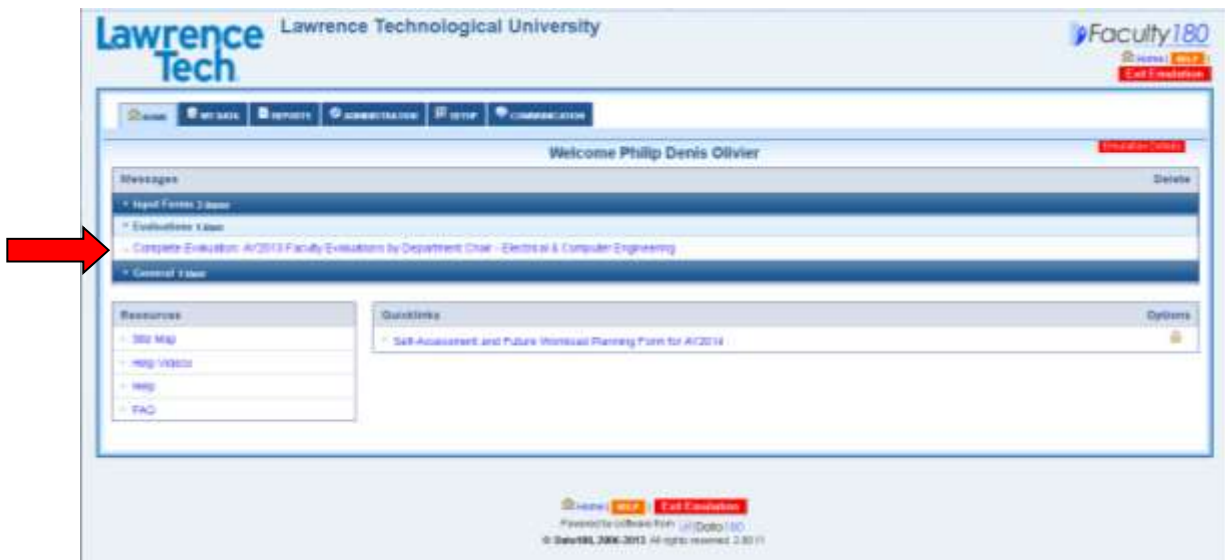


Lawrence Technological University
Faculty180 Evaluation Process for Chairs, Deans, and Provost
Draft of November 6, 2013

- See the last page of this handout for the schedule of Fall 2013 faculty evaluations:
- The 2012-2013 Academic Year evaluation process for Chairs begins on August 28. Chairs evaluate all full-time faculty members in their departments.
- The evaluation process for Deans begins on October 17. Deans review and endorse evaluations of all full-time faculty members in their colleges.
- The evaluation process for the Provost begins on December 6. The Provost reviews and endorses evaluations of all full-time faculty in the University.
- Remember that the Deans agreed not to use Faculty180 for tenure and promotion decisions in Fall 2013.
- Please communicate with each other to be sure that all of your evaluations are complete before initiating the next-level evaluation.
- Remember that this is the first time that we have used Faculty180 to support faculty evaluations, so please do not hesitate to ask any questions you have to make this process as smooth as possible. **Please expect some unanticipated problems along the way.**

1. Login to Faculty180 and click on the “Complete Evaluation ...” listing under the “Evaluations” tab.



Faculty180 Evaluation Process for Chairs, Deans, and Provost

2. You will be presented with a listing of all full-time faculty members in your department. This is the screen that provides you with information about the faculty member's past accomplishments, self-evaluation, and future plans.

First, click on the "View" button under "Standard CV" to show the faculty member's AY2013 accomplishments: courses taught (including syllabi and evaluations if entered), scholarship submitted or completed, and service performed. Note that once you "View" the faculty member's CV, no additional AY2013 information entered by the faculty member will be visible to you from that point forward.

For Deans and Provost, evaluations completed for each faculty member by the Chair and Dean will appear at the end of their Standard CV, with links available for viewing each evaluation.

Next, click on the "View" button under "Self-Assessment and Workload Planning Form" to see the faculty member's self-assessment for AY2013 and plans for the upcoming year.

View Faculty

Home | Help | Exit Evaluation

Refresh

Listing of Faculty Being Evaluated

Faculty Being Evaluated	Standard CV	Self-Assessment and Workload Planning Form for 2013	Evaluations
1. Boudas, Michael	View	View	Evaluations
2. Capenot, Donald	View	View	Evaluations
3. Helmanich, Heather	View	View	Evaluations
4. Jones, Eric A.	View	View	Evaluations
5. Kowalski, Paul J.	View	View	Evaluations
6. Mak, Len	View	View	Evaluations
7. Tucc, John	View	View	Evaluations

Submit Data/Get Evaluations | Refresh

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Faculty180 Evaluation Process for Chairs, Deans, and Provost

3. When you have finished viewing the faculty member's AY2013 accomplishments and self-assessment, close the View windows and click on the "Evaluate" button. This screen is where you enter the faculty member's overall performance rating and enter your accompanying evaluation narrative.

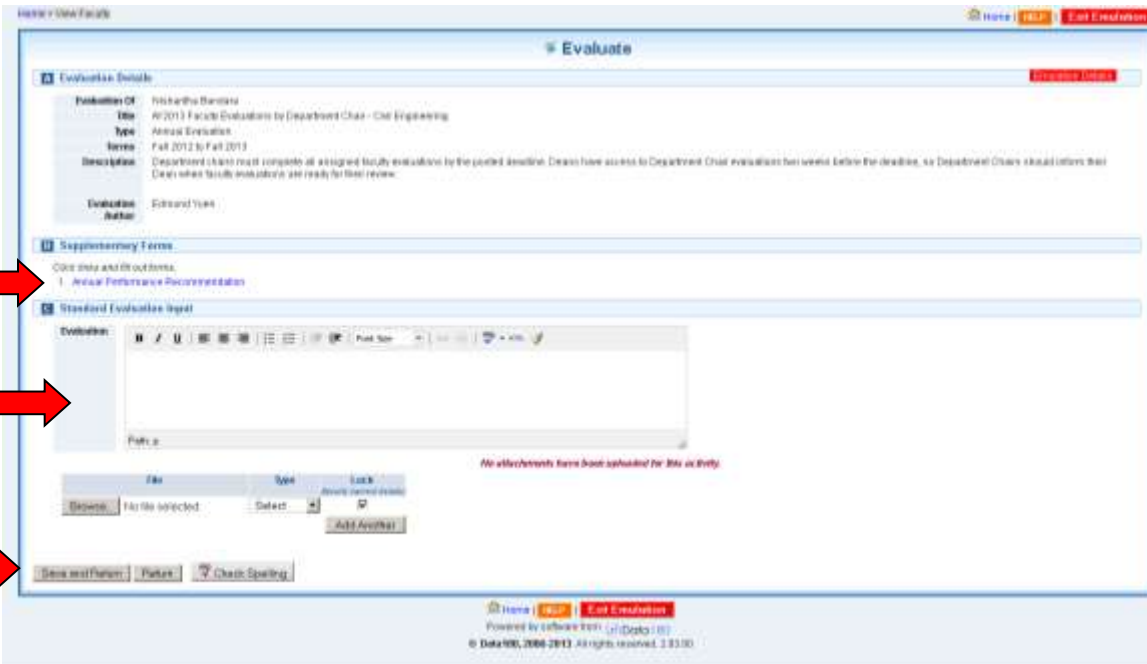
First, complete the "Annual Performance Recommendation Form" to rate the faculty member's overall performance. There are three options available to rate overall performance as defined in the Faculty Handbook: Exceptional, Satisfactory, and Unsatisfactory. Click on "Submit Classifications" after entering your overall performance rating. Note that separate evaluations are maintained by Faculty180 for Chair, Dean, and Provost recommendations.



The screenshot shows the 'Set Faculty Classifications' page for Lisa Aschenbrenner, covering the period Fall 2012 - Summer 2013. The page includes a 'Classification' dropdown menu with a 'Value' field, a 'Submit Classifications' button, and a 'Return' button. Two red arrows point to the 'Submit Classifications' button. The page footer indicates it is powered by software from Uni-Digis 1.00, © Data180, 2006-2013.

Next, enter your accompanying evaluation text (with optional attachments). Your narrative should explain your rationale for your overall rating. Your narrative should identify specific strengths and weaknesses, and can provide guidance for improving overall performance.

Once you have completed the "Annual Performance Recommendation Form" and your evaluation narrative, click on "Save and Return" to go back to the menu and choose another faculty member to evaluate.



The screenshot shows the 'Evaluate' page for Lisa Aschenbrenner. It includes a 'Supplementary Forms' section with a list containing 'Annual Performance Recommendation'. Below this is a 'Standard Evaluation Input' section with a large text area for the evaluation narrative. At the bottom, there are buttons for 'Save and Return', 'Return', and 'Check Spelling'. Three red arrows point to the 'Annual Performance Recommendation' link, the text input area, and the 'Save and Return' button. The page footer is identical to the previous screenshot.

Faculty180 Evaluation Process for Chairs, Deans, and Provost

4. When you “Save and Return” a completed evaluation, a green check mark will appear in the “Evaluation Complete” area of the View Faculty dialog.

Continue evaluating faculty members and return to this screen. When you are ready to submit your evaluations, select the faculty members by clicking on the boxes at the left of the screen and then click on the “Submit Selected Evaluations” button. I recommend that you do not submit your evaluations until they have been completed for all faculty members.

The screenshot shows the 'View Faculty' dialog in the Faculty180 system. The dialog title is 'View Faculty'. It contains a summary of the evaluation process and a table of faculty members being evaluated. The summary includes:

- Process: A2013 Faculty Evaluation
- Type: Annual Evaluation
- Evaluation: A2013 Faculty Evaluations by Department Chair - Civil Engineering
- Unit: Civil Engineering
- Create: McConk, Alan
- Start: August 26, 2013 12:00AM
- End: November 1, 2013 12:00AM

The table, titled 'Listing of Faculty Being Evaluated', has the following columns: Faculty Being Evaluated, Evaluation Complete, Standard CV, Self-Assessment and Future Workload Planning Form for A2013, and Evaluate. The table lists seven faculty members, all of whom have a green checkmark in the 'Evaluation Complete' column. At the bottom of the table, there are two buttons: 'Submit Selected Evaluations' and 'Return'. Two red arrows point to the checkboxes in the first column and the 'Submit Selected Evaluations' button.

<input type="checkbox"/>	Faculty Being Evaluated	Evaluation Complete	Standard CV	Self-Assessment and Future Workload Planning Form for A2013	Evaluate
<input type="checkbox"/>	1 Binckley, Richard	✓	View	View	Evaluate
<input type="checkbox"/>	2 Carpenter, Donald	✓	View	View	Evaluate
<input type="checkbox"/>	3 Hattarachi, Hiroshi	✓	View	View	Evaluate
<input type="checkbox"/>	4 Jensen, Elin A	✓	View	View	Evaluate
<input type="checkbox"/>	5 Konekiewicz, KATH J	✓	View	View	Evaluate
<input type="checkbox"/>	6 Metz, Lyle	✓	View	View	Evaluate
<input type="checkbox"/>	7 Torres, JPH	✓	View	View	Evaluate

Submit Selected Evaluations Return

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Faculty180 Evaluation Process for Chairs, Deans, and Provost

**Lawrence Technological University
Annual Faculty Evaluations for Performance Planning – Fall 2013
August 5, 2013**

From section 2.6.1 of Faculty Handbook – Annual Evaluations:

“Department level evaluations take place at the beginning of the fall semester, must be completed by October 31 and are based on activities of the previous year. The departments shall submit all faculty evaluations to the Provost by the last day of the fall semester. The findings of the evaluations shall be summarized as ‘exceptional,’ ‘satisfactory,’ or ‘unsatisfactory.’ The findings will be filed in the Provost’s faculty file.”

The following schedule for annual faculty evaluations at the Department, College, and Provost levels, consistent with Faculty Handbook language, will be implemented for Fall 2013 using Faculty180. Tenure and Promotion decisions will not rely exclusively on Faculty180 for Fall 2013, with specific instructions coming from each College Dean to his/her faculty members.

Dates	Department Chair	College Dean	Provost
August 21 (first day of 2013-2014 faculty contract)	Faculty Input is enabled by July 1. Deans and/or Chairs instruct faculty to complete Faculty180 entries including their annual self-assessment upon their return to campus.		
August 28 (required per Faculty Handbook, first day of fall classes)	(required) Chairs and COM Dean begin annual reviews and meetings with faculty members		
October 17 (optional)	Faculty Input is disabled on September 9.	(optional) Deans begin to review available evals completed by Chairs	
October 31 (required per Faculty Handbook)	(required) Chair deadline to complete annual reviews and performance plans for Dean review	(required) Deans begin faculty evaluations	
December 6 (optional)			(optional) Provost begins to review available evals completed by Deans
December 20 (required per Faculty Handbook, last day of fall classes)		Deans deadline to complete annual reviews and performance plans for Provost review	(required) Provost begins faculty evaluations
TBD			Provost completes review of faculty evaluations