Accessing Evaluation Results (Administrators)

The most efficient way to look up evaluation status/results is to use the administrative *Evaluations* report.

1. Go to *Administration → Reports* in your sidebar

2. In the *Administrative Reports* subsections click on *Evaluations*.

3. Set the Begin and End dates to encompass the dates in which evaluation steps would have been *submitted*. 
4. The *Faculty* should only be those within your administrative permissions e.g., your college or department. Select your faculty as of the fall term of the CY under review. Use the XX Faculty Selected button to change the term.

5. Click 

6. In this instance, the resulting table lists two processes, one for evaluations of regular faculty and a second for the evaluation of the department chair.

There are three main routes to evaluation results.

*If you want:*

7. ... a grid of all submissions for a given evaluation *step*, choose the hyperlinked number in the Evaluation Titles column.
8. ... a list of all faculty that includes links to each step of each faculty member’s evaluation, click on the hyperlinked number in the Faculty Being Evaluated column.
9. ... to be able to review the submission status of any evaluation step for any faculty member, click on the hyperlinked number in the Total Number of Faculty Evaluations column.
10. If you choose **Evaluation Titles**, the next table will show you the relevant steps of the evaluation workflow. Click on the hyperlinked number in the *Total Evaluations* column for the evaluation step you wish to review.

![Evaluation Titles Table]

You will then be shown a table of results for that step across faculty. You may then read online or export via the *Actions* menu at the top-right of the screen. Note that unless your department is very small, it is highly recommended that you “Export to Excel”.

11. If you choose **Faculty Being Evaluated**, the next table will show you a list of individual faculty. For each faculty member, there will be a hyperlink to a list of that faculty member’s steps in that process.

![Faculty Being Evaluated Table]

After clicking on that number, you will then be shown a table of results for all evaluation steps for that person. You may then read online or export via the *Actions* menu at the top-right of the screen. Note that unless your department is very small, it is highly recommended that you “Export to Excel”. (You may also use the relevant Activity Report via the administrative *Standard Vitas* report to get prettier PDFs of each step!)
12. If you choose **Total Number of Faculty Evaluations**, the next table will provide a list of all steps for all faculty. *This is an easy way to see if faculty have not started and/or submitted* an evaluation step!

- Tip: Click once on the *Last Name* column to sort by faculty member. (Alternatively, on *Evaluation Title* to review progress related to a given step.)

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Evaluation Title</th>
<th>Evaluators</th>
<th>Evaluation Authors</th>
<th>Started</th>
<th>Due</th>
<th>Submitted</th>
<th>Last Saved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Annual Evaluation Final Step: Faculty Acknowledgement &amp; Signature</td>
<td>1</td>
<td>1</td>
<td>2018-04-09 11:59pm</td>
<td>2018-04-15 11:59pm</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual Evaluation Step 1: Faculty Self-Evaluation</td>
<td>1</td>
<td>1</td>
<td>2018-01-22 05:00pm</td>
<td>2018-02-19 11:59pm</td>
<td>Yes</td>
<td>2018-02-16 10:53am</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual Evaluation Step 2: Chair Evaluation of Faculty Member</td>
<td>2</td>
<td>2</td>
<td>2018-02-19 11:59pm</td>
<td>2018-04-09 11:59pm</td>
<td>Yes</td>
<td>2018-04-07 03:13pm</td>
</tr>
</tbody>
</table>

This table can be exported via the **Actions** menu at the top-right of the screen. Note that unless your department is very small, it is highly recommended that you “Export to Excel”. 