Quick Guide to Faculty180
This help document covers the following tasks in the system:

Update 2017 Activities for Annual Performance Review (data review process)
Key steps of the annual evaluation process

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; for best performance, be sure your browser has the latest updates

Send questions to: faculty180@boisestate.edu
1. Data Review: Accessing

- Upon login, you will see a notification on your Dashboard under the *To Do* section to begin your 2017 data review.

Welcome David A Weaver | Boise State University

To Do

<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 2017 Activities for Annual Performance Evaluation</td>
<td>Input Forms</td>
<td>December 20, 2016</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

Click on the hyperlink below to the desired process

**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.
1. Data Review: Conducting

- Be sure to read the instructions carefully at the top of the screen
1. **Data Review**: Conducting (cont.)

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

- These sections are flagged solely based on publication/activity **status** (e.g., submitted, R&R).
  - 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.
1. Data Review: Updating Record Statuses

- 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 at top of the page until you are ready for final submission.
  - Until then, use **Save and Go Back** at the bottom of the screen.

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

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 via the system.
2. Annual Review: Basic workflow logic

Faculty 180 thinks of each step of the process as a “mini evaluation”

- **Step 1: Self-evaluation**
  - “Evaluator” = Person being evaluated in overall process.

- **Step 2: Chair/supervisor evaluation**
  - “Evaluator” = Chair/supervisor

- **Step 3: Faculty Response**
  - “Evaluator” = Person being evaluated in overall process.
2. Annual Review: Completing Step 1

• 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.
2. Annual Review: Completing Step 1

- 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 button circled in red]

• 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.

![Notification window with text: The evaluation has been submitted]
2. Evaluation Process: What’s next?

• Two more basic steps:
  
  1. Chair drafts her/his evaluation in the system.
      
      A. S/he may use the button to download and send the draft to you (check w/ chair for dept practices)
      
      1) If so, there may be a meeting between you and chair (or not)

      B. Chair submits the final evaluation of you

      A. You will receive a notification via email that the chair has completed her/his step:

      ![Email notification example](interfolio faculty180)

      Do not reply to this email. This mailbox is not monitored, and you will not receive a response.

      Dear,

      This email is to notify you that the following faculty evaluation has been completed:

      Title: Annual Evaluation Step 2: Chair Evaluation of Faculty Member
      Evaluation Level: I.T. and Supply Chain Management
      Type: Annual Evaluation
      Start Date & Time: 2018-02-01 11:59pm
      Due Date & Time: 2018-02-15 11:59pm
2. Evaluation Process: What’s next?

2. Complete the third (and final) step: Faculty Response – required per University policy
   A. You will receive an email like this one:
      
      ![Email Example]

      This simply means you are authoring (“evaluator”) this step

   B. Complete this step as you would Step 1 (Self-Evaluation)