

SPC Evaluation 2016 – 2017
How to complete the Dean Approval step (Deans only)

1. Click on the **Complete Evaluation: Dean Approval: Your Name** hyperlink located on the main screen in Faculty180. It might take up to 10 seconds for the next screen to load up.
2. A list with your Dept. Chairs' adjunct instructors will appear. Click on the **green eyeball icon** to open their form, and then scroll down to the very bottom of the form to find the **Adjunct Annual Evaluation 16-17** hyperlink under the "Evaluations" title.

If the hyperlink is absent: This means your Dept. Chair is still working on that evaluation, your Dept. Chair didn't submit that particular evaluation, or in rare occasions it might be an issue in the system.

If the hyperlink is visible but broken: It means your Dept. Chair submitted the evaluation with comments but without the classifications.

→ **If the hyperlink is visible:** Click on it and a new window or browser tab will open displaying the Dept. Chair's comments. Additionally, right above the comments there is an "Evaluate Adjuncts on Sections" hyperlink that can be clicked to access the classifications.

3. Once you have reviewed the comments and classifications, close the additional window or browser tab to go back to the list of adjuncts. Then, click on the **Evaluate** button located on the right side of the list of adjuncts. A new window or browser tab will open, allowing you to enter comments*. Keep in mind that as a Dean, you don't need to enter any comments since your Dept. Chair already took care of that part of the evaluation process, just scroll down and click on **Save**.

*If you do have additional comments to make, you can enter them in the "Standard Evaluation Input" box, then scroll down and click on **Save** when ready.

4. Back on the list of adjuncts, you will notice a green checkmark followed by a "Not Submitted" note in red color for those adjuncts that you have reviewed (this is normal, and it's just letting you know that you can submit when ready). Place a checkmark on the small box for each faculty member's evaluation that you want to submit, then scroll down and click on **Submit Selected Evaluations** (Please be aware that you won't be able to place the checkmark until you complete step #3). Once you submit, the instructor's name will disappear from the list. Additionally, you can submit more than one at the same time.

Please find on the next page a screenshot illustrating the hyperlink and buttons mentioned above:

The screenshot displays the Faculty180 interface. The main window shows a table titled "Listing of Faculty Being Evaluated" with columns for #, Faculty Being Evaluated, Evaluation Saved, SPC Adjunct Faculty Evaluation, Evaluate, and Export. The first two rows are circled in blue, showing "Not Submitted" status and "Evaluate" buttons. An inset window titled "Vita and Individual Profile Data Sheet" is open, showing various service sections. The "Evaluations" section in the inset is also circled in blue, listing an "Adjunct Annual Evaluation 15-16" with details on the author, type, and dates.

#	Faculty Being Evaluated	Evaluation Saved *	SPC Adjunct Faculty Evaluation (Summer 2015 - Spring 2016)	Evaluate	Export
1	Alexander, Christina A	Not Submitted		Evaluate	PDF
2	Amy, Katsouris	Not Submitted		Evaluate	PDF
3	Angela, Edwards-Luckett			Evaluate	PDF

Process	Title	Type	Evaluation Author	Faculty Response	Start Date	Due Date
Adjunct Annual Evaluation 15-16	Chair (Adjuncts 15-16) Barbara Hubbard	Annual Evaluation	Hubbard, Barbara	No	2015-07-01 00:00	2016-07-30 23:45

This document and many more are updated every year and posted on our Faculty180 Resource Page:

<http://cetl.spcollege.edu/faculty180>

If you are missing someone on your lists, need to move or remove someone who was added by mistake or no longer works for the college, or you just need assistance with the Faculty180 interface, please let me know.

Regards,

Marco Capobianco

Technology Support Specialist
 Center of Excellence for Teaching and Learning
 St. Petersburg College