

How to complete the Dean Approval step (Deans only)

1. Click on the **Complete Evaluation: DEAN APPROVAL** hyperlink located on the Faculty180 dashboard.

Your Action Items

Complete Evaluation: DEAN APPROVAL
Faculty180 | Annual Evaluation | Faculty 180

2. A list with your Dept. Chairs' adjunct instructors will appear. Click on the **eyeball icon** to open their form.

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	SPC Adjunct Evaluation (Summer 2017 - Spring 2018)	Actions
<input type="checkbox"/>	1	George			Evaluate
<input type="checkbox"/>	2	Damarie			Evaluate

3. Once the form opens, you can review it and make sure that the required modules are completed by the faculty member. If some of the required modules are incomplete, you can contact the corresponding Dept. Chair and have them notify the faculty member.

Once you have finished reviewing, you scroll down to the very bottom of the form and click on one of the provided hyperlinks located under the "Process" column. These hyperlinks allow you to see evaluation results from previous evaluation years.

Evaluations

Process	Title	Type
SPC FACULTY EVALUATION AND DEAN APPROVAL PROCESS 2017-2018	SPC ADJUNCT FACULTY EVALUATION LIST 2017 - 2018	Annual Evaluation

If the hyperlink is absent: This means your Dept. Chair is still working on that evaluation, or in rare occasions it might be an issue with the Faculty180 interface.

→ **If the hyperlink is visible:** Click on it. A new window or browser tab will open displaying the corresponding 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 for the corresponding evaluation year.

C Custom Evaluation Forms & Faculty Classification Input Forms

Click links to view data.

1. [Evaluate Adjuncts on Sections](#)

D Standard Evaluation Input

Evaluation	Dept. Chair or Program Director's comments appear here. If this box is empty, the Dept. Chair or Program Director might still be in the process of evaluating the faculty.
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- Once you have reviewed the comments and classifications, close any additional windows or browser tabs to go back to the list of adjuncts.

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	SPC Adjunct Evaluation (Summer 2017 - Spring 2018)	Actions
<input type="checkbox"/>	1	George			Evaluate
<input type="checkbox"/>	2	Damarie			Evaluate

- 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. **Note:** As a Dean, you **do not** need to enter any comments since your Dept. Chair is taking care of that process. Just scroll down and click on **Save**.

If you need to add comments, you can enter them in the “Standard Evaluation Input” box. Attachments can also be uploaded using the box underneath. When ready, scroll down and click on **Save**.

B Standard Evaluation Input

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You don't need to enter any comments here since your Dept. Chair is taking 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 here, then scroll down and click on **Save** when ready.

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51 WORDS

No attachments uploaded.

Attachment	Type	Lock <small>(faculty cannot delete)</small>
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Select"/>	<input checked="" type="checkbox"/>

[Add Another](#)

[Save](#) [Cancel](#)

- Back on the list of adjuncts, you will notice a green checkmark followed by a “Not Submitted” stamp for those adjuncts that you have already reviewed. This is completely normal, and it’s just letting you know that you can submit when ready.

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	SPC Adjunct Evaluation (Summer 2017 - Spring 2018)	Actions
<input type="checkbox"/>	1	George	Not Submitted		Evaluate
<input type="checkbox"/>	2	Damarie	Not Submitted		Evaluate

7. Place a checkmark in 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 after step #5). Once you submit, the instructor's name will disappear from the list.

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	SPC Adjunct Evaluation (Summer 2017 - Spring 2018)	Actions
<input checked="" type="checkbox"/>	1	George	✔ Not Submitted		Evaluate
<input checked="" type="checkbox"/>	2	Damarie	✔ Not Submitted		Evaluate

[Submit Selected Evaluations](#) [Cancel](#)

Once you submit them all, the **Complete Evaluation: DEAN APPROVAL** hyperlink will disappear from your Faculty180 dashboard.

The most recent version of this tutorial and many more are available on our Faculty180 Resource Page at <http://cetl.spcollege.edu/faculty180>

If you are missing faculty on your lists, need to move or remove faculty who were added by mistake or no longer work for the college, or you just need assistance with the Faculty180 interface, please e-mail your request at the address below.

Regards,

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