

Faculty Responds to Evaluation

After the unit administrator/chair completes Step 1 of the annual evaluation workflow, the case will be sent forward to the faculty member for review and response. **By this step, the annual evaluation should have been shared with the faculty member and the meeting between faculty and unit administrator/chair should have already occurred.**

On your Faculty180 home screen, click on your name, which will appear as a blue hyperlink, or click on the “Cases” menu in the bottom left-hand corner to find the case in your queue.

The screenshot shows the Faculty180 interface. On the left sidebar, the 'Cases' menu item is highlighted with a green box. The main content area is titled 'My Tasks' and displays two statistics: '0 Unread Tasks' and '0 Read Tasks'. Below these statistics is a table with columns for 'Title' and 'Due Date'. A task card is visible with the title 'User Test Admin' and details 'CAHS Annual Evaluation | College of Allied Health Sciences Administration | Review'. The 'User Test Admin' text in the task card is highlighted with a green box.

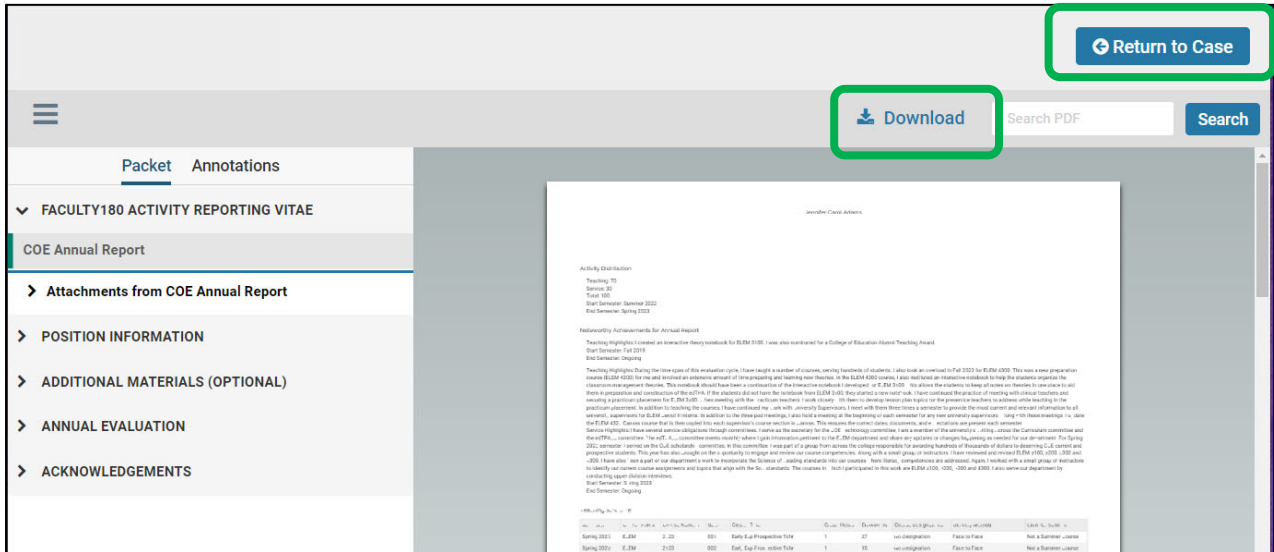
The next screen is the landing page - “Case Materials.” View a summary of the evaluation and all case documents by clicking on “Read Case.” **Note – download copies of the packet for your personal records from this screen.**

The screenshot shows the 'Case Materials' landing page. The page has a header with 'Case Materials' and 'Case Details 1'. Below the header is a search bar with the text 'Search case materials by title'. A search button with a magnifying glass icon is next to the search bar. A 'Read Case' button is highlighted with a green box.

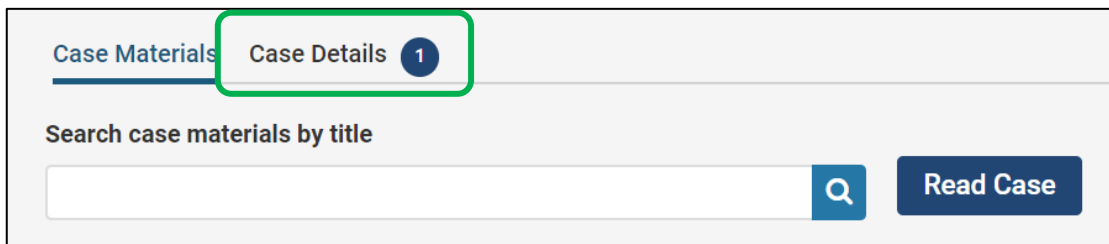
Continue to next page...

Click through the left-hand navigation to view your full evaluation packet.

- You can click on “Download” to export/save a copy of any of the documents on this screen. **It is recommended that the entire packet be downloaded and saved for your records in Dossier or other personal files. Your downloaded packet will appear on your home screen of Faculty180 after rendering.**
- Click “Return to Case” to close this view.



Click on Case Details to view the required form.



Complete the “Faculty Response to Annual Evaluation” form by clicking “Fill out Form.”

Form Name	Assignee	Actions
Annual Evaluation: Faculty Response to Annual Evaluation 1 required questions	Committee Managers	Manage Respondents
Annual Evaluation: Faculty Response to Annual Evaluation 1 required questions	User Test (You)	Fill Out Form

- Type in your name as affirmation of receipt of the annual evaluation and provide any comments or rebuttals for your chair/evaluator.
- “Submit” the form when completed.
- **The case will NOT automatically move forward when this form is completed. You must send it forward.**

Move the case forward by clicking on the “Send Case” button at the top of the screen. Click “Forward To”



- A draft email 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.