How to evaluate your faculty in Faculty180 (2016 - 2017)

Logging into Faculty180:

To log into Faculty180, visit http://www.data180.com/faculty180/spcollege

For log-in instructions and tutorials, please visit our Faculty180 Resource Page provided at the end of this document.

Faculty should be asked to submit their forms **only once a year, right after the academic year has officially ended** (end of spring). Please avoid asking your faculty to submit their form at the end of fall because this will basically make their forms unavailable for the spring term. If you have to, you can always look at their form at any time during the academic year, even if they have not submitted their form. Thank you.

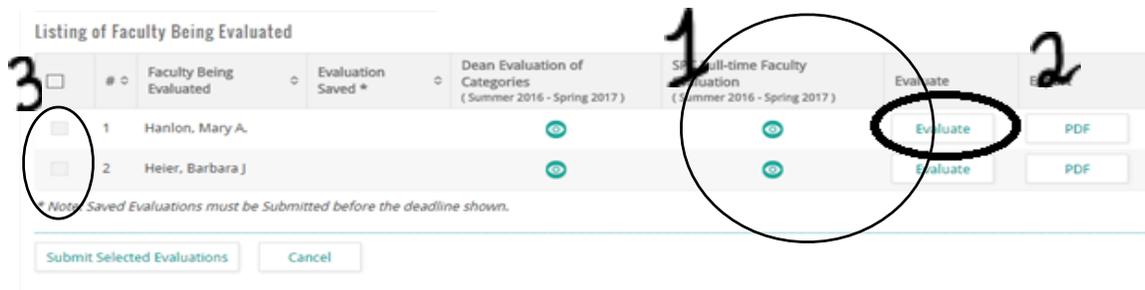## Opening your evaluation list:
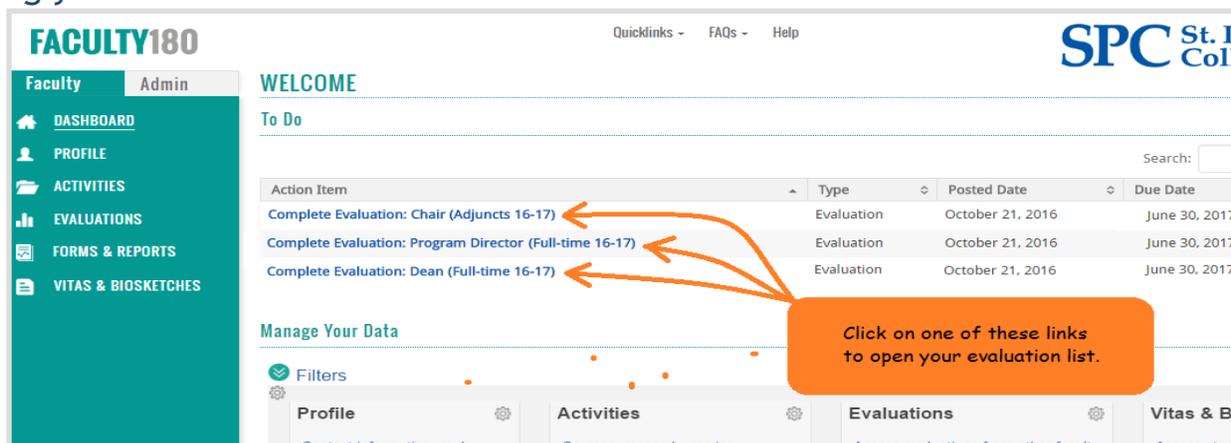
Click on the corresponding evaluation list hyperlink located on the Faculty180 Dashboard as shown below:

To jump back to the main screen at any time, click on DASHBOARD or click on the FACULTY180 logo located on the top-left corner of the page (remember to save your changes first).

Conducting an evaluation:

1. **Review a form**: First, click on the **green eyeball icon** located under the **SPC Full-time Faculty Evaluation** or the **SPC Adjunct Faculty Evaluation** column to review a faculty member's evaluation form. When done, close the evaluation form.

2. **Evaluate Faculty**: Click on the **Evaluate** button located on the evaluation list as shown in the image above to enter your notes and classifications. When done, save your changes to go back to the evaluation list.

3. **Submit your evaluations**: After saving the notes and classifications, 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** (the checkmark boxes are located on the evaluation list mentioned on step number two. Please be aware that you won't be able to place a checkmark until after you enter and save the notes and classifications).

How to access your admin list to emulate as your faculty

(emulating is optional but sometimes useful)

For this part, you will be using an alternative list. In this tutorial, we will be referring to this list as the Admin List. Top open the Admin list, follow these steps:

1. Click on the **Admin** tab
2. Click on **Administration**
3. Move the cursor a bit to the right and click on **Approve Faculty Input**

Click on the **green eyeball icon** for the item **SPC Full-time/Adjunct Faculty Evaluation Summer 2016 - Spring 2017**. You might need to scroll all the way to the right side to see the green eyeball icon). There is a known issue with this part, so if the **green eyeball icon** on the right side doesn't show up, please click on the **FACULTY**180 logo located on the top-left corner of the screen and then try the same steps again starting from the **Admin** tab. You might have to try from 2 to 3 times until it works. We have notified Faculty180 about this.

Title	Faculty Input Opens	Faculty Input Is Due	Count of Faculty	% of Faculty Who Have Submitted	# of Approval Steps	% Completed	Actions
SPC Adjunct Evaluation Summer 2016 - Spring 2017	2016-09-06 3:09PM	2017-05-31 12:05AM	2	0%	2	0%	👁
SPC Full-time Faculty Evaluation Summer 2016 - Spring 2017	2016-09-06 3:09PM	2017-05-31 12:05AM	4	0%	2	0%	👁

Go Back

A new screen will appear with a list of your department areas and possibly some of the Chairs and Program Directors. Click on the top **green eyeball icon** corresponding to your main department. In the example below, we are illustrating the list for the Communication Department but it will be different for you depending on your main department:

Again, if the **green eyeball icon** on the right side doesn't show up, please click on the **FACULTY**180 logo located on the top-left corner of the screen and then try the same steps again starting from the **Admin** tab. You might have to do this from 2 to 3 times until it works. Once you have reached the admin list, it will look like the one in the next illustration:

From the admin list, you to see out who has submitted their evaluation form (under the **Faculty Submit Date** column).

By clicking on the green eyeball icon under the **"View and Approve"** column, you will be able to review an evaluation by **temporarily logging in as your faculty member**, a feature called emulation mode:

Emulation mode means that you are momentarily logged in as the faculty member, starting with their evaluation form as shown in the image above. From there you have three options:

- If you believe that some of the required modules are not complete, you can click on **Return for Further Input** on top of the form while in emulation mode. This will send the form back to your faculty member and will also let you write a brief message that will appear at the top of their form. It is recommended that you also e-mail your faculty.

- If you don't need to return the form, then you can simply exit out of emulation mode by clicking on **Cancel** or **Exit Emulation** at the top of the form.

- Optionally, you can click on **Approve** at the top of the form to mark it as approved on your admin list under the **Evaluator Review Date** column. This is not a required step, but it might come in handy the next time you check your admin list.

Tutorials for you and your faculty

To help your faculty members, please share the following Faculty180 Resource Page that includes not only a copy of this tutorial but also a detailed tutorial for faculty on how to log in and complete their 2016 - 2017 evaluation form in Faculty180:

http://cetl.spcollege.edu/faculty180

If you are missing someone on your evaluation list, need to add new faculty (please include their ID number), move faculty who have changed departments, remove faculty who have retired or left the college, or report any technical issues that won't allow you to evaluate your faculty, please send an e-mail with your questions and a brief description of your request to:

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