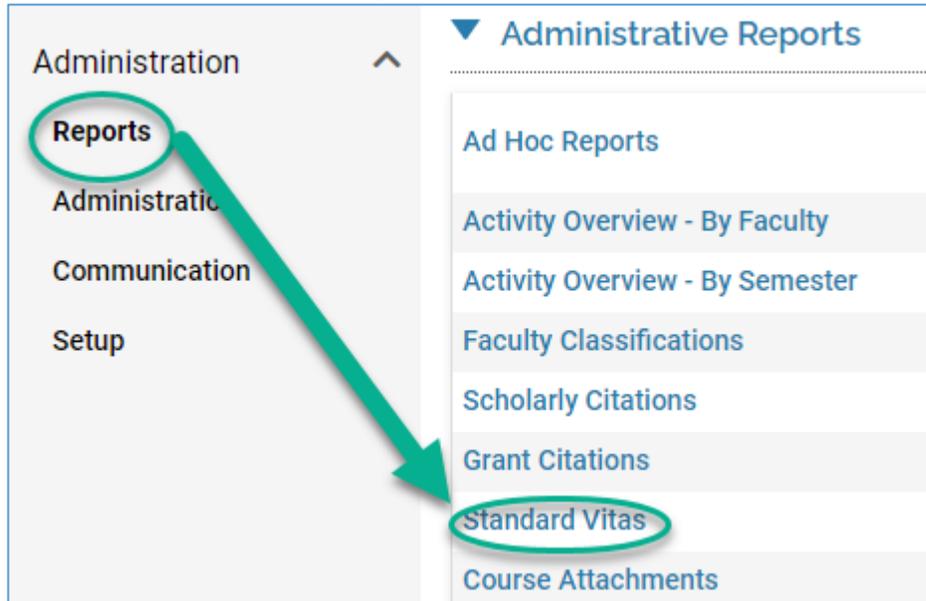


Looking Up A Completed Evaluation Step via Annual Activity Report

October 2020

1. Go to **Administration -> Reports -> Administrative Reports -> Standard Vitas**



2. You should then see a numerical value for the number of full-time faculty in your department; if you have relevant part-time faculty, you may wish to choose **All Active** in the *Employment Status* drop-down menu.
 - a. Click on the number

Community and Environmental Health	20	-	-
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3. You will get a list of your faculty
 - a. At the top of this page, change the report to your college/unit's Annual Activity Report, then click on the blue eyeball for a given faculty member (**the date range doesn't matter**).

View Faculty Vita in Community and Environmental Health

Template* Annual Activity Report (College of Health Sciences)

~~Begin Semester~~ Fall 2020

~~End Semester~~ Fall 2020

Employment Status Full Time

Assigned To Unit As Primary Unit

[Bulk Export](#)

Search:

#	Faculty	Primary Unit	View	Vita Export
1	[Redacted]	Community and Environmental Health	👁	
2	[Redacted]	Community and Environmental Health	👁	
3	[Redacted]	Community and Environmental Health	👁	

4. The first section in the resultant pop-up window should be the *Evaluations* section and you can scroll until you find the year and eval step you want to see
 - a. Click on the field in the first column for desired step:

Fall 2020
 Annual Activity Report
 Professor
 (208)426-
 @boisestate.edu

Evaluations

Process	Title	Type	Faculty Response	Start Date	Due Date
2019 COHS Annual Performance Evaluation	Annual Evaluation Step 2: Chair/Supervisor Evaluation of Faculty	Annual Evaluation	No	2020-02-03 23:59:00	2020-04-29 23:59:00
2019 COHS Annual Performance Evaluation	Annual Evaluation Step 1: Faculty Self-Evaluation	Annual Evaluation	No	2020-01-01 00:01:00	2020-02-18 23:59:00

5. Yet another pop-up window opens with the submitted evaluation form. You may print to PDF or print out as desired.

A Evaluation Details

Process	2019 COHS Annual Performance Evaluation
Title	Annual Evaluation Step 2: Chair/Supervisor Evaluation of Faculty
Type	Annual Evaluation
Author	[REDACTED]
Faculty	[REDACTED]
Description	
Submitted	April 8, 2020 7:06PM

B Evaluation Documents

Locked Documents

Faculty Member	Form	Start Semester	End Semester	Locked Time	View
[REDACTED]	Annual Activity Report	Spring 2019	Fall 2019	April 08 2020 19:07:05	

(1502-2017) COHS Chair/Director Evaluation of Faculty

NOTE: Boise State's single sign-on will sign you 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.