Unit Administrator/Chair Completes Evaluation

When a faculty member submits their annual report packet components, the case will automatically be forwarded to Step 1 of the workflow – Unit Administrator's Evaluation for Faculty Member. The chair/evaluator will receive an email notification when the annual review case has been assigned to their step.

Steps to complete in this step:

- 1. Review the case components and complete the evaluation
- 2. Share the evaluation with the faculty member and meet with the faculty member
- 3. Complete meeting confirmation form and send the case forward for faculty sign off

Navigate to the case directly from the email or log in to Faculty 180 directly. Cases assigned to a reviewer will appear on their Home Screen.

 Note: You may have access to other cases in other workflow steps because of the security role you are assigned. If you utilize the "Cases" menu, make sure you are only editing, forwarding and closing cases that are in your queue. Cases in your queue will appear on your home screen.

Home Your Packets	East Carolina University > Cases Search cases		
Cases		Q Filter	
	1 of 1 cases		
	Name 🗸	Туре 🗢	Template Name 🖨
	User Test Admin College of Allied Health Sciences A	Review	CAHS Annual Ev
	Step 1 of 5: Unit Administrator's E	valuation of Faculty Member 🛕 R	equired Document

- View a summary of the entire case by clicking on "Read Case." Within the "Read Case" window, use the left-hand categories to navigate through documents and attachments.
 - Click "Download" to download the document you are currently viewing, or the entire packet.
 - Click "Return to Case" to close this view.
- All required documents and forms are accessible in the "Case Details" tab. Scroll down on the Case Details tab until you see the "Required Items" section.
- You will see two electronic forms to fill out.
 - First, fill out the "Annual Evaluation: Faculty Evaluation" form.
 - Click "Fill Out Form."

Annual Evaluation: Faculty Evaluation - Health Sciences	Cara Gohn (You)	Fill Out Form	
17 required questions			

Note - Within the instructions of the form there is a link to the <u>Annual Evaluation Calculator</u>. Use this calculator as a tool to calculate the numerical score for each category and the cumulative total.





There are 5 categories to enter in ratings with the evaluation form, 2 of which are optional. Those categories are:

- Teaching
- Scholarship
- Service

For each category you will need to enter a qualitative rating. Choose the ratio button that applies.

- Enter the quantitative rating that falls within the numerical range chosen above. (For example, if "Outstanding" was chosen as the qualitative rating, then the number entered for the numerical score must fall between 4.5 – 5.0)
- Enter the Relative Weight of the category. This value is a percentage that should be expressed as a decimal.

Teaching Overall Numerical Total *	Options 🗸
Multiply the numerical rating by the relative weight to get the teaching rating to two decimal places.	
Type 0 of this category does not apply.	
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 Calculate the total score for the category by multiplying the numerical score and relative weight.

 Finally, for each category, enter comments or justifications related to the overall score given in the comments text box.

Continue these steps for each applicable category. At the bottom of the form total all of the overall numerical scores for each category into one final numerical total. Then, choose the qualitative score that represents that numerical total.

• Click "Submit Form" when all questions are completed.



Note: Submitting the form does <u>not</u> share it with the faculty member, nor does it move the case forward. The form is in draft form and the case remains in the unit admin/chair's queue. The case can remain in the unit admin/chair's queue until after the annual evaluation meeting occurs. The unit admin/chair will continue to have editing rights to this form as long as it remains in their queue.

Continue to next page...

- Patient Care (If Applicable)
- Other Duties (If Applicable)

Teaching *
Choose the appropriate qualitative rating.
O Poor (0 - 1.49)
O Fair (1.5 - 2.49)
O Good (2.5 - 3.49)
O Very Good (3.5 - 4.49)
Outstanding (4.5 - 5.0)
O Unable to Rate

2.	To share the annual evaluation with the faculty member, navigate back to
	the "Case Materials" tab.

User Te	st	
Unit Nursing Science		
Case Materials	Case Details 1	
Search case materials by title		

• Scroll down to "Internal Sections" and open up the "Annual Evaluation" section of the case using the blue arrow.

🔽 💿 Expand All 🗢 Collapse All	🛓 Download	🖂 Share 🛛 📽	Setti	
Internal Sections These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.				
You are asked to submit required items as part of this case. View				
Annual Evaluation	Edit	Add File		
Unit Administrators should use the Individual Faculty Evaluation template provided by the division office. The evaluation will be saved to this internal section, and the faculty member's affirmation that they have received the evaluation will be saved separately.				
Materials				
No files have been added to this section.				
Committee Forms				
Title Details	Actions			
Annual Evaluation: Faculty Evaluation - Health Sciences Step 1: Department Chair Pending	Edit			

• Click the box next to the "Annual Evaluation" form, then "Share" and "With Candidate" at the top of the screen.



- You will be prompted to fill out the email subject and message that the faculty member will receive from Faculty180 notifying them that this document has been shared with them.
- Click "Send."

At this time, the chair can exit the case until after the evaluation meeting has been held with the faculty member. The case will remain in the unit administrator/chair's queue during this time.

Message to Candidate	×
To User Test (faculty180@ecu.edu) Subject * Annual Evaluation Copy Message * @ @ Β Ι Τ _x ﷺ ﷺ @ @ ⊑ Ω Hello, See Attached copy of you annual evaluation for us to discuss at our meeting next week.]	Details Direct email reply: gohnc@ecu.edu
body p d	
Files shared with this message can be viewed by the candidate after logging into Interfolio. Preview	Send Cancel

 After the annual evaluation meeting is held, the evaluator will log back in to Faculty180 and find the case for each faculty member on their home screen or cases menu. Click on the name of the faculty member in which you want to finalize your workflow step.

Home Your Packets aculty180 Activity Reporting Announcements & Help Profile	My Tasks 0 O ^{Unread Tasks}
Activities Evaluations Forms & Reports Vitas & Biosketches Find Colleagues	Title User Test Norsing Science Review Annual Evaluation - College of Nursing

• Click on "Case Details." There should be one remaining task.

Scroll down to "Required Items" and fill out the remaining "Annual Evaluation: Meeting Date Confirmation" form.

Note: If any edits are required to the Annual Evaluation: Faculty Evaluation, you can click "Edit Submission" next to that form.

Required Items All required items must be completed before the case can advance to the next step. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.			
Forms			
Form Name	Assignee	Actions	
Annual Evaluation: Faculty Evaluation - Health Sciences 17 required questions	Committee Managers	Manage Respondents	
Annual Evaluation: Faculty Evaluation - Health Sciences 17 required questions	Cara Gohn (You)	Edit Submission	
Annual Evaluation: Meeting Date Confirmation 1 required questions	Committee Managers	Manage Respondents	
Annual Evaluation: Meeting Date Confirmation 1 required questions	Cara Gohn (You)	Fill Out Form	

 The Meeting Date Confirmation form will require the chair to enter the date in which the meeting took place and any other notes or comments that should be documented.

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should be documented. Move the case forward by clicking on the "Send Case" button. The next step in the workflow will appear automatically. Click on "**Forward to**."



 An email draft will appear. Enter a subject. The body of the email will default to system generated text. The text can be edited with a personal message. Click "Continue" to send the email and forward the case.

