Quick Guide to Completing an Evaluation of a Faculty Member
Annual Performance Review: Basic logic

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

- **Prep Step A:** Enter new records for previous CY
- **Prep Step B:** Conduct formal Faculty Data Review listed on *My Action Items* pane
- **Step 1:** Faculty self-evaluation form
  - "Evaluator" = Person being evaluated in overall process
- **Step 2:** Chair/supervisor evaluation form
  - "Evaluator" = Chair/supervisor
- **Step 3:** Faculty Acknowledgement & Signature form
  - "Evaluator" = Person being evaluated in overall process

Prepare Vita Data

Formal Annual Evaluation Process/Workflow
Step 2: Evaluation of Faculty Member

- Chairs & administrators:
  - Access procedure is the same as for completing self-evaluation (*Action Item list*)
  - Look for *Annual Evaluation Step 2* and select

Your Action Items

*Complete Evaluation: Annual Evaluation Step 2: Chair Evaluation of Faculty Member*
• You will see a list of faculty whom you will ultimately evaluate.
• Only those who have completed Step 1 will be ready for evaluation.

First, click here to access the combined Activity Report/faculty member self-evaluation information in a new window.

Second, at the top of the Annual Activity report, click here to access the faculty member self-evaluation in a new window.
Wait! How do I review all of the faculty members’ narratives side-by-side?

• Go to Administration → Reports in the sidebar
  Under Administrative Reports select Evaluations
1. Select the *Faculty* for your department,

2. Be sure the **Begin** and **End** dates run from Jan 1 to at least April 30 of the current calendar year. (Dates are based on when evals are completed.)

3. Click **Build Report**
1. Under the *Evaluation Titles* column, click on the hyperlinked number corresponding to the evaluation process housing your faculty members’ self-evaluations:

2. In the *Total Evaluations* column, click on the hyperlinked number corresponding to the self-evaluation step.
3. Find the data rows corresponding to faculty narratives e.g., *Teaching Narrative (Past Calendar Year)*

- Note that scrollbars make it hard to review comments. Double-click inside a window you wish to read and a new window will appear with the entire test.
- When you are done, hit **Return** to go back to the main table.
You may also export this table of results to Excel.
Begin evaluation of faculty member

• After reviewing the Activity Report and the completed Faculty Self-Evaluation form, return to the main window (list of evaluations)
• Click on **Evaluate** in the row corresponding to the faculty member you are ready to evaluate
• Follow the instructions for your college’s Chair Evaluation (of faculty) form
• Fields with an * are required, but some fields are set to “optional” to allow saving and returning for later completion.

(1102-2017) COAS Chair's Evaluation

**NOTE:** Boise State’s single sign-on will **sign you out** of Faculty180 after **60 minutes** of inactivity for security reasons. Please **save** your work accordingly.

If you will be away from your desk for an extended time, place a character/number in any/all required fields and **save** your work so as not to lose it.

**ALSO NOTE:** Do **not** hit the ‘Evaluate’ button while you have an evaluation form opened, even if it’s minimized. This will reload the form, and you will lose any unsaved progress.

**Instructions**
Department chairs/supervisors, use this evaluation form to complete the following:
1. Actual workload distribution for the past calendar year
2. Actual workload distribution for the current spring semester
3. Evaluation of the faculty member based on the previous calendar year
4. Planned workload distribution for the next academic year

**Evaluation Period**

| Past Calendar Year* | 2017 |

Attachments will be enabled for most colleges. Again, only evaluation-specific supporting documents should be uploaded here.

As with every form, click **Save** to retain your work.
• On the main list of pending faculty evaluations, select **Cancel** to exit and return to this evaluation later.

• **IMPORTANT**: If you are meeting with your faculty member to discuss a draft of your evaluation of her/him, you **must use** the **PDF** button under **Export** to download a file to send to your faculty member via email.
  
  — This is the only way for faculty to see an evaluation before you officially submit Step 2.
  
  — *We also recommend you use this button to save PDF copies of your evaluations before final submission!* (It is much harder to extract this information from the system afterward.)
• When ready to submit, select the check box next to that evaluation and hit **Submit Selected Evaluations**

• Your evaluation of the faculty member will now be forwarded for her/his review (Step 3).
• You will then see the following pop-up:

![Submit Selected Evaluations](image)

- Submitting the selected evaluations has the following implications:
  1. If applicable, faculty being evaluated can respond to the evaluation.
  2. Submitted evaluations will be removed from your Listing of Faculty Being Evaluated.
  3. Your responsibility for this evaluation will be completed.

- Note that the evaluation process is not complete, only the chair-evaluations of faculty selected at this time.
  - Click **Submit**. (Hit **Cancel** if you wish to return to your form later.)
  - Once submitted, Step 2 will continue to appear on the To Do list until all of your evaluations of faculty have been submitted for that step.
  - Once submitted, your evaluation of each faculty member will automatically be provided to each faculty member for review.