

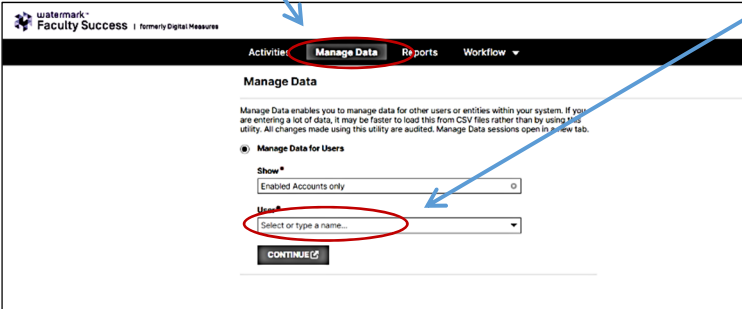
Chair Evaluations, Colleague Evaluations, and Post Tenure Reviews in Faculty Success (aka Activity Insight)

Faculty evaluations need to be stored in each faculty member's Faculty Success screen titled Faculty Evaluations.

The evaluation committee should complete the appropriate evaluation form, discusses the results with the faculty member being evaluated, appends any response necessary/desired by the faculty member to the form, and then prints, signs, and scans it to a PDF document. This document is then uploaded into Faculty Success.

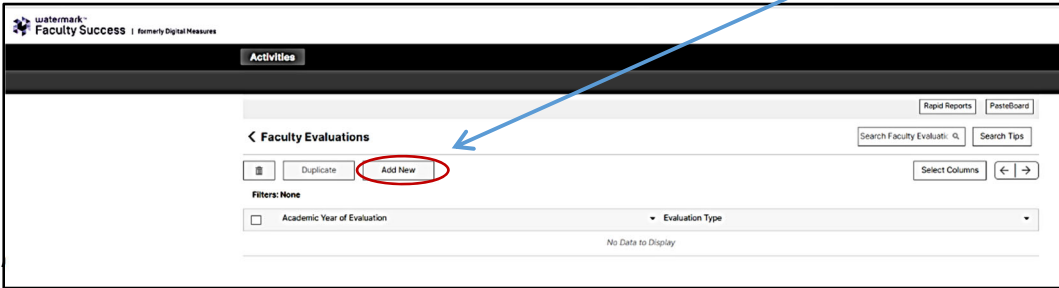
Note: Annual **Chair Evaluations** need to be signed by the Provost before being uploaded into Faculty Success. These evaluations should be sent to the Academic Resource Officer in the Provost office, Stacy Shaver, who will obtain the Provost's signature and upload the completed document into Faculty Success. The **Colleague Evaluations** and **Post Tenure Reviews** do not need to be signed by the Provost.

To upload these documents into Faculty Success the program chair creates an item in the screen titled Faculty Evaluations that will contain the scanned evaluation form. Open Faculty Success and click on the Manage Data option.



Click into the User search box and begin typing the name of the faculty member, select the appropriate name from the list, and then click the Continue button.

A new tab will open with a message at the top right hand corner of the screen that says "Managing data for" Then click into their Faculty Evaluations screen and click the Add New button.



Begin typing the year in the Academic Year of Evaluation drop down menu and then select the appropriate year.

The screenshot shows the 'Edit Faculty Evaluations' form. At the top right, there are buttons for 'Rapid Reports' and 'Pasteboard'. Below these are 'Cancel', 'Save', and 'Save + Add Another' buttons. The form contains the following fields and sections:

- Academic Year of Evaluation**: A dropdown menu.
- Evaluation Type**: A dropdown menu.
- Upload Evaluation Document**: A section with a green-bordered box containing the text 'Drop file here or select to upload'.
- Faculty Response to Evaluation**: A section with the instruction 'If preferred, faculty member may provide a response to this evaluation.' It includes a 'Narrative' text area with a rich text editor toolbar (B, I, U, x², x₂, C, ↵) and an 'and/or' label.
- Response File**: A section with a box containing the text 'Drop file here or select to upload'.

Then select the appropriate type of evaluation in the Evaluation Type drop down list.

Finally, upload the scanned PDF created during the review process by clicking on the “Drop file here or select to upload” prompt (highlighted in green) and browse to the location of the PDF document. Then click the Save button.

This screenshot shows the same form after several changes. The 'Academic Year of Evaluation' dropdown is now set to '2020-2021' and the 'Evaluation Type' dropdown is set to 'Colleague Evaluation'. The 'Upload Evaluation Document' section now shows a file named 'Faculty Colleague Eval 2020-21.pdf (47.03 KB)' with a red 'X' icon. The 'Save' button is circled in red. The 'Faculty Response to Evaluation' section, including the 'Narrative' text area and the 'Response File' upload area, is highlighted with a green background.

Note: there is a text box and an option to upload a Response File which allows the **faculty member** (not the chair) to respond to their evaluation. However, it's possible this faculty response was already incorporated into the scanned evaluation document, if so, then a response here is not necessary.

Finally, the browser tab being used to manage the faculty member's data can be closed and the chair can log out of Faculty Success.