How to complete the SPC Clinical Adjunct Evaluation Form 2023-2024

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: https://www.faculty180.com/?dbID=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 your browser. 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 you need to jump back to the dashboard, click on the **Home** button located on the top-left corner of the page. Please note that this action will NOT save your data if you are exiting your evaluation form. It's recommended to save your data first, which is explained later in this tutorial[1].

The SPC Evaluation Hyperlink

To begin working on your evaluation form, click on the blue hyperlink called **SPC Clinical Adjunct Faculty Evaluation Form Summer 2023 - Spring 2024** located on the Faculty180 Dashboard as shown in the illustration below. This opens your evaluation form. (Full-time staff teaching classes as part-time are considered as adjunct or clinical adjunct faculty. If the hyperlink is missing or incorrect, please send an e-mail to the electronic address provided at the very end of this tutorial).

The SPC Clinical Adjunct Evaluation Form

After clicking on the blue hyperlink located on your dashboard, an evaluation form like the one shown below will open. **Please do NOT use the left pane to complete your form. Instead, use the form on the right side containing the modules that go from the top to the bottom of the page**. On the top of the form, there is a box called SPC Clinical Adjunct Faculty Evaluation Form Summer 20xx - Spring 20xx containing 3 buttons:

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

SUBMIT FORM sends your completed form to your Assistant/Associate Dean of Program Director. If you submitted your form by accident before completing all the required modules, please send a message to the e-mail provided at the end of this tutorial.

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.

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 right side of each module. When applicable, it provides more information about a module.

A module might display the message "**No data available in table**" to indicate an empty module. That message will disappear after you successfully save information onto the module in question. On the image above, the area where your narrative will be displayed after you successfully add and save it is highlighted in yellow color.

Activities Require Your Attention

A module containing rolled-over information is tagged with the message **ACTIVITIES REQUIRE YOUR ATTENTION** as shown on the screenshot below. This means the information was set as an **Ongoing** activity during a previous year**.** You must first unlock the module by clicking on the **Update** button located at the bottom-right corner of the module as shown on the screenshot below. Then proceed to click on the **Add** button to edit the information. **If** you do not see the **Update** button on your screen, please scroll the page all the way to the right side of the module. Please make sure that all modules requiring your attention are updated before submitting your form.

Action Buttons

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

This following screenshot indicates the location of the icons:

Working on Your First Module

The first module is called **Describe how well you met your Professional Development Plan Goals from the previous year**.

To begin, click on the **Add** button located at the bottom of the module. A new window allowing you to add information into the module will open:

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

You only need to add one entry per semester. For all required modules, please select a **start semester** and **end semester** that applies to the academic year in review.

To select a **start semester**, use the **select semester** and **select year** drop-down menus displayed on the screenshot located on page 4. 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 box (Example: Start semester is *summer* **20xx** and end semester is *summer 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 appear on next year's form as mentioned on page 3, under Activities Requiring Your Attention.
- If you are entering information for two or three consecutive semesters, then select the corresponding start semester and end semester (Example: Start semester is *summer 20xx* and end semester is *spring 20xx*).

If you need to enter an **ongoing activity** that started prior to the year in review**,** it will show up on your form as long as you select **"Ongoing"** in both **end semester** boxes**. Optional modules** can have any **start semester** and **end semester**, including those pointing to a previous year.

Narrative and Self-assessment

The **narrative** is a description of your activities based on the guidelines provided on top of each module. Some modules include a **Self – Assessment** dropdown menu with four classifications to choose from:

EE – Exceeds Expectations

ME – Meets Expectations

PE – Progressing Towards Expectations

DM – Does Not Meet Expectations

For more information on self-assessments, please visit https://facultysupport.spcollege.edu/faculty180/ and download the **Self-Evaluation Rubric PDF** from the **Tutorials for Faculty** section**.**

Attachments

If you have a Word, PDF, or picture file that you would like to attach (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

Just like other secure sites such as online banking, using the back button on your web browser is known to cause connection difficulties by not allowing the form to properly synchronize with the Faculty180 server. This is not a system glitch. Instead, please use the **Save and Go Back** button usually located at the bottom of the page in Faculty180 (you might need to scroll downwards to the end of your Faculty180 form to find it).

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 fixed text. Use copy instead).

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

To Copy: Highlight a portion 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 with your mouse, 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. Data is automatically uploaded **three weeks after the end of each academic term**. If after that point, the data is incorrect, missing, or you have courses not taught on 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 logging on to SPC's **Student Survey of Instruction Website** at https://web.spcollege.edu/ssi. The SSI website is separate from Faculty180 so any issues that you encounter should be reported to their support team at SSI_Admin@spcollege.edu

SSI and Student Success Rates Narrative and Reflections
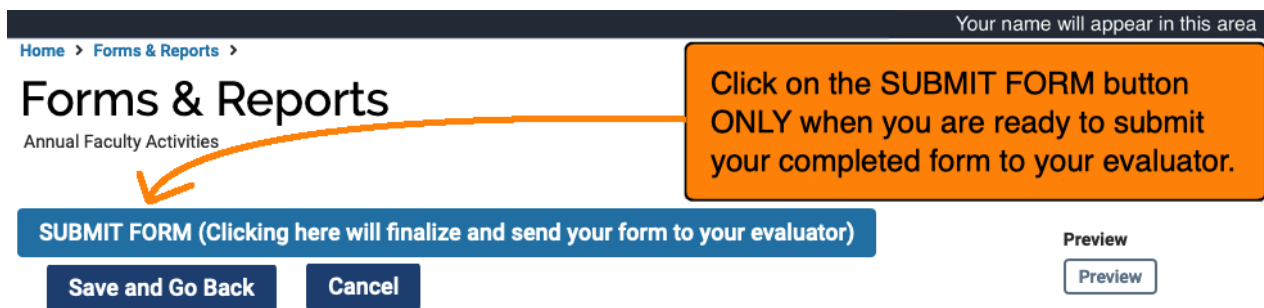
On these two modules, please add one narrative for each semester that you taught during the academic year in review.

Next Year's Professional Development and Growth Plan

To prevent the system from completely filtering out your entry on this module, please select a start semester and end semester that matches the **current year in review** and NOT the next year.

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 on the screenshot 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**.

☹ If you accidentally submit your form before completion, please send a message to the e-mail provided at the 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:

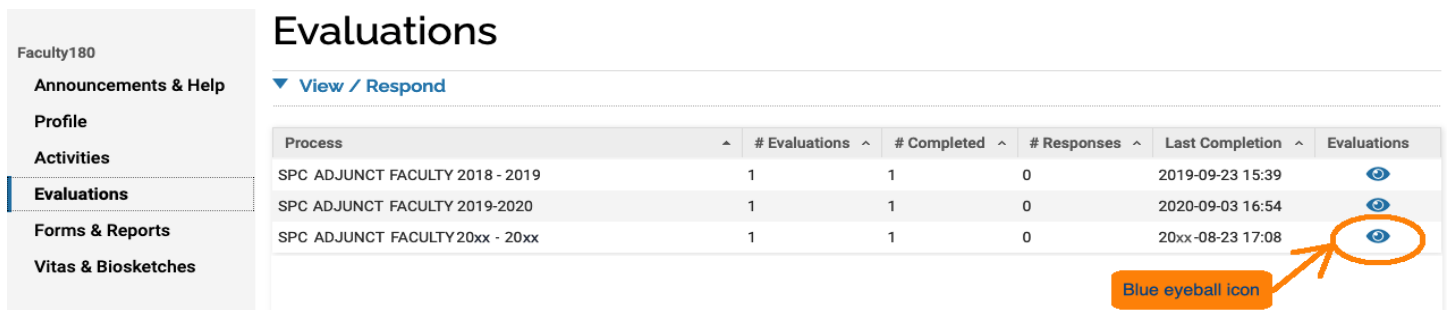https://facultysupport.spcollege.edu/faculty180/

If you miss the due date, CETL is unable to re-open your form unless your Dean receives approval from Academic Affairs. Please notify your **Associate/Assistant Dean** or **Program Director** that you have missed the due date.

How to respond to your evaluation results and 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.
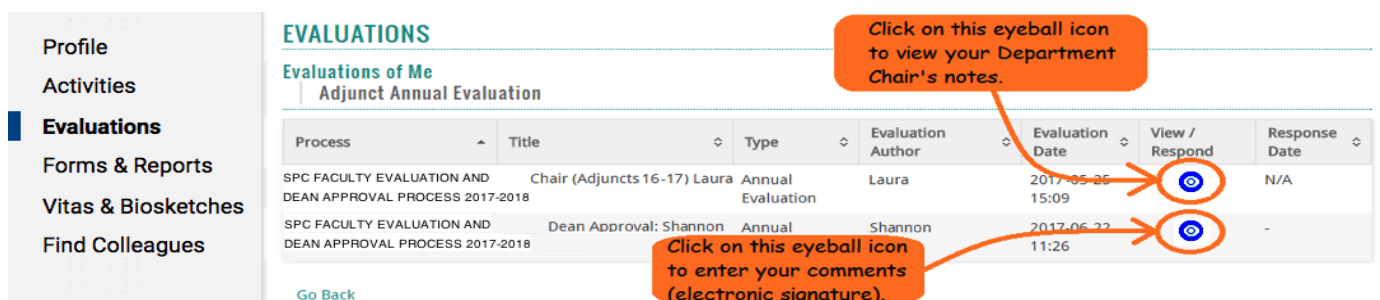
Once the evaluation receives final approval from your Dean, you should be able to add your own comments to electronically sign your evaluation. To do so, please follow these steps:

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 CLINICAL ADJUNCT** followed by the corresponding evaluation year. Click on the **blue eyeball icon** located on the right side of the page under the **Evaluations** column (you might need to scroll the page all the way to the right).

4. a. Next, two **SPC CLINICAL ADJUNCT** processes will appear. Look for the one followed by your Associate/Assistant Dean's or Program Director's name and click on the corresponding **blue eyeball icon** under the **View/Respond** column to view the comments. If it's showing as *In Progress* under the Evaluation Date column, please wait for your Associate/Assistant Dean or Program Director 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**.

    b. Look for the process **SPC CLINICAL ADJUNCT** 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 Associate/Assistant Dean or Program Director is your assigned evaluator, **your comments are addressed directly to your Dean.**

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 approves the evaluation), which completes and **electronically signs** your evaluation. All evaluations are kept in Faculty180 for you to access anytime.

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. 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 TSS team.

Please read this tutorial thoroughly. For assistance with technical issues in Faculty180 that affect your ability to complete the evaluation form (excluding The Student Survey of Instruction website and MyCourses), you can contact Marco Capobianco, CETL's Technical Support Specialist, at **capobianco.marco@spcollege.edu**

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