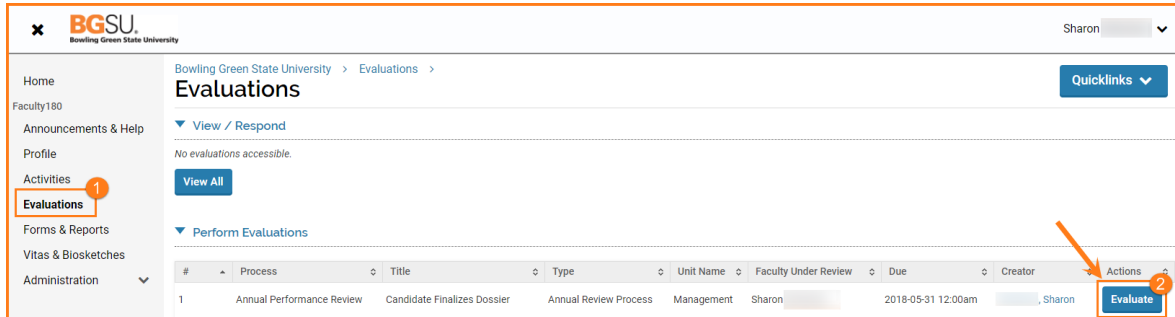


Faculty180 – Evaluations, Candidate Finalizes Dossier

EVALUATIONS

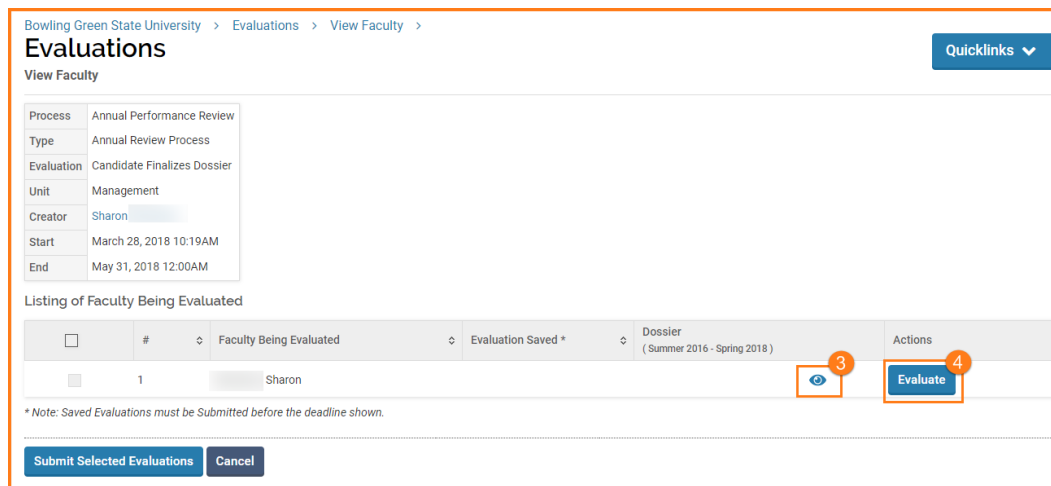
Candidate Finalizes Dossier

When it is time to submit your dossier, you will see an action item on your home page to complete your evaluation as well as a link in the Evaluation Section for Candidate to Finalize Dossier.



The screenshot shows the Faculty180 Evaluations page. The left navigation menu has 'Evaluations' highlighted with a red circle and the number 1. The main content area shows a table with columns: #, Process, Title, Type, Unit Name, Faculty Under Review, Due, Creator, and Actions. The first row contains: 1, Annual Performance Review, Candidate Finalizes Dossier, Annual Review Process, Management, Sharon, 2018-05-31 12:00am, Sharon. The 'Actions' column for this row has a blue 'Evaluate' button highlighted with a red circle and the number 2. An orange arrow points to the 'Evaluate' button.

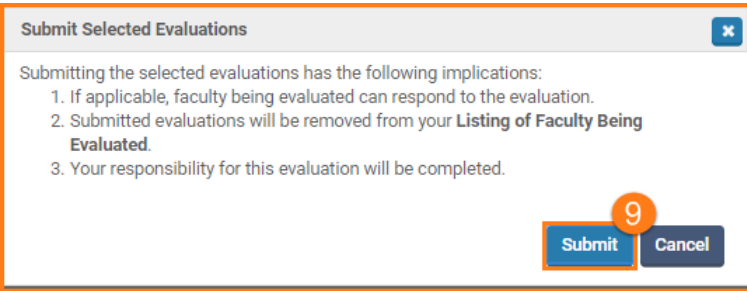
1. Click on **Evaluations** in left navigation
2. Click on **Evaluate** button on “Candidate Finalizes Dossier” line



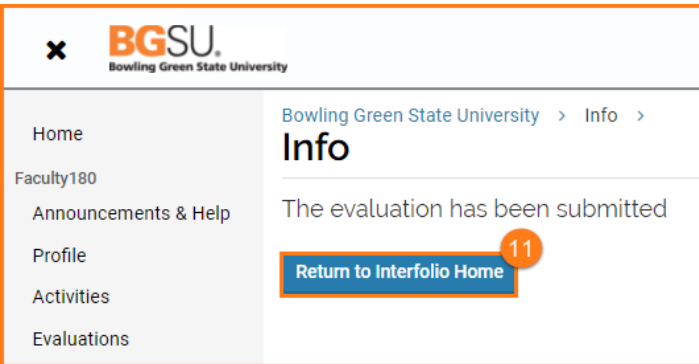
The screenshot shows the detailed view of an evaluation. The breadcrumb trail is 'Bowling Green State University > Evaluations > View Faculty >'. The page title is 'Evaluations' and the sub-page title is 'View Faculty'. A 'Quicklinks' button is in the top right. A metadata box shows: Process: Annual Performance Review, Type: Annual Review Process, Evaluation: Candidate Finalizes Dossier, Unit: Management, Creator: Sharon, Start: March 28, 2018 10:19AM, End: May 31, 2018 12:00AM. Below this is a table titled 'Listing of Faculty Being Evaluated' with columns: #, Faculty Being Evaluated, Evaluation Saved *, Dossier (Summer 2016 - Spring 2018), and Actions. The first row contains: 1, Sharon, Evaluation Saved, and a blue 'View' icon highlighted with a red circle and the number 3. The 'Actions' column for this row has a blue 'Evaluate' button highlighted with a red circle and the number 4. A note at the bottom reads: '* Note: Saved Evaluations must be Submitted before the deadline shown.' At the bottom of the page are 'Submit Selected Evaluations' and 'Cancel' buttons.

3. Click the **View** icon to preview before submitting and close window when finished reviewing.
4. Click the **Evaluate** button when ready to submit.

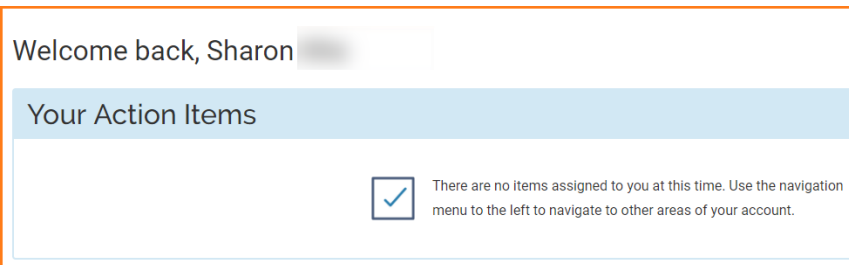
Faculty180 – Evaluations, Candidate Finalizes Dossier



9. Click **Submit**
10. You will receive an email from Faculty180 letting you know the Faculty Self Evaluation is Completed



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



12. 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.