

Quick Guide to Faculty180

This help document covers the following tasks in the system:

*Update 2018 Activities for Annual Performance Review (data review process)
Key steps of the annual evaluation process*

Notes:

- A more detailed guide to the data review and annual evaluation process can be found at the Faculty180 [web page](#).
- Chrome browser is recommended in using Faculty180; for best performance, be sure your browser has the latest updates

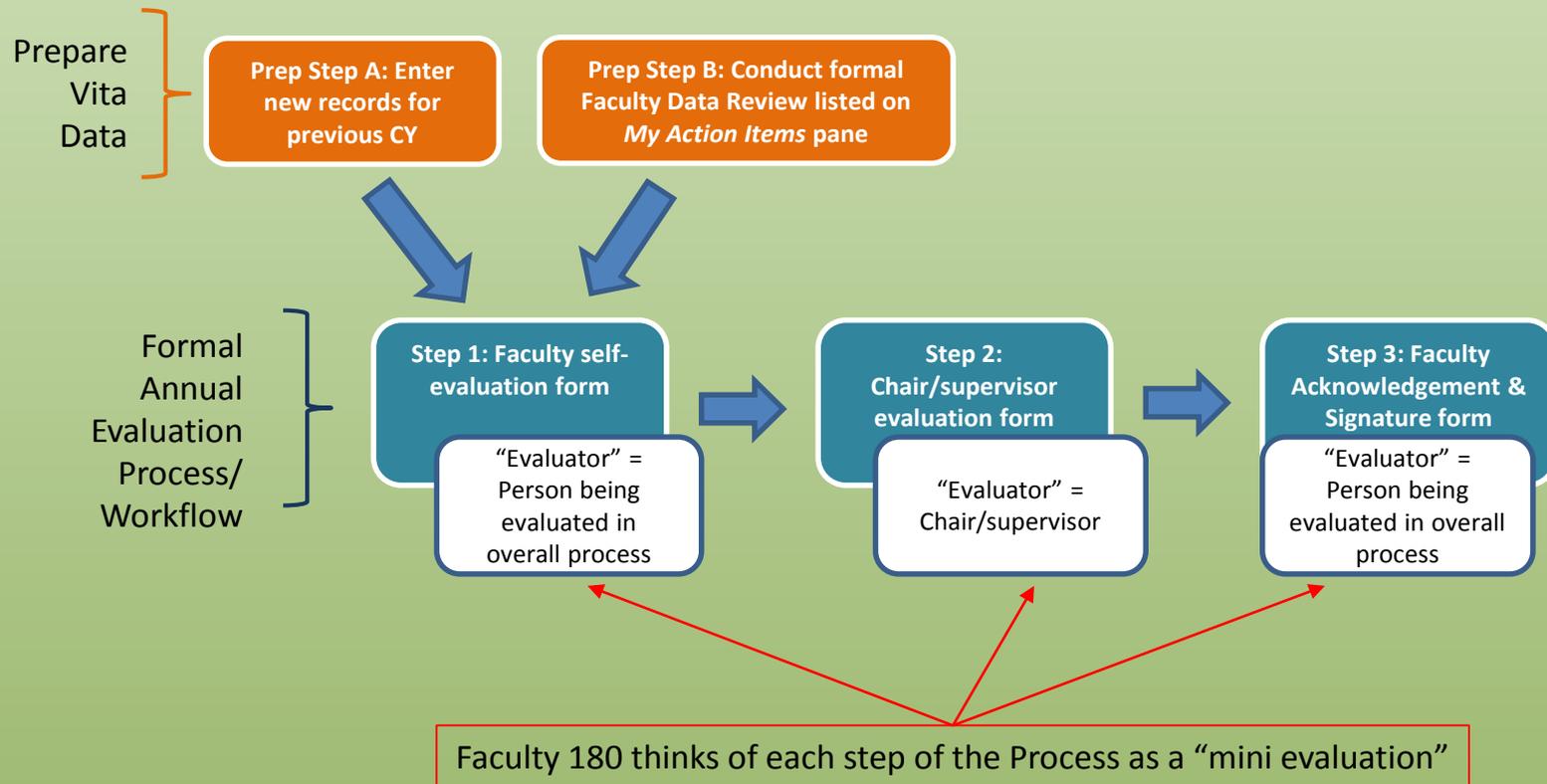
Send questions to: faculty180@boisestate.edu



NAVIGATING THE DATA REVIEW PROCESS

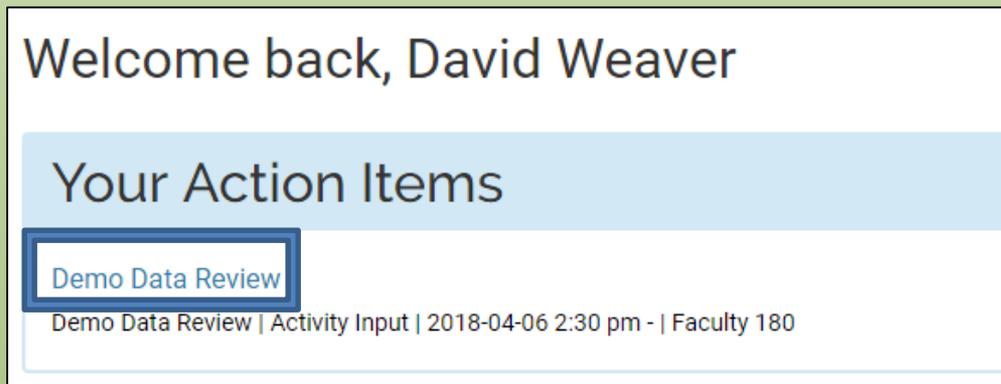


Annual Performance Review: Basic logic



A. Accessing Data Review

- Upon login, you will see a notification on your Dashboard, under the *To Do* section to begin your 2016 data review.



Faculty: If you have not completed the Data Review before the start of the annual evaluation process, you will have multiple *Action* items once annual evaluations begin.

Chairs and evaluators: You will likely have multiple *Action* items once annual evaluations begin; some will be related to your profile, while others will be related to faculty you will be evaluating.

B. Conducting Data Review

- *Caution:* Do not click “Review is Complete” until you are ready for final submission.
 - Until then, use “Save and Go Back”.

Demo Data Review

Spring 2017 - Fall 2017

Review is Complete

Save and Go Back

Preview CV

▼ Instructions

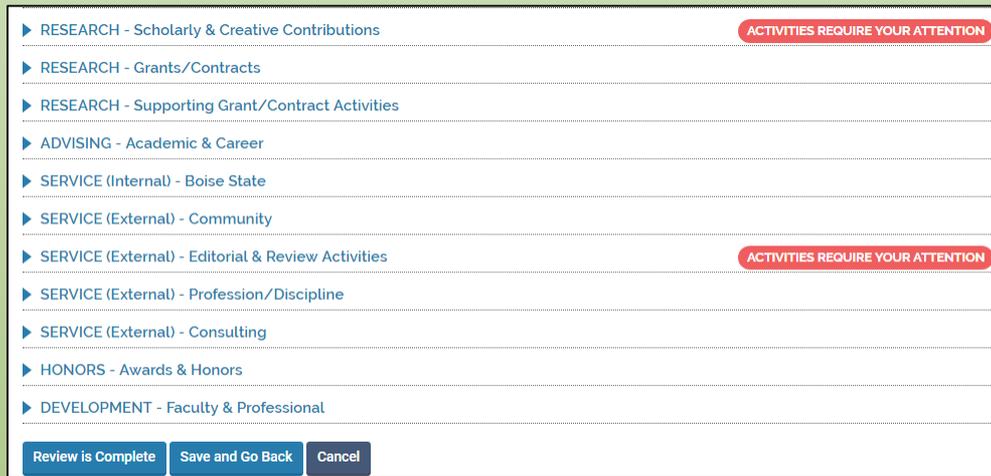


Please review all the information below. When all sections have been confirmed, click "Submit For Review."

▼ TEACHING - Credit Courses

Conducting Data Review

- Note that several sections are flagged: “Activities require your attention”:



The screenshot shows a data review interface with a list of sections. The sections are:

- ▶ RESEARCH - Scholarly & Creative Contributions (flagged)
- ▶ RESEARCH - Grants/Contracts
- ▶ RESEARCH - Supporting Grant/Contract Activities
- ▶ ADVISING - Academic & Career
- ▶ SERVICE (Internal) - Boise State
- ▶ SERVICE (External) - Community
- ▶ SERVICE (External) - Editorial & Review Activities (flagged)
- ▶ SERVICE (External) - Profession/Discipline
- ▶ SERVICE (External) - Consulting
- ▶ HONORS - Awards & Honors
- ▶ DEVELOPMENT - Faculty & Professional

At the bottom, there are three buttons: "Review is Complete", "Save and Go Back", and "Cancel".

- These sections are flagged solely based on publication/activity **status**.
 - Other details—such as bibliographic information—are *not* the trigger for records being flagged. You will still need to review the details of all (legacy) records.

Updating Status of records

- Some sections require you to hit an **Update** button at the bottom of those sections before you can submit the whole page.
- If you prefer to edit record details first (recommended), click on **View All**.

RESEARCH - Scholarly & Creative Contributions

ACTIVITIES REQUIRE YOUR ATTENTION

Search:

| Type | Title | Outlet | Year Pub | Status | Term | Origin | Intellectual Contributions: Review Type | Actions |
|---------------------|--|--|----------|---------------------|-------------|--------|---|---------------------|
| Journal Publication | The Participatory Roots of Selective Exposure: Baby Boomers, Political Protest, and Talk Radio | International Journal of Communication | 2017 | Completed/Published | Spring 2017 | Other | Blind Peer Reviewed | Completed/Published |
| Other Works | Partisanship, Motivated Reasoning and Media Effects on Public Opinion: The Case of Abu Ghraib | | 2016 | Submitted | Spring 2017 | Other | Not Reviewed | Submitted |
| Presentation | Values, Partisanship, and Media Selective Exposure | Annual Meeting of the American Political Science Association | 2017 | Completed/Published | Spring 2017 | Manual | Blind Peer Reviewed | Completed/Published |
| Journal Publication | Bridging and dividing: Political values, party identification, and selective exposure | American Politics Research | 2018 | Submitted | Fall 2017 | Manual | Blind Peer Reviewed | Submitted |

Add **View All** **Update**

Help

COEN & COED Faculty!

- You will also need to enter course evaluation numbers into the records for each credit course taught in the prior calendar year in the *TEACHING – Credit Courses section*

| Group Courses | Course | Cross-Listed | Course Title | Instruction Mode | Number Instructors | Sessions | Enrollment | Student Credit Hours | Credit Hours | Teaching Load | Teaching Load Adjustment Reason | Course Not Taught | Additional Course Data |
|--------------------------|-----------------------------------|------------------------|--------------------------|------------------|--------------------|--------------------------|------------|----------------------|--------------|---------------|---------------------------------|--------------------------|---|
| <input type="checkbox"/> | ED-CIFS 201 Lecture (LEC) 004 (1) | Not a Combined Section | Foundations of Education | In Person | 1 | Regular Academic Session | 30 | 90 | 3 | 3 | | <input type="checkbox"/> |  Required Add |

Entering Course Eval Summary Stats

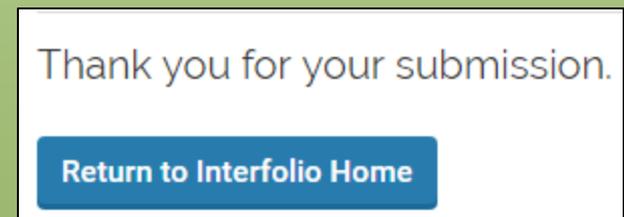
| | | |
|---|----------------------|---|
| Number of Course Evaluation Respondents*  | <input type="text"/> | |
| Overall Course Quality*  | <input type="text"/> | COED faculty: Report your statistic for the course evaluation question, "How would you rate the overall quality of this course?" COEN faculty: Report your statistic for the course evaluation question, "Overall the quality of this course was excellent." |
| Overall Instructor Excellence*  | <input type="text"/> | COED faculty: Report the statistic for the course evaluation question, "How would you rate the overall quality of this instructor?" COEN faculty: Report the statistic for the course evaluation question, "Overall, I think the instructor is excellent." |

Do not enter blocks of text or narratives in the above fields!

Repeat for each course taught during the calendar year under review.
If the course has no evaluations, enter "N/A" in each box shown above.

Complete Data Review

- Once you have updated your records and reviewed flagged sections (Status updates), you may then submit the entire review by clicking **Submit for Evaluation**.
 - **Note**: There are no further steps in the Data Review process. You may now proceed with your formal annual performance evaluation, beginning with the Self-Evaluation form.





V. NAVIGATING THE ANNUAL REVIEW PROCESS



A. Accessing Annual Review

- Upon login, you will see a notification on your Dashboard, under the *Action Item* section to begin your Annual Evaluation.

Welcome back, ██████████

Your Action Items

| | | |
|--|------------------|---|
| Complete Evaluation: Annual Evaluation Step 1: Faculty Self-Evaluation | Due: Apr 9, 2018 |  |
| <small>Faculty180 Annual Evaluation Faculty 180</small> | | |

Click on the hyperlink for the desired process

B. Completing Annual Review

Step 1: Faculty Self-Evaluation

Listing of Faculty Being Evaluated

| <input type="checkbox"/> | # | Faculty Being Evaluated | Specified End | Evaluation Saved * | Annual Activity Report (Spring 2017 - Fall 2017) | Actions | Export |
|--------------------------|---|-------------------------|----------------------|--------------------|---|---|---|
| <input type="checkbox"/> | 1 | [REDACTED] | April 9, 2018 4:35PM | |  |  |  |

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

You may review your activity summary again by clicking here. A new window will open.

Note: Sections of the report drawing from the *Profile* section of your database will display *all* of your profile information, not just for the CY.

Click here to access your self-evaluation form in a new window.

Library faculty: This is where you will locate your *Job Description* form.

This will export information from your self-evaluation form to PDF. It is not necessary to do this; this information will automatically be provided to your chair/supervisor.

- Follow the instructions for your college’s self-evaluation form
- Fields with an * are required, but check with your chair regarding expectations – some, if not all required fields are set to “optional” to allow you to save your work and return later.

(1301-2017) COED Faculty Self-Evaluation

! **NOTE:** You will be **signed out** of Faculty180 **after 60 minutes** of inactivity for security reasons. Please **save** your work accordingly.

If you will be away from your desk for an extended time, place a character/number in any/all required fields and **save** your work so as not to lose it.

ALSO NOTE: **Do not** hit the 'Evaluate' button while you have an evaluation form opened, even if it's minimized. This will reload the form, and you will lose any unsaved progress.

In this form, please enter the percentage of time you dedicate toward teaching, research, and service. This is typically 60%, 20%, and 20% in the College of Education for the whole academic year (or 30%, 10%, 10% per semester).

Only use the Attachments section at the bottom of this form to load a Sabbatical report, if you participated last year.

Other documents should be attached directly to the relevant Activities section entry.

- Examples:
 - Course syllabi, evaluations, and classroom observation reports --> TEACHING - Credit Courses
 - Article PDFs or video of play production --> RESEARCH - Scholarly and Creative Contributions

B Evaluation Period

Past Calendar Year*

C Spring Workload Distribution (past calendar year)

Please enter the percentage of workload applied by you last Spring in each area. (Standard COED default percentages are shown.). Total for last Spring should equal 50%.

Past Spring Calendar Year*

- Most colleges will have Attachments enabled. **However:**
- Only use the Attachments section at the bottom of this form to load a Sabbatical report, if you participated last year.
- Other documents should be attached directly to the relevant data entry section (i.e., original record).
- Examples:
 - Course syllabi, evaluations, and classroom observation reports:
 - *TEACHING - Credit Courses*
 - Article PDFs or video of play production:
 - *RESEARCH - Scholarly and Creative Contributions*

R Attachments

! No attachments uploaded.

| Attachment | Type | Lock <small>(faculty cannot delete)</small> |
|---|----------|--|
| <input type="button" value="Choose File"/> No file chosen | Select ▼ | <input checked="" type="checkbox"/> |

Click **Save** to retain your work.

- **Your self-evaluation is now saved, but not yet submitted.**
- You may continue to return to the form until you submit it. Simply click **Cancel** to exit the evaluation.
- To submit:
 - Select the check box next to your evaluation
 - Click **Submit Selected Evaluations**

Listing of Faculty Being Evaluated

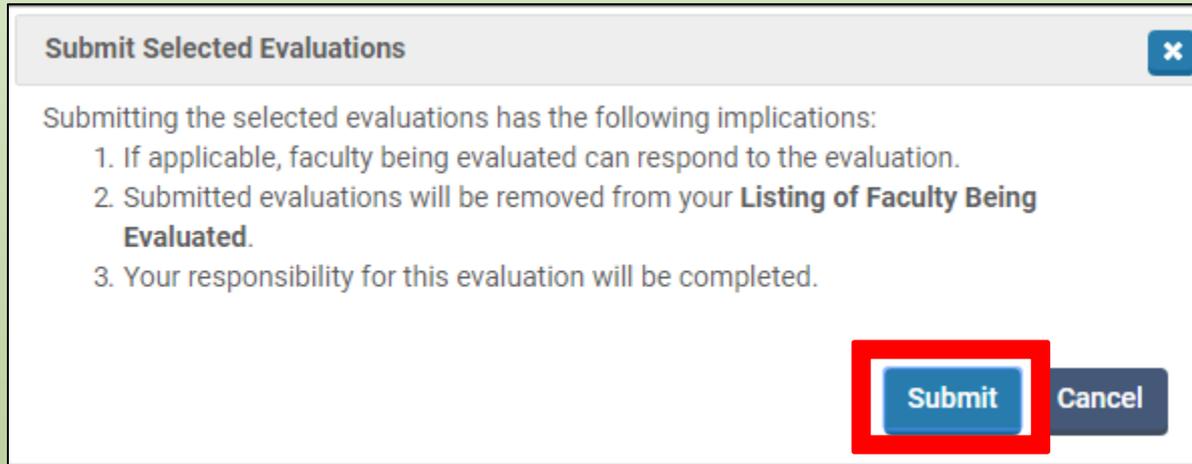
| <input type="checkbox"/> | # | Faculty Being Evaluated | Specified End | Evaluation Saved * | Annual Activity Report (Spring 2017 - Fall 2017) | Actions | Export |
|--------------------------|---|-------------------------|----------------------|--|---|--------------------------|---------------------|
| <input type="checkbox"/> | 1 | [REDACTED] | April 9, 2018 4:35PM | ✔ Not Submitted | | Evaluate | PDF |

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

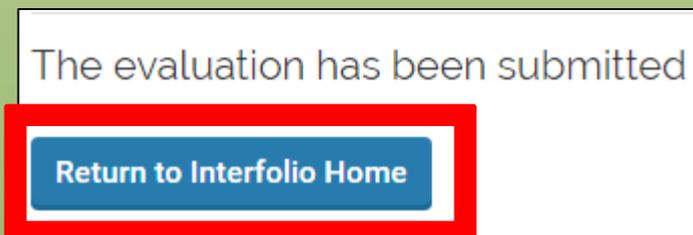
Submit Selected Evaluations

Cancel

- You will then see the following pop-up:



- Note that the evaluation process is not complete, only the self-evaluation (Step 1).
 - Click **Submit**. (Hit Cancel if you wish to return to the previous screen.)
 - Once submitted, Step 1 will no longer appear on your dashboard. Your information will automatically be forwarded to your chair.



Chairs and administrators: You will have multiple *Action* items as annual evaluations progress; some will be related to your own evaluation, while others will be related to faculty you will be evaluating.