

Viewing Faculty Evaluation Data

1. Select Run Reports from the left-hand side menu.
2. Select "Faculty Review" from the Report drop-down list.
3. Choose Date Range.
 - a. Date Range should encompass the year(s) of the review period
4. In "Whom to Include," click Change Selection and you can choose to run the report for a full department/program/school or select individuals. Faculty members should only be able to view faculty evaluations in their unit. Please contact Meagan Crews or Christine Marston if you are unable to view the correct data.
5. Leave second drop-down as Enabled Only.
6. Choose File Format and Page Size (default is PDF / Letter).

The Faculty Review Report

The report generates a document with faculty members' name, review type (Annual, etc.), and date submitted. Under date submitted is "Confirmed: Yes/No" – if it says "No" that means the faculty member has not completed and submitted the evaluation materials. "Yes" means they have confirmed and submitted for review. In the column "Required Documents" there should be links to: Narrative, Interactive Vita, and Curriculum Vita. In the column "Supporting Documents" there should be links to any supporting materials uploaded by the faculty members (student evaluations, evaluation forms, syllabi, etc.).