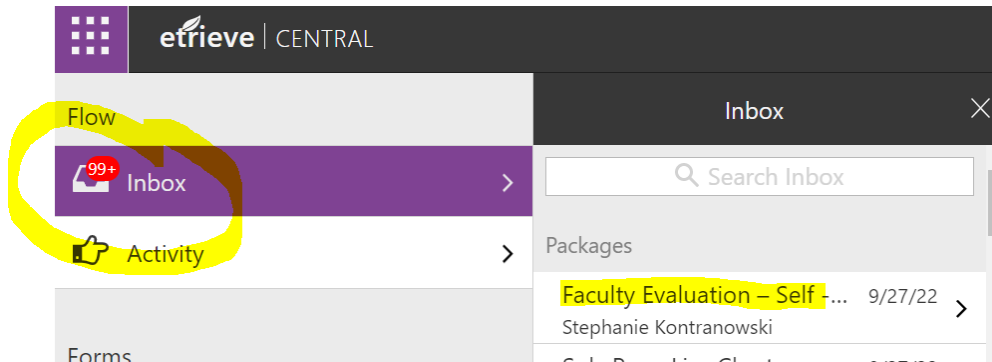


Faculty Evaluation Form

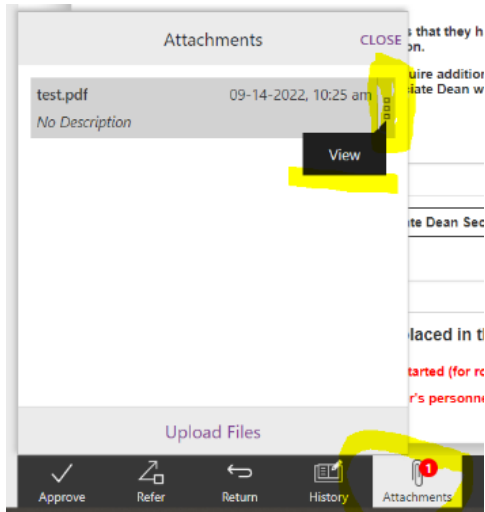
Associate Dean Training Guide

Completion of self evaluation form

- The Associate Dean will receive an email notification (with link) to review the submitted self evaluation.
 - ADs can also access submitted forms by going directly to their [Etrieve Inbox](#).
 - Click on the 'inbox'
 - Outstanding items will be in the middle of the screen, under 'packages'
 - ADs may have other Etrieve forms (ie sub pay) within their inbox, to narrow down the search type 'Faculty Eval' into the search box and only the Faculty Evaluation Forms will populate.



- Review the Self Evaluation Form, scrolling down through the form.
- If Faculty member has uploaded any documents there will be a red circle with a number on the Attachments button at the bottom.



- Click the red circle to open attachments
- Click the three dots of the document you'd like to view. And click 'view'
- To return to the form, click 'close' at the top of the attachments box
- If you have any comments, please enter them in the comments box.
- Once the review of the submitted evaluation is complete type your name in the 'AD Acknowledgment' box to 'sign' and then click 'approve' within the bottom black bar.

Faculty Evaluation Form

Associate Dean Training Guide

Associate Dean Section

AD Acknowledgment

Associate Dean: Please type name to acknowledge

A copy of the Faculty Evaluation will be placed in the Faculty member's personnel file.

If it's time for a full review, a separate form will be started (for routing purposes). Once complete, the full evaluation will also be placed in the Faculty member's personnel file.

Approve Refer Return History Attachments Locked Download Print

- The Self Evaluation will then route to Human Resources for placement in the Faculty member's personnel file.
- For Faculty who are due for a Full Evaluation, HR will initiate the Full Evaluation Form to the Associate Dean to begin completing.

Completion of full evaluation form

- The Associate Dean will receive an email notification (with link) to access and begin the Evaluation Form.
- Complete the Evaluation Form as applicable
- If a **Performance Improvement Plan (PIP) is required it must be completed PRIOR to a PIP plan being attached to the evaluation.**
 - Download and complete the Performance Improvement plan (paper document)
 - Work with Dean and the HR Director to review/finalize the PIP
 - Keep PIP (paper document) to review with faculty member at evaluation meeting
 - At meeting review with faculty and both the AD/faculty sign the document and attach signed PIP to form
 - Later - Part B/Results PIP needs to be completed/signed and returned to HR
- **Once the evaluation has been completed, click 'approve' located on the bottom black menu bar.**
 - This approval will route the completed form to the Associate Dean's inbox
 - **DO NOT TAKE ACTION on the evaluation until after the meeting with the Faculty member has taken place.**
 - The form will be held in the Etrieve inbox until the Associate Dean has their review meeting with the Faculty member
 - At the review meeting, after discussing each area, the Associate Dean must enter in the date the Evaluation meeting took place.

Review Meeting

Review Meeting Date:

AD - After reviewing form with Faculty Member please submit form to acknowledge review meeting took place. The faculty member will then receive an email (with link) for their completion.

A signed copy of the evaluation with comments by the Associate Dean will be returned to the Faculty member.

Approve Refer Return History Attachments Locked Download Print

- Click 'approve' located on the bottom black menu bar to route the form to the Faculty member. The faculty will receive an email (with link) to complete their acknowledgment.
- Once complete the Evaluation Form will route to Human Resources to file in the Faculty member's personnel file