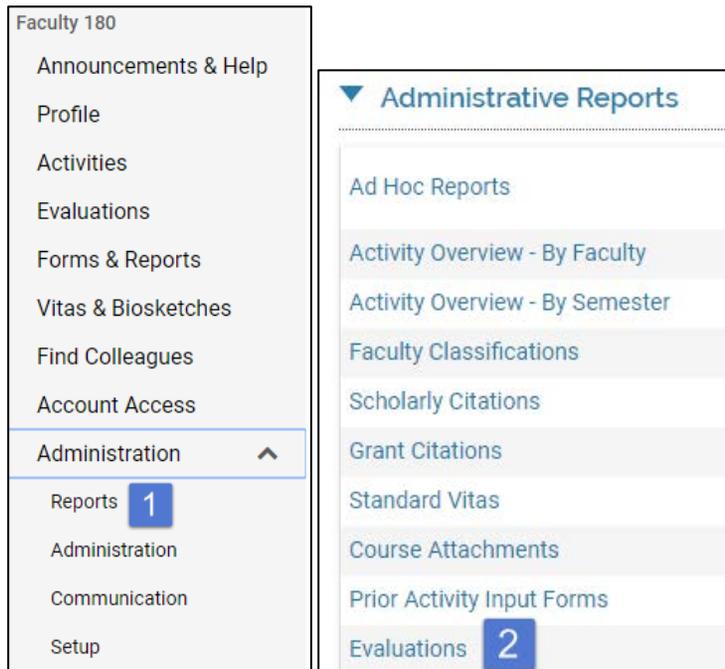# Accessing Evaluation Results (Administrators)

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 <u>Evaluations</u>.

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.

Faculty	4
Unit	Biological Sciences
Assigned To Unit As	Primary Unit
Employment Status	Full Time
Begin	Fall 2017
End	Fall 2017
Faculty Titles	

36 Faculty Selected

5. Click **Build Report** .

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.

Process Title	Unit	Evaluation Titles	Faculty Being Evaluated	Total Number of Faculty Evaluations
2017 COAS Annual Performance Evaluation	College of Arts and Sciences	3	34	102
2017 COAS Annual Performance Evaluation of Administrators	College of Arts and Sciences	2	1	2
Totals		5	35	104

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 Title	Unit	Type	Faculty Being Evaluated	Submitted Evaluations	Evaluators	Evaluation Authors	Total Evaluations
1	Annual Evaluation Final Step: Faculty Acknowledgement & Signature	Biological Sciences	Annual Evaluation	34	20	36	36	34
2	Annual Evaluation Step 1: Faculty Self-Evaluation	Biological Sciences	Annual Evaluation	34	31	36	36	34
3	Annual Evaluation Step 2: Chair Evaluation of Faculty Member	Biological Sciences	Annual Evaluation	34	34	2	2	68

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You will then be shown a table of results for that step <u>across faculty</u>. 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".

Quicklinks ∨   Actions ∨
Print Page
Export to Excel

Form Type	Form Title	Field	James Smith	Brad Morrison	Julie Heath	Ian Robertson	Jay Carlisle	Marcelo Serpe	Julia Oxford	Sven Buerki
Evaluation		Author	James Smith	Brad Morrison	Julie Heath	Ian Robertson	Jay Carlisle	Marcelo Serpe	Julia Oxford	Sven Buerki

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.

First Name	Last Name	Evaluation Titles	Total Evaluations
Allen	Albig	3	4

After clicking on that number, you will then be shown a table of results for all evaluation steps for <u>that person</u>. 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!)

Quicklinks ∨   Actions ∨
Print Page
Export to Excel

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.)

First Name	Last Name	Evaluation Title	Evaluators	Evaluation Authors	Started	Due	Submitted	Last Saved
		Annual Evaluation Final Step: Faculty Acknowledgement & Signature	1	1	2018-04-09 11:59pm	2018-04-15 11:59pm	No	
		Annual Evaluation Step 1: Faculty Self-Evaluation	1	1	2018-01-02 05:00pm	2018-02-19 11:59pm	Yes	2018-02-16 10:53am
		Annual Evaluation Step 2: Chair Evaluation of Faculty Member	2	2	2018-02-19 11:59pm	2018-04-09 11:59pm	Yes	2018-04-07 03:13pm

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".

Quicklinks ˅   Actions ˅

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