

# Quick Guide to Faculty180

This help document covers the following tasks in the system:

*Update 2016 Activities for Annual Performance Review (data review process)  
Step 1 of the evaluation process (self-evaluation)*

## **Notes:**

- *A more detailed guide to the data review and annual evaluation process can be found at the Faculty180 [web page](#).*
- *Chrome browser is recommended in using Faculty180*

Send questions to: [faculty180@boisestate.edu](mailto:faculty180@boisestate.edu)

# Accessing Data Review

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

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To Do

Click on the hyperlink below to the desired process

Search:

Action Item	Type	Posted Date	Due Date	Actions
<a href="#">Update 2016 Activities for Annual Performance Evaluation</a>	Input Forms	December 20, 2016	None	

**Faculty:** If you have not completed this 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 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.

# Conducting Data Review

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

## 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](#).

[Submit For Evaluation](#) [Save and Go Back](#) [Preview CV](#)

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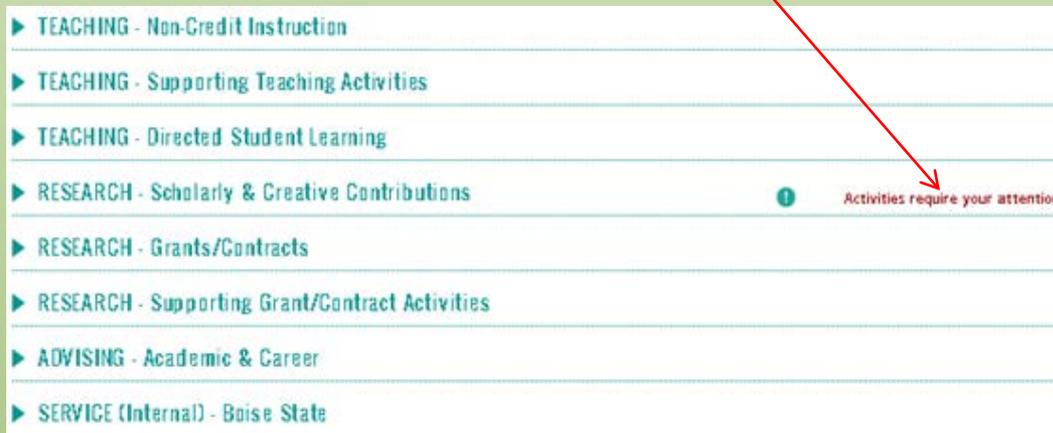
[TEACHING - Credit Courses](#) [Help](#)

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[TEACHING - Non-Credit Instruction](#) [Help](#)

# Conducting Data Review

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



▶ TEACHING - Non-Credit Instruction	
▶ TEACHING - Supporting Teaching Activities	
▶ TEACHING - Directed Student Learning	
▶ RESEARCH - Scholarly & Creative Contributions	Activities require your attention
▶ RESEARCH - Grants/Contracts	
▶ RESEARCH - Supporting Grant/Contract Activities	
▶ ADVISING - Academic & Career	
▶ SERVICE (Internal) - Boise State	

- 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 from Digital Measures.

# Updating Status of records

- Where a publication or activity's status has changed, update in the *Actions* column on the right.
- Hit **Update** at the bottom each flagged section

RESEARCH - Scholarly & Creative Contributions Activities require your attention Help

Type	Title	Outlet	Year Pub	Status	Term	Intellectual Contributions: Review Type	Actions
Journal Publication	The Participatory Roots of Selective Exposure: Baby Boomers, Political Protest, and Talk Radio	International Journal of Communication	2016	Accepted	Fall 2016	Blind Peer Reviewed	Accepted
Other Works	Partisanship, Motivated Reasoning and Media Effects on Public Opinion: The Case of Abu Ghraib		2016	In Progress	Fall 2016	Not Reviewed	In Progress

- **Caution:** Do not click “Submit for Evaluation” at top of the page until you are ready for final submission.  
  - Until then, use “Save and Go Back”.
- **Note:** There are no further steps in the Data Review process. You may now proceed with your annual performance evaluation.

# Completing Annual Review Step 1 (Self-Evaluation)

Listing of Faculty Being Evaluated						
<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	Annual Activity Report (in development) ( Spring 2016 - Fall 2016 )	Actions	Export
<input type="checkbox"/>	1	Giacomazzi, Andrew				

\* Note: Saved Evaluations must be Submitted before the deadline shown.

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 (e.g., Professional Development).

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.

- Only use the Attachments section at the bottom of this form to load either:
  - a Sabbatical report (if you participated last year), or
  - Supplementary, department-specific worksheets
- 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

! No attachments uploaded.

Attachment	Type	Lock <small>(faculty cannot delete)</small>
<input type="button" value="Browse..."/> No file selected.	Select ▼	<input checked="" type="checkbox"/>

Add Another

Save

Cancel

Click **Save** to retain your work. The window will close automatically.

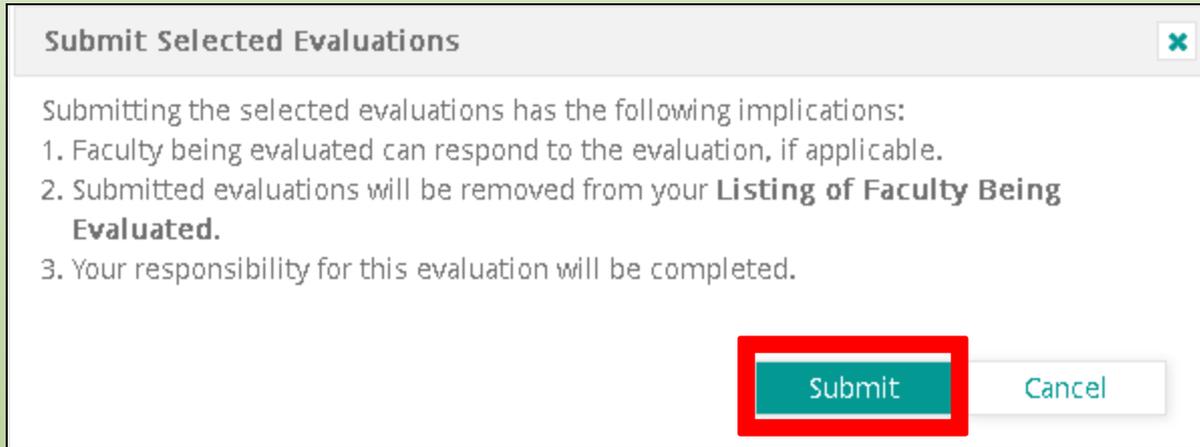
- **Your self-evaluation is now *saved*, but not yet submitted.**
- You may continue to return to the form until you submit it. Simply click **Cancel** to exit the evaluation.
- To submit to your chair/supervisor:
  - Select the check box next to your evaluation
  - Click **Submit Selected Evaluations**

Listing of Faculty Being Evaluated

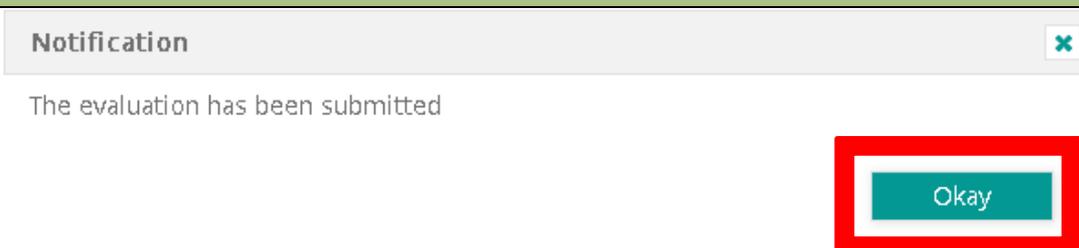
<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	Annual Activity Report (in development) ( Spring 2016 - Fall 2016 )	Actions	Export
<input checked="" type="checkbox"/>	1	Giacomazzi, Andrew	<input checked="" type="checkbox"/> <b>Not Submitted</b>		<input type="button" value="Evaluate"/>	<input type="button" value="PDF"/>

\* Note: Saved Evaluations must be Submitted before the deadline shown.

- You will then see the following pop-up:



- 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.