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.

**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.

Click on the hyperlink below to the desired process.
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.
Faculty 180 thinks of each step of the process as a “mini evaluation”

2. Annual Review: Basic workflow logic

Prepare Vita Data

Step 0: Faculty Data Review

Conduct the Evaluation

Step 1: Faculty Self-evaluation

“Evaluator” = Person being evaluated in overall process

Step 2: Chair/supervisor evaluation

“Evaluator” = Chair/supervisor

Step 3: Faculty Acknowledgement & Signature

“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:

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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.
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:
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:

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

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