

How to complete the SPC Adjunct Faculty Evaluation Form 2022-2023

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Logging into Faculty180

On your Windows PC or MAC computer, please open a web browser (**Google Chrome** and **Safari** recommended), and visit the following website: <http://www.data180.com/faculty180/spcollege>

You can also log in by visiting the **Faculty180 Resource Page** at <https://facultysupport.spcollege.edu/faculty180/> and clicking on the provided log-in link.

If you are presented with the SPC Single-Sign-On screen, enter your **regular SPC credentials** as if you were logging into MySPC. Upon log-in, you will be redirected to Faculty180.

If your log-in is unsuccessful, please try closing and re-opening Google Chrome. If the log-in issue continues, please send a message with a description of the issue to the e-mail address provided at the end of this tutorial.

The Faculty180 Dashboard

After logging in, you will be presented with the Faculty180 Dashboard. From here you will see various buttons and links to click on. If for some reason you get lost in Faculty180 and need to jump back to the Dashboard, click on the **SPC St. Petersburg College** logo located on the top-left corner of the page. (**Note:** If you click the logo while entering data on your form, this action will NOT save the data that you are currently entering on your screen. It's recommended to save your data first, which is explained later in this tutorial¹).

The SPC Evaluation Hyperlink

To begin working on your evaluation form, click on the blue hyperlink called **SPC Adjunct Faculty Evaluation Form Summer 2022 - Spring 2023** located on the Faculty180 Dashboard as shown in the illustration below. This opens your evaluation form. (**Note:** Full-time SPC staff teaching classes as part-time at SPC are considered as adjunct faculty. If the hyperlink is missing or incorrect, please send an e-mail to the electronic address provided at the end of this tutorial).

The screenshot displays the Faculty180 dashboard interface. At the top, the SPC St. Petersburg College logo is on the left, and a user name placeholder 'Your name will appear in this area' is on the right. A navigation menu on the left includes 'Home', 'Faculty 180', 'Announcements & Help', 'Profile', 'Activities' (crossed out with a red X), 'Evaluations', and 'Forms & Reports'. The main content area features a 'Welcome back' message and a 'Your Action Items' section. Under 'Your Action Items', there is a blue hyperlink: 'SPC Adjunct Faculty Evaluation Form Summer 20xx - Spring 20xx'. An orange callout box with an arrow pointing to this link contains the text: 'Click on the blue hyperlink to start working on your SPC evaluation form.' Another orange callout box with an arrow pointing to the 'Activities' button in the navigation menu contains the text: 'Please do NOT use the Activities button. Instead, use the blue hyperlink indicated on the right side.'

¹ Updated versions of this tutorial and other documents are available at <https://facultysupport.spcollege.edu/faculty180/>

The SPC Adjunct Evaluation Form

As of December 2020, the evaluation form has been reviewed and simplified. You are only required to complete the first 3 modules on the form. Outdated modules have been removed from the evaluation form.

After clicking on the hyperlink, an evaluation form like the one shown below will open. **There is an options menu on the left pane -- please do NOT use the left pane to complete your form. Instead, please use the form on the right side containing the modules that go from the top to the very bottom of the page.**

The top area of the form contains 5 buttons:

Jump to Section allows you to jump to a specific module.

SUBMIT FORM sends your completed form to your Dept. Chair. This button will appear by the end of the spring term.

Save and Go Back closes the form and takes you back to the Faculty180 dashboard.

Cancel discards any changes you have recently made and takes you back to the dashboard.

Preview allows you to create a printable preview of your form.

You might want to start by scrolling down to view the rest of the form, then scroll back up to work on the first module.

SPC St. Petersburg College

Your name will appear in this area ▾

Home > Forms & Reports >

Forms & Reports

Annual Faculty Activities

Jump to Section ▾

Do NOT click on SUBMIT FORM until you are ready to submit your completed form to your Dept. Chair or Program Director.

SUBMIT FORM (Clicking here will finalize and send your form to your evaluator)

Save and Go Back Cancel Preview

1. FACULTY INSTRUCTIONAL STRATEGIES* Help

Select a start and end semester that matches the academic year in review. Selecting "Ongoing" on both end semester boxes will copy your entry onto next year's form. See [rubric and examples sheet](#). Please follow these guidelines:

- Describe how you engaged your students, managed your courses, and supported your students over the last academic year.
- Specifically address the challenges and successes during the spring term.
- Include your reflections on your SSI Data and Student Success Rates Data. You may reflect on all of your courses collectively, if you choose.

Narrative	Self-assessment	Start Semester	End Semester
No data available in table			

Add

Please do NOT use the Activities button. Instead use the form on the right side of the screen.

Add, View All, and Help Buttons

Add button: Found below every required and optional module. Clicking on it allows you to add information to a module.

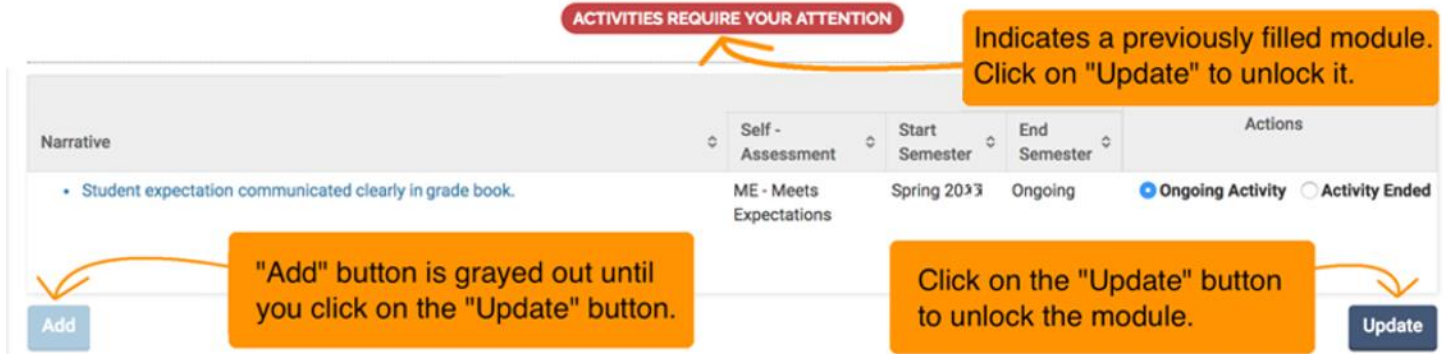
View All button: Found below most modules. Clicking on it allows you to see data from previous years, if available.

Help button: Found on the very right side of each module. If applicable, it provides more information about a module.

A module might display the message **"No data available in table"** to indicate an empty module. This message will disappear after you successfully save information in that module.



Activities Require Your Attention

Modules with rolled-over information from a previous year will display the message **Activities require your attention** on top of each one of those modules. This means that you set those modules as an **Ongoing** activity during a previous year. To unlock these modules and edit their information, please click on the **Update** button located at the bottom-right area of the module as shown on the image below. If it's not visible on your screen, please scroll it all the way to the right side.

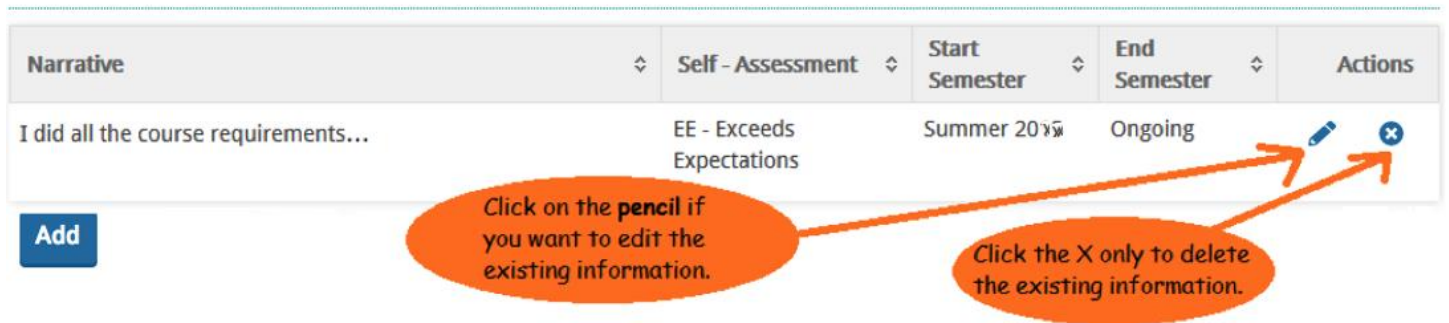


Action Buttons

Modules with previously saved information (except for those that require your attention as explained above) will display two icons on the right side, under the **Actions** column. If they are not visible on your screen, please scroll it all the way to the right side.

-  **Pencil icon:** Allows you to make changes to an existing entry.
-  **Blue X icon:** Permanently deletes the corresponding entry. This operation cannot be undone -- please be careful.

The following illustration indicates their location:



Required Modules

Continue completing the rest of the form as you did on the first module. Here is a list of the modules that your Dept. Chair or Program Director will be reviewing as part of the evaluation process.

- **1. FACULTY INSTRUCTIONAL STRATEGIES**
- **2. CONTRIBUTIONS TO THE COLLEGE**
- **3. PROFESSIONAL DEVELOPMENT AND GROWTH PLAN**

Optional Modules

The modules listed here are optional. If they have existing information added on a previous year, the message **Activities Require Your Attention** is displayed on top of the module. If that is the case, please click on the **Update** button before you attempt to edit the module or submit your form (as shown on the screenshot below).

- College-Wide Committees
- Optional Contributions - Grants
- Optional Contributions - Other Institutional Service
- Optional Contributions - Professional Service
- Optional Contributions - Community Service

ACTIVITIES REQUIRE YOUR ATTENTION

Indicates a previously filled module. Click on "Update" to unlock it.

Narrative	Self - Assessment	Start Semester	End Semester	Actions
<ul style="list-style-type: none"> • Student expectation communicated clearly in grade book. 	ME - Meets Expectations	Spring 2023	Ongoing	<input checked="" type="radio"/> Ongoing Activity <input type="radio"/> Activity Ended

"Add" button is grayed out until you click on the "Update" button.

Click on the "Update" button to unlock the module.

Working on Your First Module

The first module is called **FACULTY INSTRUCTIONAL STRATEGIES**. To begin, click on the **Add** button located at the bottom of the module. That action will open a new window allowing you to add information to that specific module as shown below:

Select a start and end semester that matches the academic year in review.
 Selecting "Ongoing" on both end semester boxes will copy your entry onto next year's form. See [rubric and examples sheet](#). Please follow these guidelines:

- Describe how you engaged your students, managed your courses, and supported your students over the last academic year.
- Specifically address the challenges and successes during the spring term.
- Include your reflections on your SSI Data and Student Success Rates Data. You may reflect on all of your courses collectively, if you choose.

* Indicates required field

A FACULTY INSTRUCTIONAL STRATEGIES

Start Semester*	Select Semester ▾	Select Year ▾
End Semester*	Ongoing ▾	Ongoing ▾
Narrative*	+ ▾ 11pt ▾ B <i>I</i> <u>U</u> [Text Formatting Icons]	
	Enter your narrative in this box. P	
Self-assessment*	Select ▾	

Click on "Select" to choose a level of self-assessment for your narrative.

If you need examples, click on "rubric and examples sheet" located at the top of the page.

B Attachments ?

Attachment Type	Attachment
File ▾	Upload File
Add Another	

You can attach a file by clicking on this button.

Save Save and Add Another Save and Go Back Cancel

Click on this button only if you want to go back to the form without saving your changes.

Click on this button to save your changes and go back to the form.

Academic support: Your Dept. Chair or Program Director will be conducting your evaluation. If you need assistance on how to phrase your narratives or interpret your SSI scores, please don't hesitate to contact your Dept. Chair or Program Director.

Technical Support: If you believe there is a technical issue in Faculty180 that interferes with your ability to complete the form, please send a description of the problem to the electronic address provided at the end of this tutorial.

Start and End Semester Boxes

Select a **start semester** by using the corresponding drop-down menus displayed on the previous screenshot. Then select an **end semester** according to the following examples:

- If you are entering information for one semester, then enter the same semester again in the end semester boxes (Example: Start semester is *spring 20xx* and end semester is *spring 20xx*).
- If this is an ongoing activity, please select **Ongoing** in both end semester boxes. This option will allow the information on a specific module to reappear on next year's form as explained on page 3, under Activities Requiring Your Attention.
- If you are entering information for two or three consecutive semesters, then select the corresponding start and end semester (Example: Start semester is *summer 20xx* and end semester is *spring 20xx*).

Keep in mind that adding information that points to an end semester prior to the current academic year will not appear on your form. Likewise, any information that points to a start semester occurring in the future will not appear on your form. Please select a start semester and end semester that matches the current academic year in review. **If you need to enter an ongoing activity that started prior to this year, it will show up on your form as long as you select "Ongoing" in both end semester boxes.**

Narrative, Rubric, and Classifications

The **narrative** is a description of your activities based on the guidelines provided on top of each module. For examples of self-assessments, please visit <https://facultysupport.spcollege.edu/faculty180/> and download the **Self-Evaluation Rubric PDF** from the **Tutorials for Faculty** section.

After entering your narrative, you will select a classification from the **Self – Assessment** dropdown menu. There are four classifications to choose from: *EE – Exceeds Expectations*, *ME – Meets Expectations*, *PE – Progressing Towards Expectations*, *DM – Does Not Meet Expectations*.

Optional: If you have a Word, PDF, or picture file that you would like to attach (Example: A document or picture that supports your narrative), you can do so by clicking on the **Upload File** button when available.

Saving Your Information

Scroll down and click on **Save** to save your information and continue working on the current module or click on **Save and Go Back** to save and return to the main evaluation form. Do NOT click on CANCEL unless you want to discard your most recent changes.

Avoid Using the Back Button on Your Web Browser

Please keep in mind that using the back button on your web browser is known to cause connection difficulties since it does not allow the form in Faculty180 to properly synchronize with the server. This is not a system glitch and it's similar to the experience on other secure sites like online banking. Instead, please use the **Save and Go Back** button usually located at the bottom of the page in Faculty180 (you might need to scroll to the very bottom of the page in Faculty180).

Cut, Copy, and Paste in Faculty180

If right-clicking on a highlighted text doesn't give you the traditional cut, copy, and paste commands, then you can trigger the equivalent commands using the following keyboard shortcuts. (Cut does not work on permanent text. Use copy instead).

To Cut: Highlight a section of text with your mouse, then hold down the **Ctrl** or Command key and tap **X** on your keyboard.

To Copy: Highlight a section of text with your mouse, then hold down the **Ctrl** or Command key and tap **C** on your keyboard.

To Paste: Click inside a text box, then hold down the **Ctrl** or Command key and tap **V** on your keyboard.

SSI Data and Student Success Rates Data

These two sections display the SSI scores and Student Success Rates data for all the classes that you have taught so far during the current academic year, and they're automatically uploaded to Faculty180 every semester **after grades have been processed for the full semester**. Please visit <https://facultysupport.spcollege.edu/faculty180/> for more information on the status of upcoming SSI and Student Success Rates Data updates. If there is data missing from any of these two sections and it affects your ability to complete the evaluation form, please contact Marco Capobianco at capobianco.marco@spcollege.edu to request a re-upload of your SSI scores and/or Student Success Rates.

Student Comments

You can access the student comments together with the most current version of your SSI data by clicking on the corresponding blue hyperlink under the **Course Prefix Number Section** column (please wait about 10 seconds for the data to load up since it is being retrieve from a remote secure database).

If the hyperlink is not working, you can always access your complete SSI data by logging directly into SPC's **SSI Results Database** available at <http://go.spcollege.edu/central/ssi/> under the section *Access SSI and Grade Distribution Results*. The SSI Results Database is completely separate from Faculty180 so any issues that you encounter while browsing that website can be troubleshoot by their support team at SSI_Admin@spcollege.edu

SSI Data

Course Information					PREPARATION and ORGANIZATION				
Course Prefix Number	Mode	Instructor	Program	Mode	All SPC	Instructor Section	Program	Mode	All SPC
MAT0028/1359	Face to Face	0.00	6.63	6.56	6.48	0.00	6.78	6.62	6.56
MAT1011/1189	Face to Face	6.87	6.44	6.56	6.48	6.96	6.58	6.62	6.56
MAT0022/3									

Blue Hyperlinks

Click on a hyperlink to access student comments

Submitting Your Form

Once you have completed your form and reviewed all the information for accuracy, click on the **SUBMIT FORM** button located at the top of the form as shown in the illustration below. If you just want to save your form and continue working on it at a later time, then click on **Save and Go Back**.

Home > Forms & Reports >

Forms & Reports

Annual Faculty Activities

SUBMIT FORM (Clicking here will finalize and send your form to your evaluator)

Save and Go Back Cancel

1. FACULTY INSTRUCTIONAL STRATEGIES*

Select a start and end semester that matches the academic year in review. Selecting "Ongoing" on both end semester boxes will copy your entry onto next year's form. See [rubric and examples sheet](#). Please follow these guidelines:

⊗ If you accidentally submit your form before completion, please send an e-mail to the electronic address provided at the very end of this tutorial requesting your form to be rejected and sent back to your Faculty180 Dashboard.

Due Dates

Information regarding due dates is posted on the Faculty180 Resource Page under the *Due Dates* section at:


<https://facultysupport.spcollege.edu/faculty180/>

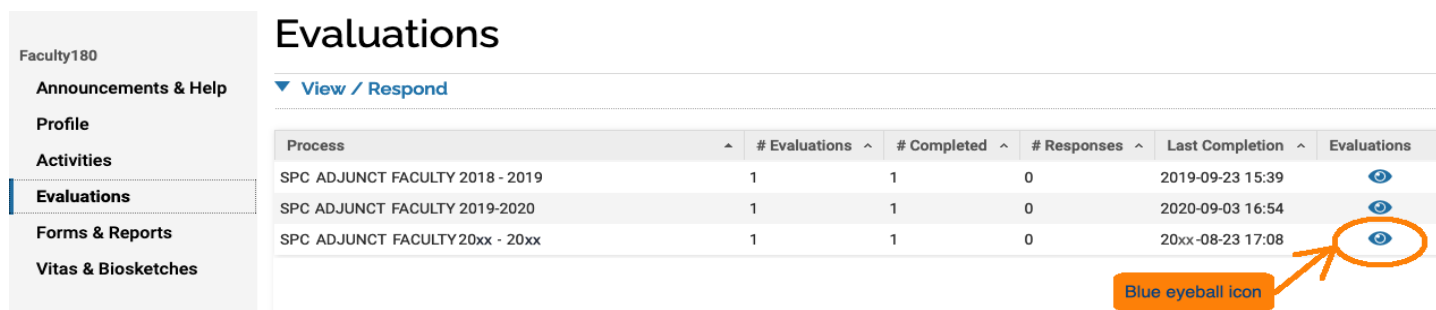
If you miss the due date, CETL is unable to re-open your form until your Dean receives approval from Academic Affairs. Please notify your **Dept. Chair** or **Program Director** immediately.

How to respond to your evaluation results (also access previous evaluations)

After submitting your form and nearing the end of the evaluation process, your Dept. Chair or Program Director will be reviewing your entries, conducting the evaluation, and posting comments. If your form needs additional information, your Dept. Chair or Program Director will return the form back to your dashboard and contact you about the areas that need attention. In that case, please log back in and make any necessary changes before re-submitting your form.

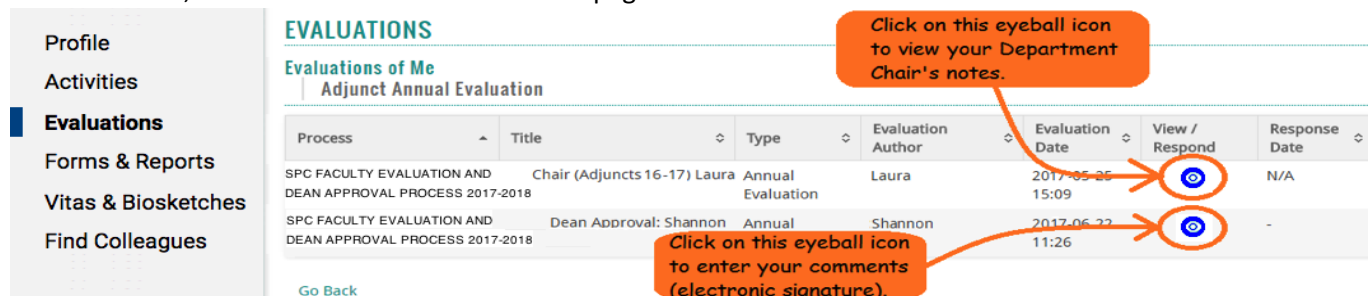
Once the Dept. Chair's or Program Director's evaluation of your form is approved by your Dean, you can add your own comments in order to electronically sign your evaluation. To do so, please follow these steps:

1. Log onto [Faculty180](#)
2. Click on **EVALUATIONS** located on the left pane. If the left pane is not visible, you might need to expand it by clicking on the  icon.
3. Look for the item **SPC ADJUNCT FACULTY** followed by the corresponding evaluation year. Click on the **blue eyeball icon** located on the right side of the page under the **Evaluations** column (scroll all the way to the right).



Process	# Evaluations	# Completed	# Responses	Last Completion	Evaluations
SPC ADJUNCT FACULTY 2018 - 2019	1	1	0	2019-09-23 15:39	
SPC ADJUNCT FACULTY 2019-2020	1	1	0	2020-09-03 16:54	
SPC ADJUNCT FACULTY 20xx - 20xx	1	1	0	20xx-08-23 17:08	

4. a. Next, two **SPC ADJUNCT FACULTY** processes will appear. Look for the one followed by your Dept. Chair's name and click on the corresponding **blue eyeball icon** under the **View/Respond** column to view the comments. If showing as *In Progress* under the Evaluation Date column, please wait for your Dept. Chair to submit the evaluation. **Please note that you can only read comments in this section.** When ready to enter your own comments, scroll down to the bottom of the page and click on **Cancel**.



Process	Title	Type	Evaluation Author	Evaluation Date	View / Respond	Response Date
SPC FACULTY EVALUATION AND DEAN APPROVAL PROCESS 2017-2018	Chair (Adjuncts 16-17) Laura	Annual Evaluation	Laura	2017-05-25 15:09		N/A
SPC FACULTY EVALUATION AND DEAN APPROVAL PROCESS 2017-2018	Dean Approval: Shannon	Annual	Shannon	2017-06-22 11:26		-

- b. Look for the process **SPC ADJUNCT FACULTY** followed by your **Department Dean's** name and click on the corresponding **blue eyeball icon** under the **View/Respond** column. If it's showing as *In Progress* under the Evaluation Date column, then please wait for your Dean to approve the evaluation before you can add your own comments.

5. Once you click on the **blue eyeball icon**, the View/Respond page will load up on your screen. Scroll down to add your comments in the **Response** box. (**Note:** Even though your Dept. Chair or Program Director is your assigned evaluator, **your comments are addressed directly to your Dean.**)

The screenshot shows the Faculty180 evaluation form interface. On the left is a navigation menu with options: Announcements & Help, Profile, Activities, Evaluations (highlighted), Forms & Reports, Vitas & Biosketches, and Find Colleagues. The main content area is divided into four sections:

- A Evaluation Details:** A table with fields: Title (Dean Approval: Dr. Smith), Type (Annual Evaluation), Terms (Summer to Spring), Description (-), and Author (Dr. Smith).
- B Evaluation Documents:** A table with columns: Faculty Member, Form, Start Semester, End Semester, Locked Time, and View. A row shows 'Mark' as 'SPC Adjunct Faculty Evaluation'. A blue eyeball icon is in the View column.
- C Standard Evaluation Input:** A text input field with the value 'No evaluation given at this time.' and a 'No attachments uploaded.' message.
- D Response:** A rich text editor with a toolbar (bold, italic, underline, link, unlink, font size) and a 'Response' text area. Below it is an 'Attachment' section with a 'Choose File' button, 'No file chosen', a 'Type' dropdown set to 'Select', and a 'Lock' checkbox checked. There is also an 'Add Another' button.

At the bottom are two buttons: 'Save and Go Back' and 'Cancel'. Four orange callout boxes with arrows provide instructions:

- Top right: 'This eyeball opens your completed evaluation form' (pointing to the eyeball icon).
- Middle right: 'Notice that your Department Dean approves only and does not necessarily leave any notes.' (pointing to the 'No evaluation given at this time.' text).
- Middle right: 'Enter your comments in this box. This will electronically sign your evaluation.' (pointing to the Response text area).
- Bottom right: 'Click on "Save and Go Back" after entering your comments.' (pointing to the 'Save and Go Back' button).

6. When ready, scroll down to the bottom of the page and click on **Save and Go Back**. Keep in mind that you have a limited time to enter your own comments (about 4 weeks after your Dean or Program Director submits the notes), which completes and **electronically signs** your evaluation. No further steps are required until next year's evaluation. All records of evaluations are maintained in Faculty180 for you to access and review.

Printing Your Evaluation

To open your completed evaluation form, click on the **blue eyeball icon** located under the **View** column of the section *Evaluation Documents* as shown on the illustration above. This will open a webpage in a new window or browser tab displaying your completed evaluation form. To print the webpage (or any webpage in your web browser) on a Windows computer, hold down the **Ctrl** key on your keyboard and then tap the **P** key on your keyboard. On a MAC computer, hold down the **Command** key on your keyboard, and then tap the **P** key on your keyboard. This will open the traditional printing window from where you can select the printer, number of copies, and other options besides the print button. (**Note:** To print as a PDF document, select **PDF** from the list of available printers. If you are not sure if your assigned SPC computer has an option to print as a PDF document, please consult this technical feature with your campus TRS team.)

Please read this tutorial thoroughly. For assistance with technical issues in Faculty180 that affect your ability to complete the evaluation form (excluding The SSI Assessments website and MyCourses), Marco Capobianco -- CETL's Technical Support Specialist can be contacted to troubleshoot those issues at capobianco.marco@spcollege.edu

Thank you for all that you do for your students and colleagues to support successful teaching and learning!