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Introduction and Overview

There are a number of steps involved in creating Evaluation Processes that will be used across the institution. The creation of Evaluation Processes enables a workflow, or chain of events, that can occur across peers, departments, or colleges in an evaluation process, such as a Tenure Review Process that requires faculty review from a number of constituents.

Steps in a faculty evaluation process:

1. **Establish** the evaluation processes using the Evaluation Processes menu (within the Administration tab).

2. **Create** faculty evaluations using the Evaluations menu. (Notification is sent to evaluators' homepage Messages.)

3. **Evaluate** faculty submissions. (From the home page message, or the Evaluations of Others menu within the My Data tab, access faculty submissions.)

4. **Submit** written evaluations by the evaluation author responsible for submitting the written recommendation. Each evaluator will see the evaluation form only if he or she is designated as the evaluation author. This person is typically the chair of the committee (e.g., tenure committee) or the administrator (e.g., chair, dean, provost) responsible for completing the performance evaluation. Evaluators who are not serving as the evaluator author can view faculty credentials but cannot submit a written evaluation.

   Once completed, the written evaluation results are added to the appropriate section of the evaluated faculty member's Profile Form and can be reported within his or her curriculum vitae.

Planning and Preparation

In order to streamline the creation process, it is recommended that you first plan what you would like your evaluation to cover and incorporate items such as:

- **Time period**: Time periods for activities apply to all sections and cannot differ by section. Meaning, if you are creating an Annual Review and set the review time frame for one year, all activities shown on the CV for review are only for that one-year period. You are not able to review Teaching Activity for one year and Grants for three years, for example.

- **Supplemental Review Forms**: Each form that is to be used for an evaluation must be created in advance of creating the actual evaluation
that will reference it. Therefore, ensure that all Faculty Input Classification Forms that you will want referenced are created in advance.

- **Author/Creator**: Who will create the Evaluation Forms and who will complete them.

**Creating Evaluation Processes**
In order to perform an evaluation and have UA Vitae collect and store data, you must first create the forms to collect the desired information. To start, select **Evaluation Processes** under **Evaluation Workflow** on the **Administration** tab.

Scroll down to the bottom of the page and click **Add**.
Use the Search Box to navigate to your desired college and unit.

Next, name your Evaluation Process. It is suggested to use a naming convention that will allow tracking and finding specific processes easily in the future. It is recommended to include the Year, the Type of evaluation and the Department.

Once an Evaluation Process is created, it can be copied or cloned for other areas, departments, units, etc.

Now that you have completed the name process, you can create the objects that will be completed as part of that process which is the evaluation forms. The forms gather the information that will be requested from the reviewers.

Creating the Evaluation
To start, select Evaluations under Evaluation Workflow on the Administration tab.

Use the Search Box to select the appropriate level for the Evaluation. Depending on your access, what you see here for choices will vary. You may see your department, for example.
Next, select the name of the Evaluation Process you created in the prior step from the drop-down. When you created the Evaluation Process it was saved at the level that you selected, such as, the department level shown below. When you select the Evaluation Level, the corresponding Evaluation Process will appear for selection.

Create a title for the Evaluation Form and select the Type from the drop-down menu. There are three Evaluation types available by default: Annual, Tenure and Promotion.

For the Start Date & Time and Due Date & Time, select the appropriate time for the Evaluation Process to remain active. The Faculty Response allows a grace period after the Due Date & Time for reviews to be completed.
The Access to Results section defaults to Allow for all levels of access. If you do not want faculty to see their evaluation results, you must select Restrict. The same is true for the next two options.

Next, select the name of the person will be reviewed using this Evaluation Form. You can navigate to your department using the Standard Filters to narrow the results. Or, you can type in a name in the Search area.

When you have selected the faculty member to be evaluated press Select Faculty. The Faculty Being Evaluated button will display the number of faculty to be reviewed.

In the description field, add instructions or helpful information. Don’t forget to use Spellcheck!

When assigning the Evaluator(s) remember that these are the Evaluation Committee members. They have READ access to all documents. They are not, the submitting party, or Evaluation Author.

The Evaluation Author(s) is typically the Evaluation Committee Chair. They have READ/WRITE access to all documents and the ability to submit the final evaluation.
NOTE: You may have more than one Author, but only one score is saved in the system when using the Supplemental Forms. If assigning multiple Authors, one must be designated to enter and submit information within the Supplemental Forms.

By selecting the Send Email Notification radio button, you are choosing to send additional information via email. By default, Evaluators will automatically receive an email notification so use this for special instructions other than the Start & End Date, Title and core information about the evaluation.

In the Evaluation Documents section, you will filter the time period of the information displayed to the Evaluators. You must select the time band of information to be shown in the Standard CV. If you want to see information for the past three years as part of the evaluation process, select that time period.

The check box for Lock CV will hold the information displayed in the CV shown to the Evaluators constant during the Evaluation time period. If a faculty member omits a piece of information and adds it once the Evaluation Period has started, it will not be displayed to the Evaluators. Selecting to Lock the CV ensures that all Evaluators will see the same data during the evaluation time period.

NOTE: Faculty members do not receive a notification that their CV is locked. It is important to communicate the Evaluation Timeline to ensure they have populated all information they would like the Evaluators to use in their review.
Within the Supplementary Forms section, select the time period for the data to populate within the CV. Any Faculty Classification Forms must be created in advance of creating the Evaluation Forms in order to select it for inclusion. This area is for use by the Evaluation Author only.

Unlocking a CV
If a faculty member requests their CV to be unlocked during the Evaluation Period, go to the Evaluation Management Section by clicking on the Manage Locked CV(s) hyperlink. Then, select the faculty member to unlock and press Unlock. The CV for the faculty member will now be updated and display updated information and be locked again the next time it is viewed by Evaluators.

Completing an Evaluation as an Evaluator or Author
When you are designated as an Evaluator and the Evaluation Period begins, you will see a new message on your Home tab.
Click on the Evaluations message to start the evaluation process.

When the Evaluation is complete, you will see a check mark in the Evaluation Complete column.

To submit the Evaluation, select the evaluation to be submitted. You may have multiple evaluations that are ready to submit. Then click Submit Selected Evaluations.
A confirmation dialog box will appear. Select Submit again to complete the Evaluation and Submit your review.

Submit Selected Evaluations

Submitting the selected evaluations has the following implications:
1. Faculty being evaluated can respond to the evaluation, if applicable.
2. Submitted evaluations will be removed from your Listing of Faculty Being Evaluated.
3. Your responsibility for this evaluation will be completed.

You will notice the message is now removed from your Home tab.

Unsubmitting an Evaluation
From the Administration > Evaluations screen, display the Evaluations to select the one that you would like to unsubmit. In the Completed column you will see the number of completed evaluations over the total number of evaluations to be completed. Click on that number to display the submitted evaluations.
The Submitted Evaluations will appear. Select the Evaluation you would like to unsubmit. Click Unsubmit Selected Evaluations.

NOTE: Unsubmitting an Evaluation must be done PRIOR to the end of the Evaluation Period in order to edit it. Once the Evaluation Period ends, in order to edit an evaluation, you must also edit the end date of the Evaluation Period.

NOTE: When unsubmitting an Evaluation, you must reattach supplemental forms.

The number of submitted evaluations will now be reset.
To complete an Evaluation that has been Unsubmitted you need to access it through the My Data > Evaluations of Others area. It will not show up in your Home > Messages area again.

Creating Supplemental Forms
Annual Performance Evaluation processes in UA Vitae include basic review forms and may include the use of supplemental forms. Supplemental forms will appear as part of the faculty evaluation as a “Supplemental Form”.

1. To create a Supplemental form for the evaluation process, you will need to: Create the Faculty Classification (Setup tab)
2. Create the Input Form (Administration tab)
3. Add Supplemental Form to Input Classifications

Creating the Faculty Classification

Click Add

Steps to creating a Supplemental form:
1. Select the Unit (college/department) that the Faculty Classification will apply to (if it is not already displayed based on your access level).
Note: When creating the title for the Faculty Classification, the use of a standard naming protocol is strongly suggested (i.e., 2013 Peer-Review Committee Form).

In the Faculty Classifications Form, select the Yes or No radio button under Require on new faculty input form. In this case, No is selected since you are reviewing existing faculty for performance based increases and not new faculty.

If you are adding the Faculty Classification to an existing form, select the form in the dropdown menu from Add to a classification input form.

If you would like the data in this faculty classification form to be available in reports, you must use select the radio button “Dropdown Select Box” under Display type. You will then add whether your classification form should be included as a filter in system reports. In this case, you will select No under Show as a filter in reports.

When you select Yes to this option, you may use the faculty classification data as a filter for reporting. As in the example below, selecting the “Certifications” filter would filter the report by data entered for that faculty classification.
Create Classification Options:
You will need to decide how you want your faculty classifications to display and their order (i.e., ranking of 1-4 of the faculty performance scale). To complete a 1-4 drop-down list, in row one enter “1” in the Option field. In the Help Description enter information that will guide the user to make the correct selection. In this case, 1 is the lowest and 4 is the highest.

On the right of your screen, you will see “You are creating this.” Use this to see how your options will appear for selection by evaluators. If you add too many lines, as in the picture above, click the delete button on the row you would like remove to keep your list clean.

Don’t forget to check spelling before clicking Save and Return.

Your Faculty Classification will now appear in the Manage Faculty Classifications screen. The first time you see the newly created classification form, it will show None in the Forms Tied To column.
Creating the Input Form and linking it to your Faculty Classifications

From the Administration tab select Create Input Form.

Click Add to create a new Input Form.

As in prior steps, use conventional naming format for the Input Form Name and select the correct Unit (department/college) if it does not default based on your security level.

The check boxes allow the following:
- Allow input form to be sent to faculty via the Communication tab. This selection enables the Administrator to send an Activity Input Reminder to the faculty they select using the Communication Tab.
• Allow faculty to assess a printable version of this input form on the **My Data** tab. This selection allows faculty that were required to complete the form to print it and the data for hard copy use.

• Allow faculty to access a printable version of this input form from the **Home** tab as a permanent **Quicklink**. Display within the **Quicklink** allows faculty to quickly find and complete forms.
• Allow evaluators to use a printable version of the input form as a document. This is helpful when using printed materials to complete evaluations, or as part of a hard copy record.

In this case, we will select all of the options.

In the Classifications to Appear in Form section within the Available Classifications column, select the Faculty Classification just created, Performance Based Salary Increase, and drag and drop it to the Current Classification in Form column.

In the form instructions area, enter text that would provide helpful instructions and leave Default Activity Review set to None. The Default Activity Review selection enables this form to be used for multiple faculty and one time, as in the year-end review process. Click Save and Return to complete creating the form.

Adding Supplemental Forms to Evaluations
Once the supplemental form has been created, it can be added to an Evaluation form.

It is easier to create the Supplemental Form PRIOR to creating the Evaluation form, but if you would like to add one after the evaluation has been created, you will need to Edit the Evaluation and Add in the Supplemental Form.