## **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.

Home Your Packets	My Tasks Search			
Faculty180 Activity Reporting Announcements & Help Profile	0 0 Unread Tasks Read Tasks			
Activities Evaluations Forms & Reports	Title Due Date			
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Administration Faculty180 Reviews Cases	User Test Admin College of Allied Health Sciences Administration   Review   CAHS Annual Evaluation			

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.

Case Materials	Case Details 1		
Search case mat	erials by title		
		Q	Read Case

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.

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Click on Case Details to view the required form.

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## Complete the "Faculty Response to Annual Evaluation" form by clicking "Fill out Form."

Forms		
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 for	ward 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.