Quick Guide to Faculty180

This help document covers the following tasks in the system:

*Update 2018 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
NAVIGATING THE DATA REVIEW PROCESS
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

**Prep Step A:** Enter new records for previous CY

**Prep Step B:** Conduct formal Faculty Data Review listed on My Action Items pane

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**Annual Performance Review: Basic logic**

Prepare Vita Data

Formal Annual Evaluation Process/Workflow

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Annual Performance Review: Basic logic

Faculty 180 thinks of each step of the Process as a “mini evaluation”
A. Accessing Data Review

• Upon login, you will see a notification on your Dashboard, under the To Do section to begin your 2016 data review.

Welcome back, David Weaver

Your Action Items

Faculty: If you have not completed the Data Review before the start of the annual evaluation process, you will have multiple Action items once annual evaluations begin.

Chairs and evaluators: You will likely have multiple Action items once annual evaluations begin; some will be related to your profile, while others will be related to faculty you will be evaluating.
B. Conducting Data Review

- **Caution**: Do *not* click “Review is Complete” until you are ready for final submission.
  - Until then, use “Save and Go Back”.
Conducting Data Review

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

- RESEARCH - Scholarly & Creative Contributions
- RESEARCH - Grants/Contracts
- RESEARCH - Supporting Grant/Contract Activities
- ADVISING - Academic & Career
- SERVICE (Internal) - Boise State
- SERVICE (External) - Community
- SERVICE (External) - Editorial & Review Activities
- SERVICE (External) - Profession/Discipline
- SERVICE (External) - Consulting
- HONORS - Awards & Honors
- DEVELOPMENT - Faculty & Professional

• These sections are flagged solely based on publication/activity status.
  - 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.
Updating Status of records

- Some sections require you to hit an **Update** button at the bottom of those sections before you can submit the whole page.
- If you prefer to edit record details first (recommended), click on **View All**.
COEN & COED Faculty!

- You will also need to enter course evaluation numbers into the records for each credit course taught in the prior calendar year in the **TEACHING – Credit Courses section**
### Entering Course Eval Summary Stats

<table>
<thead>
<tr>
<th>Number of Course Evaluation Respondents*</th>
<th></th>
</tr>
</thead>
</table>

**COED faculty:** Report your statistic for the course evaluation question, "How would you rate the overall quality of this course?"

**COEN faculty:** Report your statistic for the course evaluation question, "Overall the quality of this course was excellent."

<table>
<thead>
<tr>
<th>Overall Course Quality*</th>
<th></th>
</tr>
</thead>
</table>

**COED faculty:** Report the statistic for the course evaluation question, "How would you rate the overall quality of this instructor?"

**COEN faculty:** Report the statistic for the course evaluation question, "Overall, I think the instructor is excellent."

<table>
<thead>
<tr>
<th>Overall Instructor Excellence*</th>
<th></th>
</tr>
</thead>
</table>

Do not enter blocks of text or narratives in the above fields!

Repeat for each course taught during the calendar year under review. If the course has no evaluations, enter “N/A” in each box shown above.
Complete Data Review

• Once you have updated your records and reviewed flagged sections (Status updates), you may then submit the entire review by clicking Submit for Evaluation.
  – Note: There are no further steps in the Data Review process. You may now proceed with your formal annual performance evaluation, beginning with the Self-Evaluation form.
V. NAVIGATING THE ANNUAL REVIEW PROCESS
A. Accessing Annual Review

- Upon login, you will see a notification on your Dashboard, under the *Action Item* section to begin your Annual Evaluation.

**Welcome back, [Redacted]**

**Your Action Items**

- Complete Evaluation: Annual Evaluation Step 1: Faculty SelfEvaluation

*Complete*: Faculty180 | Annual Evaluation | Faculty180

*Due*: Apr 9, 2018

Click on the hyperlink for the desired process
B. Completing Annual Review

Step 1: Faculty 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 the CY.

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.
Follow the instructions for your college’s self-evaluation form
Fields with an * are required, but check with your chair regarding expectations – some, if not all required fields are set to “optional” to allow you to save your work and return later.
• Most colleges will have Attachments enabled. However:
• Only use the Attachments section at the bottom of this form to load a Sabbatical report, if you participated last year.
• Other documents should be attached directly to the relevant data entry section (i.e., original 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.
• 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:**
  – Select the check box next to your evaluation
  – Click **Submit Selected Evaluations**
• You will then see the following pop-up:

![](image)

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.

**Chairs and administrators:** You will have multiple **Action** items as annual evaluations progress; some will be related to your own evaluation, while others will be related to faculty you will be evaluating.