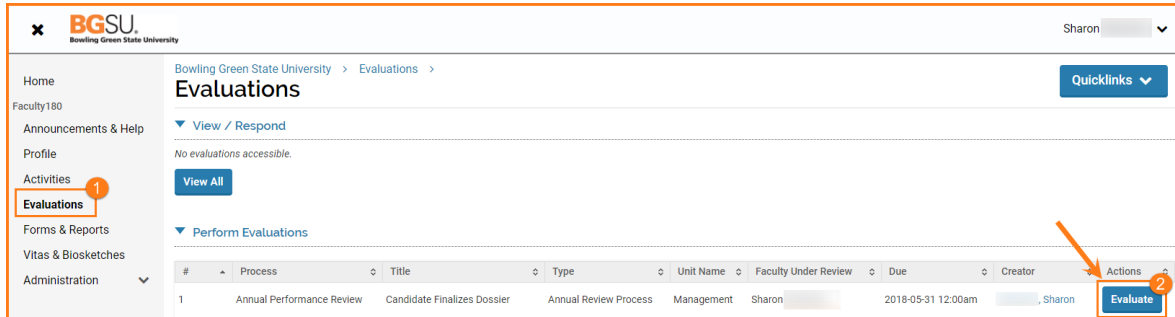


# Faculty180 – Evaluations, Candidate Finalizes Dossier

## EVALUATIONS

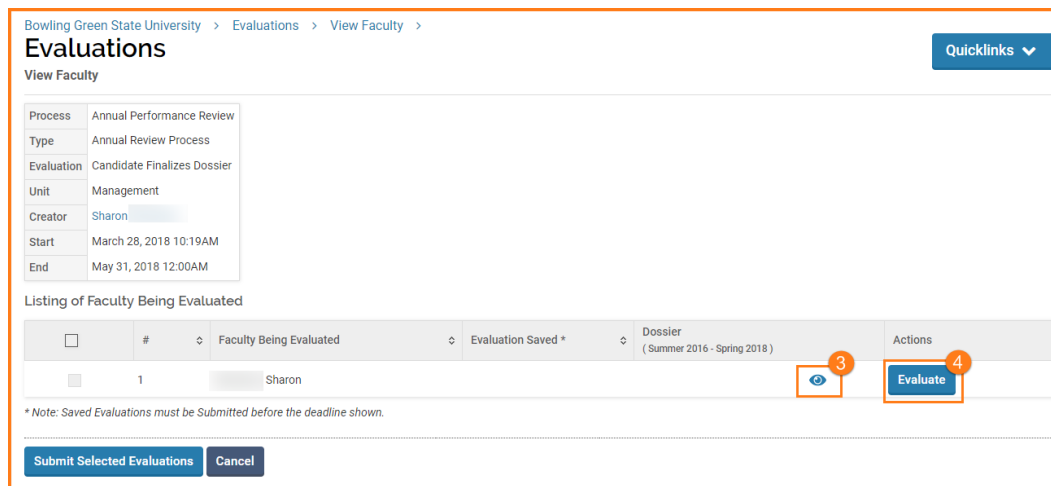
### Candidate Finalizes Dossier

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 summary 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 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 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

**Evaluations**  
Evaluate

\* Indicates required field

**A** Evaluation Details

Evaluation Of	Sharon
Title	Candidate Finalizes Dossier
Type	Annual Review Process
Description	-
Evaluation Author	Name Withheld

Dossier Verification

**B** Input Form

"I confirm that all the information contained in my dossier is complete and accurate to the best of my knowledge."

Agree\* **5** Select ▾

**C** Standard Evaluation Input

Evaluation

Path: p

No attachments uploaded.

Attachment

Choose File | No file chosen

Add Another

**6** Save Cancel

5. Click the **Select** button and choose **Yes** (only option)
6. Click **Save**

Bowling Green State University > Evaluations > View Faculty >

**Evaluations** Quicklinks ▾

View Faculty

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

Listing of Faculty Being Evaluated

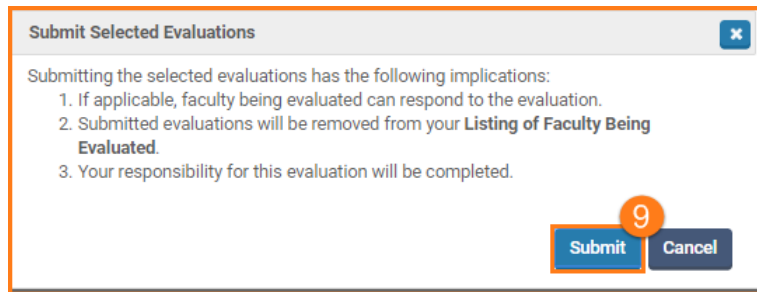
<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	Dossier ( Summer 2016 - Spring 2018 )	Actions
<b>7</b> <input checked="" type="checkbox"/>	1	Sharon	<b>8</b> <input checked="" type="checkbox"/> Not Submitted		Evaluate

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

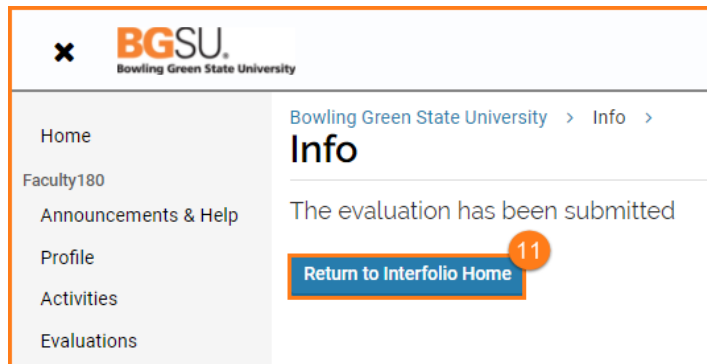
**8** Submit Selected Evaluations Cancel

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

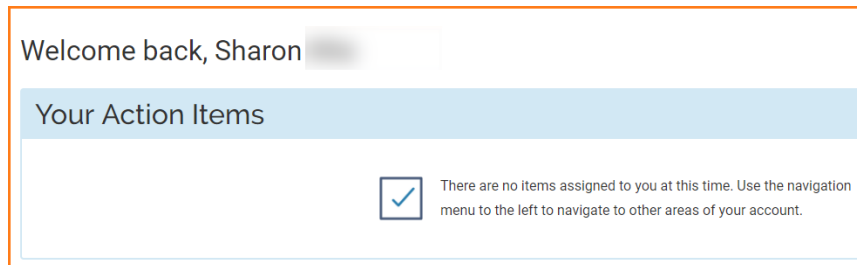
# Faculty180 – Evaluations, Candidate Finalizes Dossier



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