HOW TO EVALUATE YOUR FACULTY IN FACULTY180

Logging into Faculty180:

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

When logging in, use your regular SPC credentials as you would normally do when logging into MySPC.

Faculty teaching during the spring term should be asked to submit their forms only **after the academic year has officially ended**. 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.
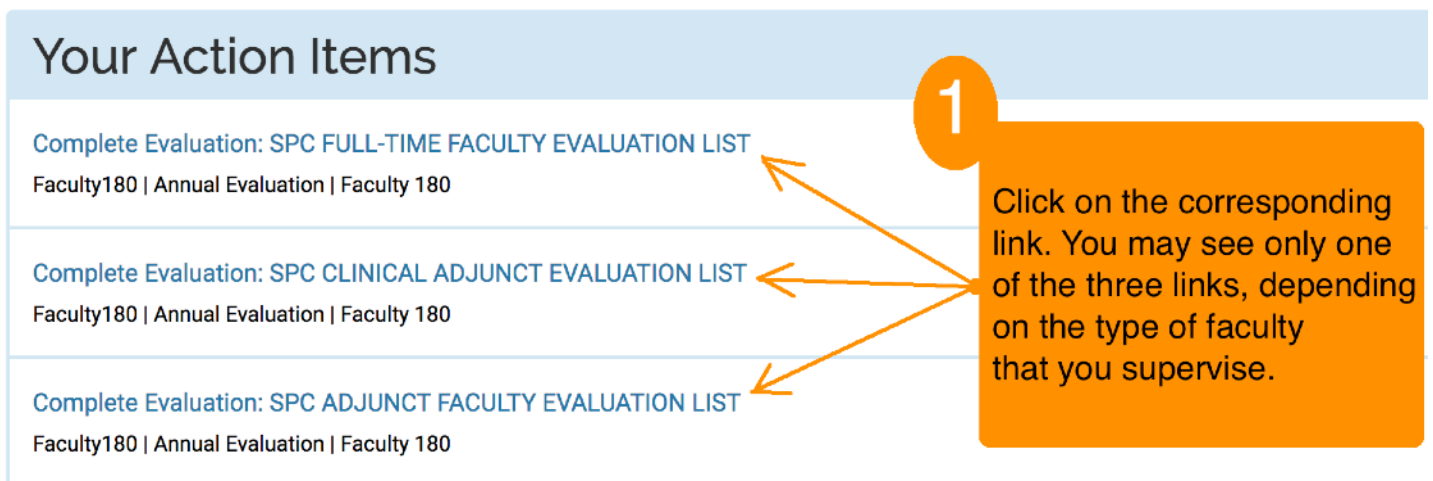
HOW TO ACCESS YOUR EVALUATION LIST TO EVALUATE YOUR FACULTY

Your evaluation list contains all the faculty members that you will be evaluating at the end of this academic year. Click on the corresponding evaluation list **blue hyperlink** located on the Faculty180 Dashboard as shown below:
To jump back to the main screen at any time, click on either the Home button located on the left pane, or click on the **SPC St. Petersburg College** logo located on the top-left corner of the page (remember to save your changes first).

Conducting an evaluation:

1. Click on the corresponding SPC evaluation list to open the list of faculty that you are evaluating.

2. **Review a form**: First, click on the **blue eyeball icon** located under the **SPC Full-time Faculty Evaluation,** the **SPC Adjunct Faculty Evaluation,** or the **SPC Clinical Faculty Evaluation** column as shown in the next image to review a faculty member's evaluation form. When done, close the evaluation form.

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

4. **Select your evaluations**: After saving the notes and classifications, place a checkmark on the small checkbox to select each faculty evaluation that you want to submit.

5. **Submit your evaluations**: Scroll down and click on **Submit Selected Evaluations** (See image below to find the location of the checkboxes. Please be aware that you won't be able to place a checkmark until after you have entered and saved the notes and classifications).

Listing of Faculty Being Evaluated

	#	Faculty Being Evaluated	Evaluation Saved *	SPC Evaluation	Actions
☐	1	Christy		👁	Evaluate
☐	2	Charles		👁	Evaluate
☐	3	John		👁	Evaluate
☐	4	Kathleen		👁	Evaluate
☐	5	Koy		👁	Evaluate
☐	6	Lauren		👁	Evaluate
☐	7	Michael		👁	Evaluate
☐	8	Michele		👁	Evaluate

Submit Selected Evaluations   Cancel

_____

HOW TO ACCESS YOUR ADMIN LIST TO EMULATE AS YOUR FACULTY

Emulating as one of your faculty 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 **Administration** button located on the left pane.
2. A submenu appears. Click on **Administration**.
3. Move the cursor a little to the right and click on **Approve Faculty Input**.

Home ›
Administration

Home
Faculty180
Announcements & Help
Profile
Activities
Evaluations
Forms & Reports
Vitas & Biosketches
Find Colleagues
Administration   ^
    Reports
    Administration

▼ Activity Input

Approve Faculty Input

▼ Tools

Emulate User
Clear Faculty Scholarly Duplicates

Click on the **blue eyeball icon** for the item **SPC Full-time Faculty Evaluation Summer 20** - Spring 20****, **SPC Adjunct Faculty Evaluation Summer 20** - Spring 20****, or **SPC Clinical Faculty Evaluation Summer 20** - Spring 20**** as shown in the next image (you might need to scroll all the way to the right side to see the blue eyeball icon). If the **blue eyeball icon** does not appear, please go back to the dashboard by clicking on the **Home** button or the **SPC St. Petersburg College** logo located on the top-left corner of the screen, and try again from step 1.

🛈 The following input workflows are available based upon the faculty members appointed and your administrative rights.

Search: _____

Title	Faculty Input Opens	Faculty Input Is Due	Count of Faculty	% of Faculty Who Have Submitted	# of Approval Steps	% Completed	Actions
SPC Adjunct Faculty Evaluation Form Summer 20✴✴ - Spring 20✴✴	2017-11-16 4:11PM	2018-06-30 11:06PM	5	0%	2	0%	✉ 👁
SPC Clinical Adjunct Evaluation Form Summer 20✴✴ - Spring 20✴✴	2017-11-16 4:11PM	2018-06-30 11:06PM	1	0%	2	0%	✉ 👁
SPC Full-time Faculty Evaluation Form Summer 20✴✴ - Spring 20✴✴	2017-11-16 5:11PM	2018-06-30 11:06PM	5	20%	2	0%	✉ 👁

Click on the blue eyeball. You may see only one eyeball, depending on the type of faculty that you supervise.

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 **blue eyeball icon** that corresponds to your main department. In the example below, we are illustrating the list for a Department Chair in the Communication Department. This screen will differ depending on your main department:

🛈 The following input workflows are available based upon the faculty members appointed and your administrative rights.

Unit	Total Faculty	Faculty in Workflow	Complete your form before submitting	Evaluator Review	Approve
Communication Department	222	31	0	0	👁
COM	0	0	-	-	
COMM-LD	36	3	0	0	👁
COMM-UD	2	1	0	0	👁
David	14	0	-	-	
ESL-LD	2	0	-	-	
FORLANG-LD	23	7	0	0	👁

Again, if the **blue eyeball icon** on the right side doesn't show up, please click on the **SPC St. Petersburg College** logo located on the top-left corner of the screen and then try the same steps again starting from step 1. You might have to do this 2 to 3 times until it works. Once you have reached the admin list, it will look like the one in the next image:

Home > Administration >
Administration
Approve Faculty Input

[Quicklinks ∨]

Details		Faculty
Process	SPC Adjunct Faculty Evaluation Form	*31 Faculty Members Have Been Individually Selected*
Form	SPC Adjunct Evaluation	[31 Faculty Selected]
Start Date	2017-11-16	
Due Date	2018-06-30	

[Refresh Report]

🛈 The following input workflows are available based upon the faculty members appointed and your administrative rights.

Search: _____

#	Faculty ID	First Name	Last Name	Unit Assigned	Employment Status	Complete your form before submitting Date	Evaluator Review Date	Email Faculty	View and Approve	Printable Version	CV Version
1	1071854	Kimberly	Occhipinti	PRECOMM-LD	Part Time	-	-	✉	👁	👁	📄📄
2	2262106	Richard Lance	Burnette	FORLANG-LD	Part Time	- Submitted	-	✉	👁	👁	📄📄
3	2097217	Margarita	Altuna	FORLANG-LD	Part Time	-	-	✉	👁	👁	📄📄
4	2230644	Korrie E	Bauman	SPEECH-LD	Part Time	- Submitted	-	✉	👁	👁	📄📄
5	2056698	Sophie M	Champigny-	FORLANG-LD	Part Time	-	-	✉	👁	👁	📄📄

Faculty that have submitted their evaluation form will display the **Submitted** stamp under the *Complete your form before submitting Date* column.

By clicking on the **blue eyeball icon** under the **View and Approve** column, you will be able to review an evaluation form by **temporarily logging in as one of your faculty.** This feature is called emulation mode. Once emulation mode starts, you will see a screen similar to the one illustrated below:

Emulation mode means that you are momentarily logged in as a faculty member of your choice, with their evaluation form shown on screen as illustrated in the image above. From the top of the form, you have three options:

1. Clicking on **Mark as Approve** will place a stamp under the **Evaluator Review Date** column on your admin list to remind you that you have reviewed the corresponding form. Keep in mind that approving a form does not equal to evaluating a form. Although this step is entirely optional, it might come in handy the next time you check your admin list to see what forms you have previously viewed and approved and which ones you have not.

2. If you believe that some of the required modules are not complete, you can click on **Return for Further Input**. 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 notify faculty via e-mail if you return their form.

3. If you don't need to return the form nor want to approve it yet, you can simply exit out of emulation mode by clicking on **your name** at the top of the form, and then click on **Exit Emulation.**

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TUTORIALS FOR FACULTY AND EVALUATORS

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

http://cetl.spcollege.edu/faculty180

Although CETL does not conduct any type of faculty evaluations, this tutorial has been created as part of its commitment to support faculty at SPC. If you are missing someone on your evaluation list, need to add new faculty (please include their ID number if they are new faculty), 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 the email address below. I will try to reply as soon as possible. Thank you.

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