

EVALUATIONS

Department Chair/Directors Uploads External Review Letters

Faculty members and administrators can be set up as evaluators in Faculty180 in order to review a candidate's dossier. An evaluator can be a faculty member serving on a tenure/promotion committee or an administrator serving as a chair, dean, or provost responsible for evaluating faculty performance. Evaluators are notified by e-mail when a dossier is available for review. A notification message will display in the Action Items on the Home Page. Reviewers can also access candidate's dossiers in the Evaluations section in the left hand navigation. When an evaluation is submitted or the due date for an evaluation has passed, the link to the evaluation is removed from the

Bowling Green State University > Evaluations Quicklinks ▾

[View / Respond](#)

No evaluations accessible.

[View All](#)

[Perform Evaluations](#)

#	Process	Title	Type	Unit Name	Faculty Under Review	Due	Creator	Actions
1	Annual Performance Review	Department Chair/Director recommendation and letter	Annual Review Process	Management	Freddie Falcon	2018-07-31 12:00am	Mays, PJ	Evaluate

1. Click the **Evaluate** button

Bowling Green State University > Evaluations > Evaluations Quicklinks ▾

[View Faculty](#)

Process	Annual Performance Review
Type	Annual Review Process
Evaluation	Department Chair/Director recommendation and letter
Unit	Management
Creator	PJ Mays
Start	March 28, 2018 10:19AM
End	July 31, 2018 12:00AM

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	RPT Dossier (SUMMER 2016 - SPRING 2018)	Actions
<input type="checkbox"/>	1	Falcon, Freddie		View	Evaluate
<input type="checkbox"/>	2	Wiemken, Sharon R		View	Evaluate

* Note: Saved Evaluations must be Submitted before the deadline shown.

[Submit Selected Evaluations](#) [Cancel](#)

2. Click the **Evaluate** button to submit external review letters and reviewer CVs.

6. Save

Bowling Green State University > Evaluations >
Evaluations Quicklinks ▾
View Faculty

Process	TESTING Promotion and Tenure
Type	Tenure Evaluation
Evaluation	Department Chair/Director Uploads External Review Letters
Unit	Marketing
Creator	PJ Mays
Start	June 8, 2018 1:56PM
End	September 1, 2018 12:00AM

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	RPT Dossier (SUMMER 2012 - SPRING 2018)	Actions
<input checked="" type="checkbox"/>	1	Falcon, Freddie	<input checked="" type="checkbox"/> Not Submitted		Evaluate

* Note: Saved Evaluations must be Submitted before the deadline shown.

[Submit Selected Evaluations](#) [Cancel](#)

- 7. Check the box to select the Faculty Being Evaluated
- 8. Click **Submit Selected Evaluations** – it is NOT submitted until this button is activated

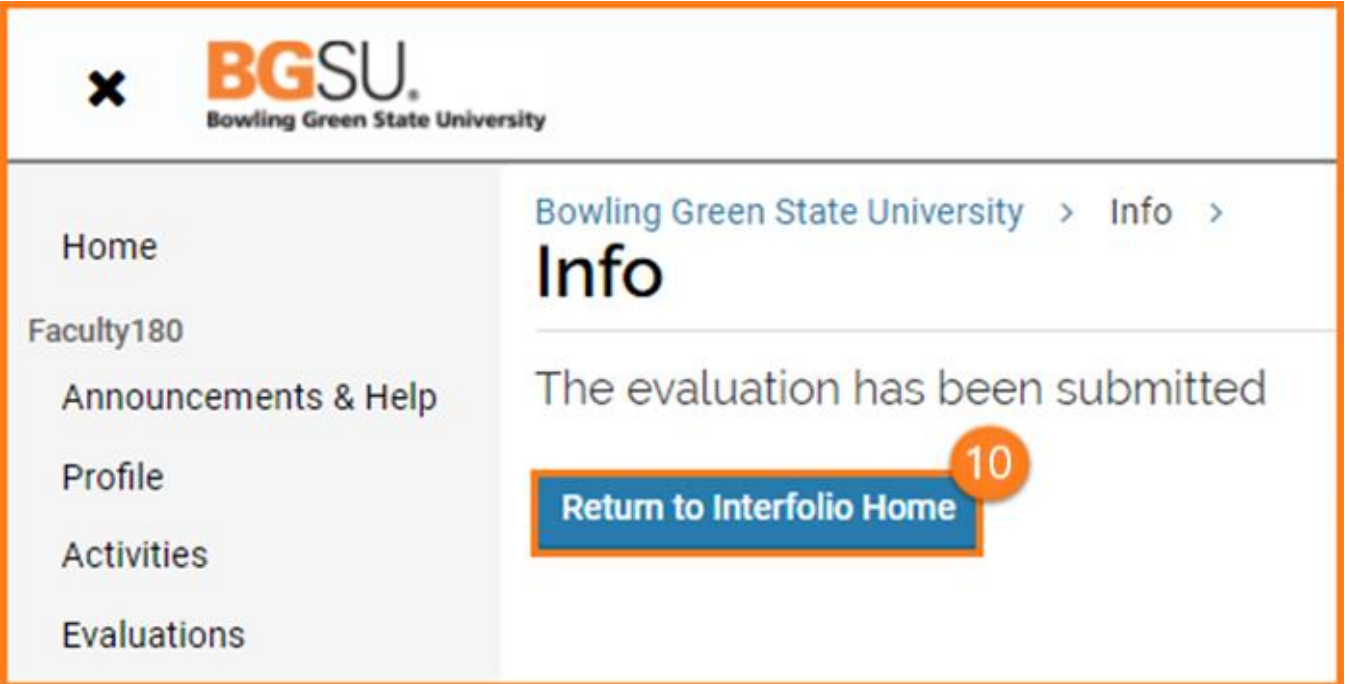
Submit Selected Evaluations ✕

Submitting the selected evaluations has the following implications:

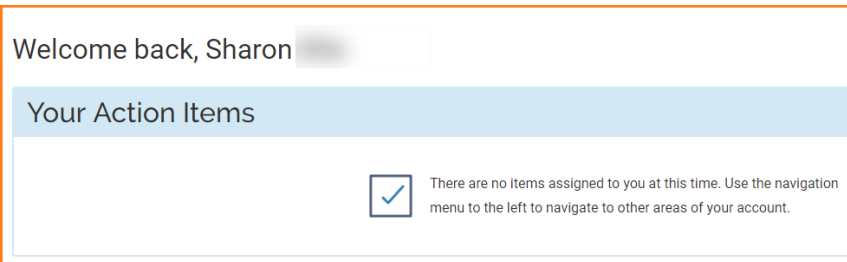
1. If applicable, faculty being evaluated can respond to the evaluation.
2. Submitted evaluations will be removed from your **Listing of Faculty Being Evaluated**.
3. Your responsibility for this evaluation will be completed.

[Submit](#) [Cancel](#)

- 9. Click **Submit**



10. Click Return to Interfolio (Faculty180) **Home**



11. The **Home** screen shows your Action Item completed!

If you are experiencing issues with logging in, browsers, printing, or some feature of the system is not working properly, contact the TSC at 2-0999. If you have questions about entering your activities or information in the system, which category to use for a specific activity, etc., contact faculty180@bgsu.edu for assistance.