>
<td></td>
<td><img src="#" alt="Evaluate" /></td>
<td><img src="#" alt="PDF" /></td>
</tr>
</tbody>
</table>

*Note: Saved Evaluations must be Submitted before the deadline shown.*
• Read all instructions carefully.
• Complete all fields.
• **Save** to retain your work.
• In Section E, please enter the date when you complete this form. You may make further changes until you SUBMIT on the main evaluation menu.

![Image of form](https://www.faculty180.com/cv/ReviewEntry_Form.php?coreFacultyID=111358865&EdType=ReviewEntries&Itorr)

**FACULTY$30$ FACULTY RESPONSE**

This form allows you to indicate a response to the evaluation you received from your supervisor.

University Policy 4290, part IV. D. states,

“If the faculty member does not agree with the chair/division manager’s evaluation, he/she may schedule a meeting with the chair/division manager to discuss the preliminary report.

After this meeting the chair/division manager will write a final evaluation report and provide a copy to the faculty member.

If the faculty member does not agree with the final report, he/she has the prerogative to write an addendum.”

If you choose to prepare an addendum, please add it to this page. It will become part of your personnel file if submitted by April 15th.
• On the main menu, select **Cancel** if you wish to return to the form later.

• When ready to submit, select the check box next to that evaluation and hit **Submit Selected Evaluations**.

This will export information from your Response Form to PDF. It is not necessary to do this; this information will automatically be provided to your chair/supervisor.
You will then see the following pop-up:

Submit Selected Evaluations

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.

- Click Submit. (Hit Cancel if you wish to return to your form later.)

The evaluation has been submitted

- The evaluation process is now complete.
VI. FAQs

• Common questions about...
  – Legacy (DM) data migration
  – Data review periods in Faculty 180
  – Annual Evaluation processes in Faculty 180
... can be accessed in the upper-right hand corner of your Dashboard in Faculty 180.
VII. Contact Information

• **Primary contact persons for specific data types** (send email to faculty180@boisestate.edu):
  – Credit Courses: Nick Warcholak
  – Grants/Contracts: Rob Anson or Nick Warcholak
  – Other areas: David Weaver