Looking Up A Completed Evaluation Step via Annual Activity Report

October 2020

1. Go to **Administration -> Reports -> Administrative Reports ->** Standard Vitas
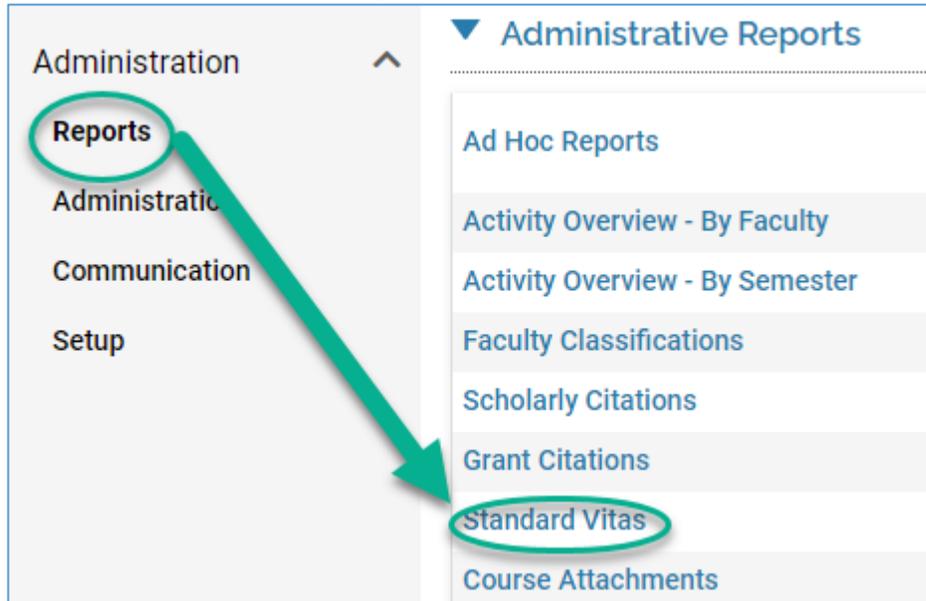
2. You should then see a numerical value for the number of full-time faculty in your department; if you have relevant part-time faculty, you may wish to choose **All Active** in the *Employment Status* drop-down menu.
   a. Click on the number

3. You will get a list of your faculty
   a. At the top of this page, change the report to your college/unit's <u>Annual Activity Report</u>, then click on the blue eyeball for a given faculty member (**the date range doesn't matter**).

4. The first section in the resultant pop-up window should be the *Evaluations* section and you can scroll until you find the year and eval step you want to see
   a. Click on the field in the first column for desired step:

5. Yet another pop-up window opens with the submitted evaluation form. You may print to PDF or print out as desired.

A Evaluation Details

Process	2019 COHS Annual Performance Evaluation
Title	Annual Evaluation Step 2: Chair/Supervisor Evaluation of Faculty
Type	Annual Evaluation
Author	
Faculty	
Description	
Submitted	April 8, 2020 7:06PM

B Evaluation Documents

Locked Documents

Faculty Member ▲	Form ▲	Start Semester ▲	End Semester ▲	Locked Time ▲	View ▲
	Annual Activity Report	Spring 2019	Fall 2019	April 08 2020 19:07:05	👁

(1502-2017) COHS Chair/Director Evaluation of Faculty

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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.