Completing Evaluations in UA Vitae
A Guide for Committee Chairs

UA Vitae will be your one resource for all Annual Performance Review (APR) activity at the University of Arizona. Within the UA Vitae system, you will be able to review your faculty members' current performance review documentation and conduct evaluations.

ROLES

In the evaluation process, an evaluator may serve in one of the following roles:

- **APR Committee Member/Evaluator** – a member of a peer evaluation committee that has been given permissions to review and comment on another faculty member’s activities as part of the formal review process.

- **APR Committee Chair** – the coordinating member of the APR Committee; it is often the case that the APR Committee Chair also serves as the lead or official author of the review documentation coming out of the APR committee’s work.

- **Evaluation Author** - This role is defined in the setup of the Evaluation Workflow within UA Vitae. Committee members defined as Evaluation Authors are the only members who can formally submit the evaluation comments for a faculty member under review. Most often it is recommended that this role be assigned to the APR Committee Chair. Also, they are the only person that will see the Evaluate button.

During the evaluation process, you will be notified by email (to your email.arizona.edu account) when your faculty members’ Annual Reviews are ready for evaluation. At that point, you will be able to log into the UA Vitae system to review their work and enter your evaluations.

At this time, you may access UA Vitae by clicking on the link that you will receive via email from the system. You will be asked to enter your username and password – **this is the same username and password that you use for your campus email account**.

When you log in, on the **Home** tab under **Messages** you will see your “inbox”
telling you there are evaluations ready for your attention. Click on the link.

Clicking on the **Complete Evaluation** link will open a **View Faculty** window, displaying all of the faculty members that you need to evaluate. The number of columns that appear will vary based on the evaluation you are performing and the supplemental forms attached to the evaluation form.

If you would like to review the faculty member’s CV prior to entering the Evaluation, then click **View** in the Standard CV column. The CV will open in a new window.

Otherwise, click on **Evaluate** to begin the Evaluation process.
Under Section B Supplementary Forms click the blue link to complete Evaluations for those individuals listed. This is the form you will use to complete each evaluation.

Note: In general, as the Committee Chair, you serve as the official Author of the Evaluation. This means that you are able to enter information into the Evaluation. Only the Committee chair, or other members set as an Evaluation Author in the Evaluation settings by your administrator, will actually see the “Evaluate” button.

Click on the link for Supplementary Forms to complete any review feedback that may be requested in those forms.
On the evaluation form, the author of the evaluation may summarize and add comments from the Committee in the text box within the **Standard Evaluation** input area. A Committee may also choose to upload one of more files to attach to the review. This is useful for capturing the official signed version of a review. You may select the **Save and Return** button to save your work. **Note: this does not “submit” the evaluation as complete, it only saves the work.**

In the **View Faculty** window, you will now see that the evaluation for this faculty member has a green check mark, showing that the evaluation is complete. **However, you do not have to submit the evaluation immediately.** If you would like to return to this evaluation to review it again and potentially revise it, you may. If you’d like to leave it for now, you can begin work on another evaluation or exit the page by selecting **Return**.
If you are ready to submit the evaluation, click on box to the left of the name of the person or person(s) you evaluated, and click the **Submit Selected Evaluations** button.

A window will explain the implications of submitting your evaluations. Click the **Submit** button.
This will return you to your homepage. Click **Okay**.

**EVALUATION OF LECTURERS AND SENIOR LECTURERS REVIEW OF TENURED FACULTY**

Follow the same steps as above to complete these evaluations. For tenured faculty, when you open their “Vita” for review, you will also be able to access the faculty member’s Three-Year Activity Statement.

*Note: the form you complete for these evaluations will only require overall comments and an overall recommendation.*

**VIEWING THE SUBMISSIONS OF OTHER EVALUATORS**

When a Dean and/or Provost (as applicable) completes their evaluations, the faculty member being reviewed will receive an email notification prompting them to log into UA Vitae to view their evaluations.

From the **Home** tab, select the **Reports** tab, and select **Standard Vitae**.
Click on the number that represents the full-time faculty members in your department. What you see here will depend on your department.

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<td>Employment Status</td>
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<td>College of Medicine - Phoenix</td>
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<td>College of Med Phoenix-General</td>
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A list of your faculty will open. Select the **Standard CV** template, or another if you have choices. Set the timeframe for the period you would like to see. Then click **View** next to the faculty member’s name.

This will display the faculty member’s CV, which will include information for the time period you selected.