Viewing Evaluation Statuses and Results (faculty)

To view *completed Evaluations*

1. Click on *Evaluations* under the *Faculty* tab in the left-hand (green) side-bar

2. There are two sections in the *Evaluations* area
   a. *View / Respond*:
      - This is where you can access completed evaluations/evaluation steps
   b. *Perform Evaluations* (does not apply to most non-administrative faculty):
      - This is where you can also access evaluations to be completed by you, if you have been assigned to one and it is currently open.

3. Click on the green “eyeball” icon in the *Evaluations* column at the far-right.
4. Now you will see a list of evaluation steps for review. Click on any available green icons in the View/Respond column to the right.

<table>
<thead>
<tr>
<th>Process</th>
<th>Title</th>
<th>Type</th>
<th>Evaluation Author</th>
<th>Evaluation Date</th>
<th>View / Respond</th>
<th>Response Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 COAS Annual Performance Evaluation</td>
<td>Annual Evaluation Step 1: Faculty Self-Evaluation</td>
<td>Annual Evaluation</td>
<td>Bloke, Joe</td>
<td>2017-01-23 15:37</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2016 COAS Annual Performance Evaluation</td>
<td>Annual Evaluation Step 2: Chair Evaluation of Faculty Member</td>
<td>Annual Evaluation</td>
<td>Chair, Madam</td>
<td>In Progress</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td>2016 COAS Annual Performance Evaluation</td>
<td>Annual Evaluation Step 3: Faculty Response</td>
<td>Annual Evaluation</td>
<td>Bloke, Joe</td>
<td>In Progress</td>
<td>-</td>
<td>N/A</td>
</tr>
</tbody>
</table>

a. The completed form for that step will then display. When done, click **Cancel** to return to the previous view.

To view your Activity Report *outside* of the evaluation process

1. Click on *Vitas & Biosketches* under the **Faculty** tab in the left-hand (green) side-bar

2. You will then see a list of available “Vitas”. Find the one that it is in use for your evaluation process (the title and number of Vitas will vary by college).
3. Now you will need to set the parameters of the Vita to match that of the time frame of the evaluation period and then hit **Refresh Report**.

4. **Note:** Evaluations section that starts off the top of the Vita will display any completed steps of your evaluation, as well as past performance evaluations from Digital Measures.

5. At the top of the page, there are multiple options for exporting your Vita: