

How to find and submit your Acknowledgment of your Chair's evaluation.

College of Arts and Sciences: Faculty180 Faculty Reporting System

CAS faculty must acknowledge their chair's evaluation of their work as reported in their annual report.

You will find the link to your acknowledgement either on your Home screen or under Evaluations in the left-hand sidebar. Below we show the Evaluations link:

Home
Your Packets
Faculty180
Announcements & Help
Profile
Activities
Evaluations
Forms & Reports
Vitas & Biosketches

Welcome back, [redacted]

Your Action Items

There are no items assigned to you at this time. Use the navigation menu to the left to navigate to other areas of your account.

Next, select the evaluation (i.e., acknowledgment):

Home
Your Packets
Faculty180
Announcements & Help
Profile
Activities
Evaluations
Forms & Reports
Vitas & Biosketches
Find Colleagues

Evaluations

Quicklinks ▾

View / Respond

Process	# Evaluations	# Completed	# Responses	Last Completion	Evaluations
CAS PT Annual Report 2017-18	5	1	0	2018-05-30 14:15	

View All

Perform Evaluations

#	Process	Title	Type	Unit Name	Faculty Under Review	Due	Creator	Actions
1	CAS PT Annual Report 2017-18	CAS Adjunct Faculty Acknowledgement	Annual Evaluation	College of Arts and Sciences	[redacted]	2018-08-19 11:59pm	Hjpp, Brian C.	Evaluate

To view your chair's evaluation, click on the blue eyeball; a new window will open, revealing your annual report.

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	CAS Annual Report (Summer 2017 - Spring 2018)	Actions
<input type="checkbox"/>	1	[redacted]			Evaluate

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

Submit Selected Evaluations Cancel

Scroll to the bottom of your report to find your chair's evaluation:

Evaluations

Process	Title	Type	Evaluation Author	Faculty Response	Start Date	Due Date
CAS PT Annual Report 2017-18	CAS Chair's Evaluation - PT Faculty	Annual Evaluation	[redacted]	No	2018-05-08 11:41	2018-07-20 23:59

Once you have reviewed the evaluation, return to your previous screen. Select “Evaluate” to proceed to the acknowledgement form:

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	CAS Annual Report (Summer 2017 - Spring 2018)	Actions
<input type="checkbox"/>	1	[REDACTED]			Evaluate

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

[Submit Selected Evaluations](#) [Cancel](#)

Complete the acknowledgement form and click on Save.

Evaluations

Evaluate

* Indicates required field

A Evaluation Details

Evaluation Of	Melinda Plue
Title	CAS Adjunct Faculty Acknowledgement
Type	Annual Evaluation
Description	.
Evaluation Author	Melinda Plue

CAS Faculty Acknowledgement

B Faculty Acknowledgement

I acknowledge that this evaluation was shared with me by the department chair. My acknowledgement does not indicate agreement or disagreement with the evaluation contained in this report. Click "Yes" to indicate your signature.

Faculty Digital Signature*	<input type="radio"/> Yes <input type="radio"/> No
Date*	<input type="text"/>

C Attachments

i No attachments uploaded.

Attachment	Type	Lock <small>(faculty cannot delete)</small>
<input type="button" value="Browse..."/> No file selected.	Select	<input checked="" type="checkbox"/>

[Add Another](#)

[Save](#) [Cancel](#)

Finally, check the checkbox next to your newly saved evaluation, and click on “Submit Selected Evaluations” to complete the process:

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	CAS Annual Report (Summer 2017 - Spring 2018)	Actions
<input checked="" type="checkbox"/>	1	[REDACTED]			Evaluate

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

[Submit Selected Evaluations](#) [Cancel](#)