Annual Performance Review: Faculty Acknowledgement & Signature

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

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

Prep Step A: Enter new records for previous CY
Prep Step B: Conduct formal Faculty Data Review listed on My Action Items pane

Formal Annual Evaluation Process/Workflow

Annual Performance Review: Faculty Acknowledgement & Signature
• Login and locate the final step (*Faculty Acknowledgement & Signature*) in the Action Items section of your Home page.

If desired, click here to access the Activity Report, which will provide a link to the Chair’s evaluation of you in a separate window.
• In the new window, review the chair/supervisor’s evaluation by clicking on the hyperlink to the completed form at the bottom of the Activity Report in the *Evaluations* section.

![Evaluations Table]

- The chair’s evaluation will open in a new window, allowing you to review this information as you complete your final step.
- Close this window when you are done with it.
• Back on the main screen, click **Evaluate** to begin the **Faculty Acknowledgement & Signature** form, which will open in a new window.

• Read all instructions carefully.

• Complete all fields.

• Enter the date when you complete this form.

• Please only enter/attach an addendum if you have **concerns** regarding your chair/supervisor’s evaluation of you.

• **Save** to retain your work (window will close).

• **You may make further changes until you SUBMIT on the main evaluation menu!**
• Select **Cancel** if you wish to return to this step later.

• When ready to submit, select the check box next to that evaluation and hit **Submit Selected Evaluations**.
• You will then see the following pop-up:

![Submit Selected Evaluations](image)

• Click **Submit**. (Hit **Cancel** if you wish to return to your form later.)

![The evaluation has been submitted](image)

• The formal evaluation **process** is now complete.