

# Faculty180 Entering Peer Assessments

- Login to Faculty180 and navigate to Activities > Peer Assessments > Add

The screenshot shows the Faculty180 interface. On the left is a navigation menu with items: Activities, Evaluations, Forms & Reports, Vitas & Biosketches, Vitas, My Templates, Legacy Vitas, and Find Colleagues. The 'Activities' menu is expanded to show 'Peer Assessments'. Below this, there is an 'Add' button highlighted with a red box. The main content area contains instructions: 'Peer assessments must occur once an appointment period or once during a Post-Tenure Review interval. For full-time, tenured faculty, the peer assessment should occur, at the latest, between the second and third year after granting of tenure or the previous post-tenure review.' Below the instructions is a table with columns: Type, Description, Start Semester, End Semester, and Actions. The table is currently empty with the text 'No data available in table'.

- Enter the academic year for which this goal applies. ECU recognizes the academic year as Summer to Spring.  
*Example: 2024-2025 Academic Year has a starting semester of Summer 2024 and an ending semester of Spring 2025*

- Choose the Type
- Enter a description, if needed

The screenshot shows the 'Peer Assessment Activity Type' form. It has two sections: A and B. Section A contains fields for 'Start Semester\*' (Summer 2024) and 'End Semester\*' (Spring 2025). Below these is a 'Type\*' dropdown menu which is open, showing options: Select, Peer observation, Review of teaching portfolio, Discussions regarding pedagogical goals and methods, and Other. Section B is titled 'Peer Assessment' and has a 'Description' text area.

- The “Publicly Displayed” question will appear, but does not apply.

- Upload the documentation that supports this activity.

- Click Save and Go Back

The screenshot shows the 'Activity Classifications' form. It has a 'Publicly Displayed\*' dropdown set to 'Yes'. Below is an 'Attachments' section with a table for 'Attachment Type' and 'Attachment'. The 'Attachment' column has an 'Upload File' button highlighted with a red box. At the bottom are buttons for 'Save', 'Save and Add Another', 'Save and Go Back' (highlighted with a red box), and 'Cancel'.