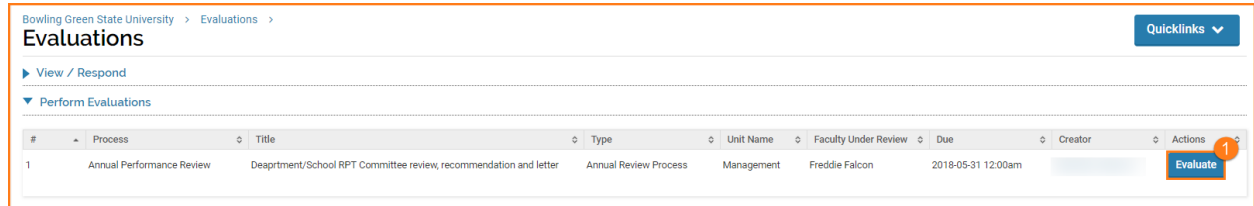


## EVALUATIONS

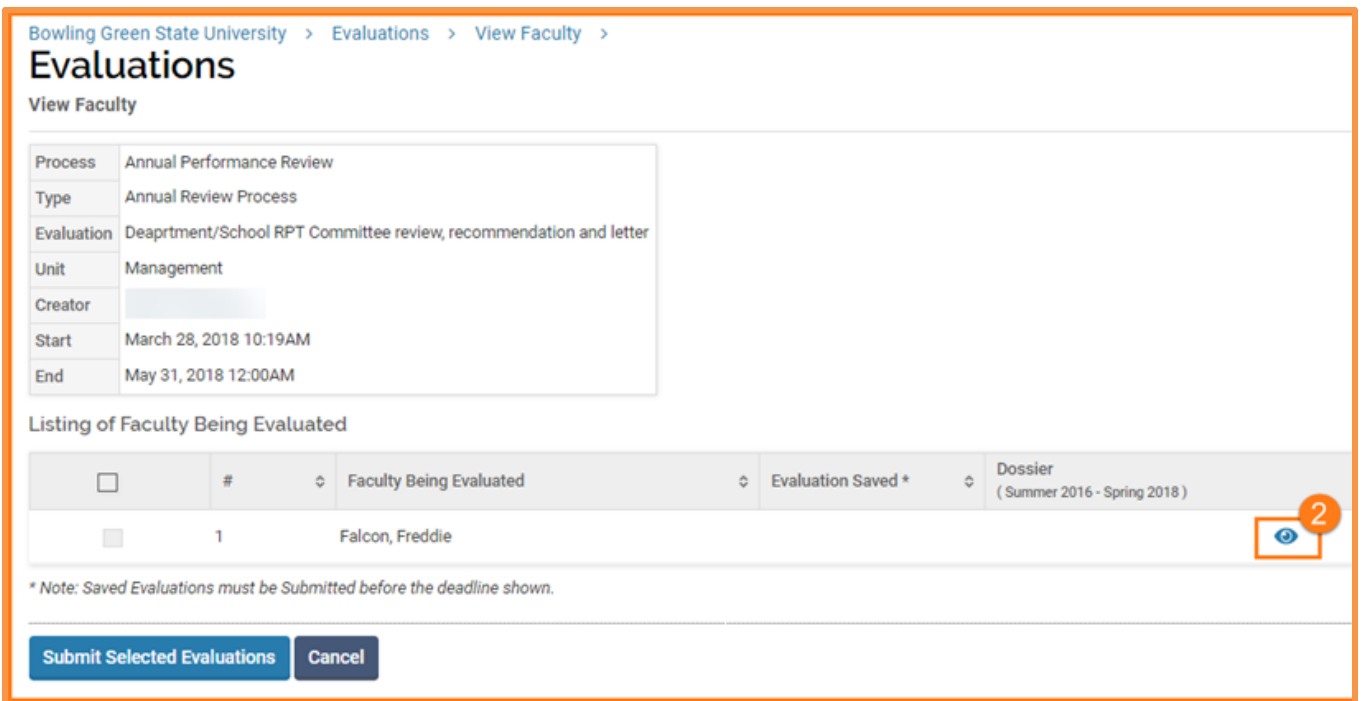
### Department/School Committee Completes Evaluation

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



The screenshot shows the 'Evaluations' page in Faculty180. At the top, there is a breadcrumb trail: 'Bowling Green State University > Evaluations >'. Below this is the 'Evaluations' title and a 'Quicklinks' dropdown menu. A navigation bar includes 'View / Respond' and 'Perform Evaluations'. The main content is a table with the following columns: #, Process, Title, Type, Unit Name, Faculty Under Review, Due, Creator, and Actions. There is one row in the table with the following data: # 1, Process Annual Performance Review, Title Department/School RPT Committee review, recommendation and letter, Type Annual Review Process, Unit Name Management, Faculty Under Review Freddie Falcon, Due 2018-05-31 12:00am, Creator (blank), and Actions Evaluate. A red circle with the number '1' is next to the 'Evaluate' button.

1. Click the **Evaluate** button.



The screenshot shows the 'View Faculty' page in Faculty180. At the top, there is a breadcrumb trail: 'Bowling Green State University > Evaluations > View Faculty >'. Below this is the 'Evaluations' title and 'View Faculty' sub-header. A table displays the following details: Process Annual Performance Review, Type Annual Review Process, Evaluation Department/School RPT Committee review, recommendation and letter, Unit Management, Creator (blank), Start March 28, 2018 10:19AM, and End May 31, 2018 12:00AM. Below this is the 'Listing of Faculty Being Evaluated' section, which contains a table with the following columns: #, Faculty Being Evaluated, Evaluation Saved \*, and Dossier (Summer 2016 - Spring 2018). There is one row in the table with the following data: # 1, Faculty Being Evaluated Falcon, Freddie, Evaluation Saved \* (blank), and Dossier (Summer 2016 - Spring 2018). A red circle with the number '2' is next to the 'View' icon in the Actions column. At the bottom, there are two buttons: 'Submit Selected Evaluations' and 'Cancel'. A note at the bottom reads: '\* Note: Saved Evaluations must be Submitted before the deadline shown.'

2. Click the **View** icon to preview before submitting and close window when finished reviewing.

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](mailto:faculty180@bgsu.edu) for assistance.