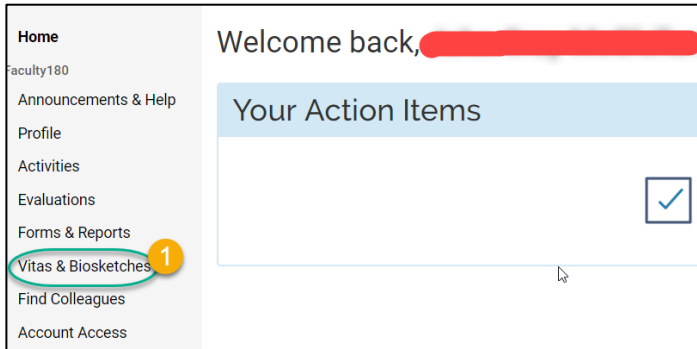



Accessing Clean Copies of Evaluations

1. Go to the *Vitas and Biosketches* section in the left-hand menu upon login.



2. Locate the annual activity report associated with your college and click on the blue eyeball in the *View* column corresponding to it.

Name	Description	Unit
Annual Activity Report	This report is designed to display annual activities for the purposes of faculty performance review. If not being used as part of an Evaluation, faculty members must remember to set the proper start and end dates in running this report.	College of Arts and Sciences 

The report will now open in a new tab or pop-up window. Note you do not need to adjust the report date range to access your evaluations.

3. The first section of the report (*Evaluations*) has one line per evaluation *step*. Refer to the Title column to file the step(s) you wish (e.g., chair's evaluation) and then click the corresponding Process title.

The screenshot shows the 'Evaluations' section of the Annual Activity Report for Summer 2018 - Summer 2019, Associate Professor. The table has two columns: Process and Title. The first row is circled in red with a '3' callout.

Process	Title
2018 COAS Annual Performance Evaluation	Annual Evaluation Step 2: Chair Evaluation of Faculty Member
2018 COAS Annual Performance Evaluation	Annual Evaluation Step 1: Faculty Self-Evaluation
2017 COAS Annual Performance Evaluation	Annual Evaluation Final Step: Faculty Acknowledgement & Signature
2017 COAS Annual Performance Evaluation	Annual Evaluation Step 2: Chair Evaluation of Faculty Member
2017 COAS Annual Performance Evaluation	Annual Evaluation Step 1: Faculty Self-Evaluation
2016 COAS Annual Performance Evaluation	Annual Evaluation Step 2: Chair Evaluation of Faculty Member
2016 COAS Annual Performance Evaluation	Annual Evaluation Step 1: Faculty Self-Evaluation
Pre-2016 Performance Evaluation - COAS	2015 Performance Evaluation - Self
Pre-2016 Performance Evaluation - COAS	2015 Performance Evaluation - Chair
Pre-2016 Performance Evaluation - COAS	2014 Performance Evaluation - Self
Pre-2016 Performance Evaluation - COAS	2013 Performance Evaluation - Self

For a given step, the information will display in a new pop-up/tab; print to printer or PDF file.