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
Accessing Data Review

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

Click on the hyperlink below to the desired process

**Update 2016 Activities for Annual Performance Evaluation**

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
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 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

• **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)

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

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

* 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.

[Submit] [Cancel]

• 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.