Faculty180: Annual Evaluation - Faculty Completes Case Packet/Annual Report

Note - The following guidance refers to Step 0 of the annual evaluation workflow.

Faculty will receive an email notification when the annual evaluation “case” has been opened.

- To open the annual evaluation:
  - Click the “View Case” button in the email notifying faculty that the case has been opened
  - Or, navigate to the Faculty180 Home screen and within the “Your Packets” menu, click “View” to open.

Choose the Packet tab at the top of the screen to see all required components.

- Faculty must regenerate their annual report/vita to capture any content that may have been updated after the annual evaluation case was created.

- Click Add in the Additional Materials sections of the packet to add supporting documentation your unit administrator may require. *Note - There may be sections unique to your unit/college that are required.*

- Submit each required section individually. Submit all sections by the deadline required by your unit/college.

*Note: When you submit ONE section of the packet, the case will automatically move forward to your evaluator. Sections will lock as you submit them.*