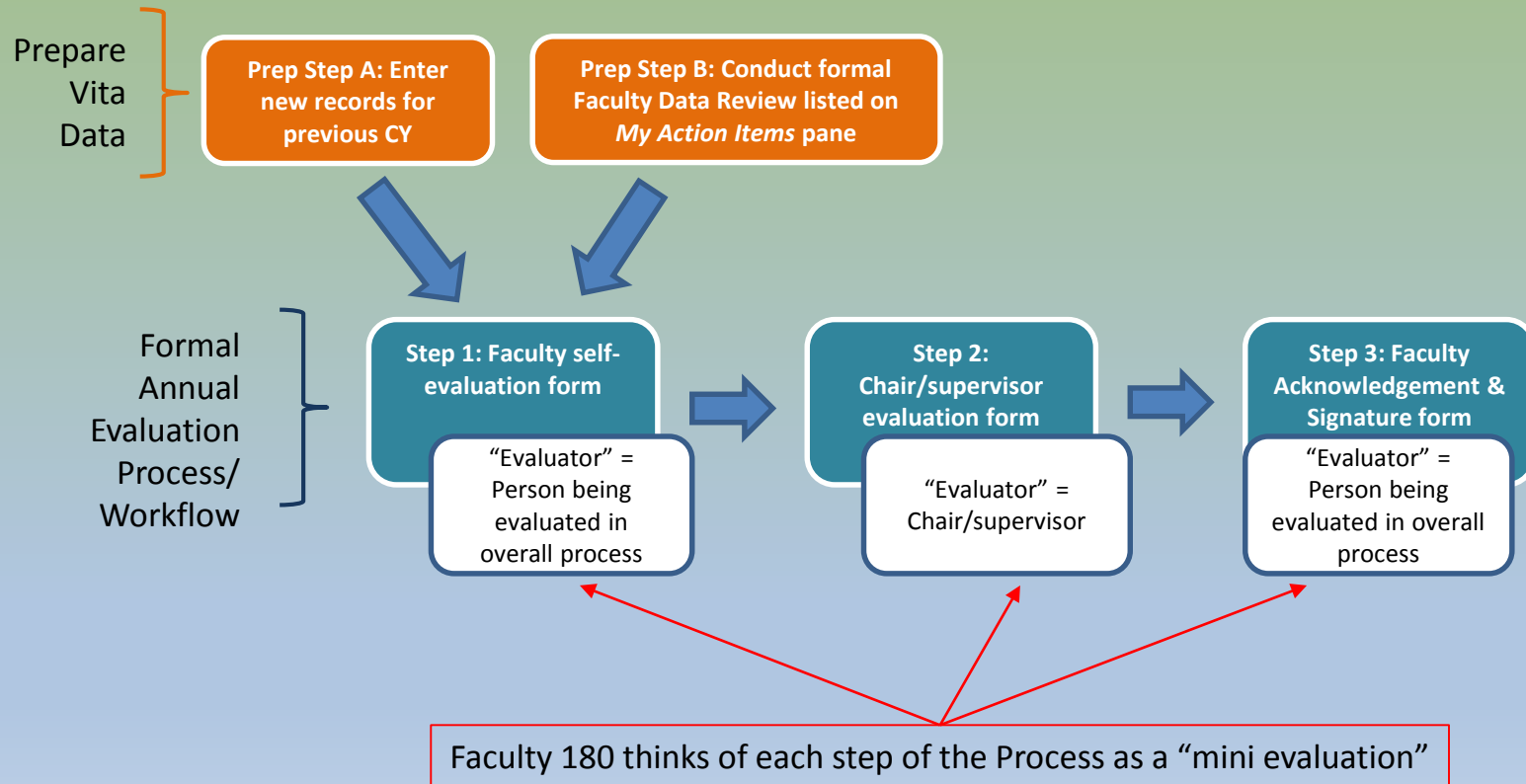


# Quick Guide to Completing an Evaluation of a Faculty Member

# Annual Performance Review: Basic logic



# 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

Faculty180 | Annual Evaluation | Faculty 180

- You will see a list of faculty whom you will ultimately evaluate.
- Only those who have completed Step 1 will be ready for evaluation.

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	Annual Activity Report ( Spring 2017 - Fall 2017 )	Actions	Export
<input type="checkbox"/>	1	Que, Suzy			 Evaluate	PDF

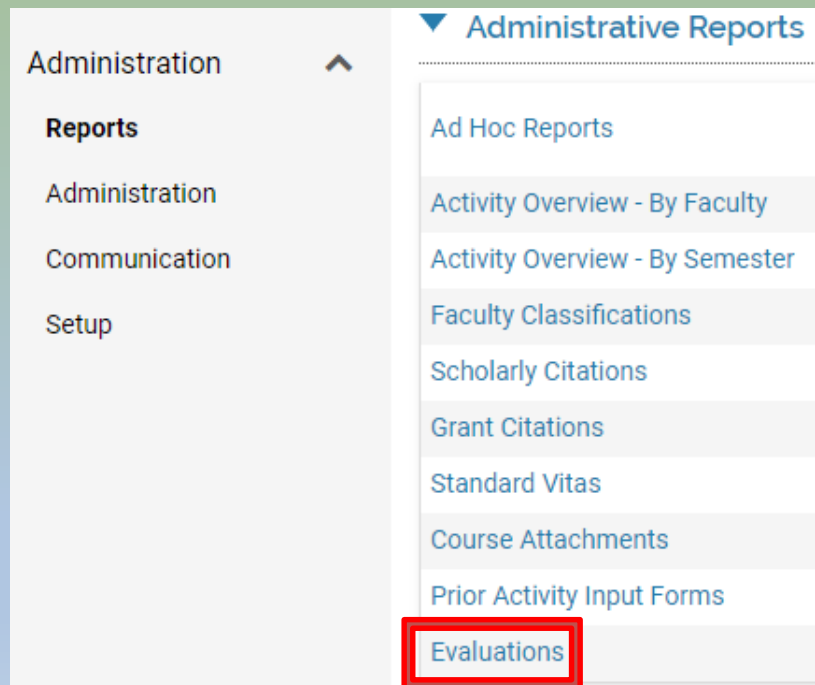
First, click here to access the combined Activity Report/faculty member self-evaluation information in a new window.

Evaluations		
Process	Title	Type
<a href="#">2017 COAS Annual Performance Evaluation</a>	Annual Evaluation Step 1: Faculty Self-Evaluation	Annual Evaluation

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**

General <span>2</span>		Faculty <span>1</span>	
Begin	<input type="text" value="2018-01-01"/>	Unit	Mathematics
End	<input type="text" value="2018-04-30"/>	Assigned To Unit As	Primary Unit
		Employment Status	Full Time
		Begin	Spring 2018
		End	Spring 2018
		Faculty Titles	
<span>3</span>	<a href="#">Build Report</a>	<a href="#">43 Faculty Selected</a>	
	<a href="#">Go Back</a>		

- Under the *Evaluation Titles* column, click on the hyperlinked number corresponding to the evaluation process housing your faculty members' self-evaluations:

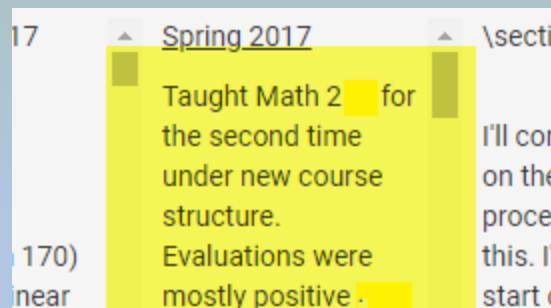
Process Title	Unit	Evaluation Titles	Faculty Being Evaluated	Total Number of Faculty Evaluations
2017 COAS Annual Performance Evaluation	College of Arts and Sciences	<a href="#">3</a>	41	123
2017 COAS Annual Performance Evaluation of Administrators	College of Arts and Sciences	<a href="#">2</a>	2	4
Totals		5	43	127

- In the *Total Evaluations* column, click on the hyperlinked number corresponding to the self-evaluation step.

Evaluation Title	Unit	Type	Faculty Being Evaluated	Submitted Evaluations	Evaluators	Evaluation Authors	Total Evaluations
Annual Evaluation Final Step: Faculty Acknowledgement & Signature	Mathematics	Annual Evaluation	41	5	41	41	<a href="#">41</a>
Annual Evaluation Step 1: Faculty Self-Evaluation	Mathematics	Annual Evaluation	41	39	41	41	<a href="#">41</a>

### 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



Evaluation Text

[Spring\\_2017](#)

Taught Math 2 for the second time under new course structure. Evaluations were mostly positive and student response to structure of the course was productive.

Taught Math 5 as the second of a two-course sequence with MATHED 51

Evaluation comments seem to indicate that students appreciated how this was implemented.

[Fall 2017](#)

Returned to teaching Math 7 for the first time in several years. Comments were similar to previous semesters of the course. Overall evaluation of me as an instructor was positive.

Overall, I was pleased with my instruction for the year and the overall student response.

Return



- You may also export this table of results to Excel.

## Reports

Evaluations - 2017 COAS Annual Performance Evaluation

Quicklinks ▾

Actions ▾

Print Page

Export to Excel

General	
Begin	<input type="text" value="2018-01-01"/>
End	<input type="text" value="2018-04-30"/>
Tally Column	<input type="checkbox"/>
Evaluation	<input type="text" value="Annual Evaluation Step 1: Faculty Self-Evaluation"/>

Faculty	
Unit	Mathematics
Employment Status	Full Time
Begin	Spring 2018
End	Spring 2018
Faculty Titles	

43 Faculty Selected

Refresh Report

# 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

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	Annual Activity Report ( Spring 2017 - Fall 2017 )	Actions	Export
<input type="checkbox"/>	1	Que, Suzy			<a href="#">Evaluate</a>	<a href="#">PDF</a>

- 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

**B** 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.)

Listing of Faculty Being Evaluated										
<input type="checkbox"/>	#	Faculty Being Evaluated	Specified End	Evaluation Saved *	Annual Activity Report ( Spring 2017 - Fall 2017 )	Actions	Export			
<input type="checkbox"/>	1	[REDACTED]	April 9, 2018 4:35PM				<b>Evaluate</b>	<b>PDF</b>		

\* Note: Saved Evaluations must be Submitted before the deadline shown.

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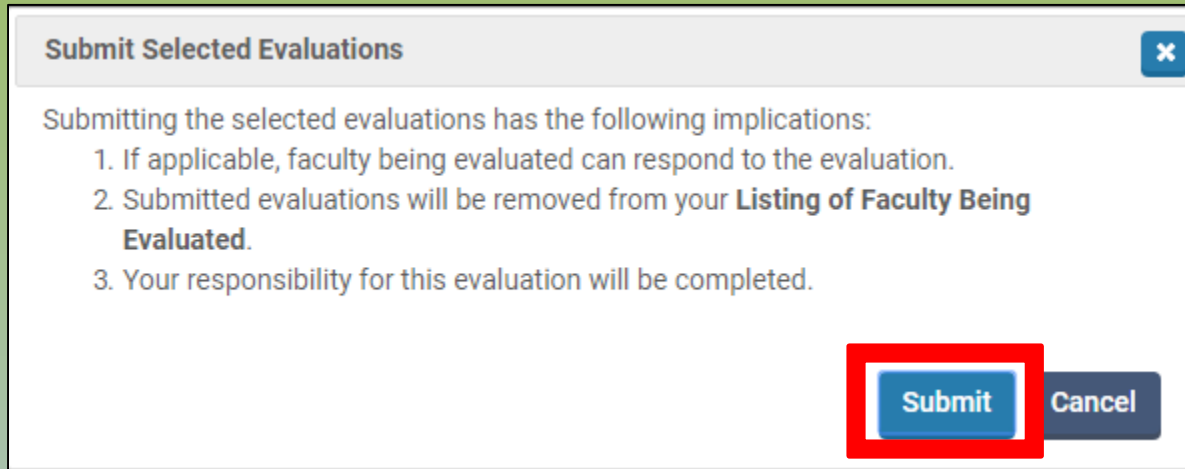
**Submit Selected Evaluations** **Cancel**

- 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).

Listing of Faculty Being Evaluated									
<input type="checkbox"/>	#	Faculty Being Evaluated	Specified End	Evaluation Saved *	Annual Activity Report ( Spring 2017 - Fall 2017 )	Actions	Export		
<input type="checkbox"/>	1	[REDACTED]	April 9, 2018 4:35PM	<span style="color: green;">✔</span> Not Submitted		<a href="#">Evaluate</a>	<a href="#">PDF</a>	<small>Evaluations must be Submitted before the deadline shown.</small>	

[Submit Selected Evaluations](#) [Cancel](#)

- You will then see the following pop-up:



- 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.

