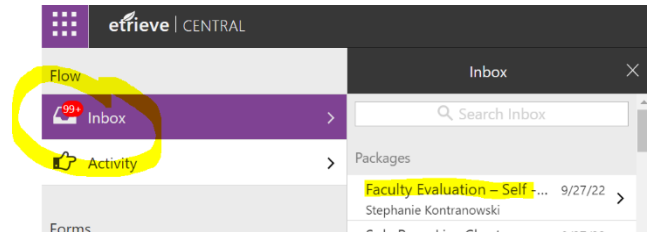


Faculty Evaluation Form

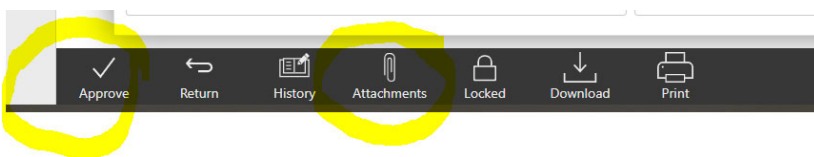
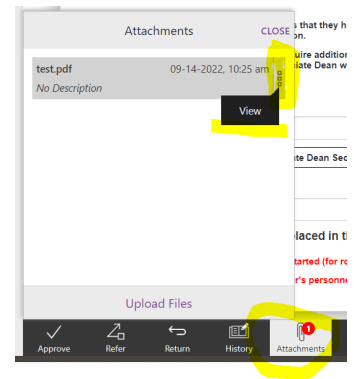
Faculty Training Guide

Self Evaluations

- Faculty will receive an email from 'etrieve email account' notifying them that they may begin the Self Evaluation, a link to the form will be provided within the email.
 - Faculty may also access the Evaluation Form by going to their [Etrieve Inbox](#), users might be prompted to login/authenticate with their Delta username/password
 - Click on the 'inbox'
 - Outstanding items will be listed in the middle of the screen, under 'packages'
 - Click on the 'Faculty Evaluation Self Evaluation' form



- Complete the Self Evaluation Form
 - Each faculty member shall complete their Self Evaluation by **March 1**.
- The black bar at the bottom of the form provides an option to **attach documents** to the form (Documents must be in pdf format to attach).
 - As documents are attached a red circle/number will appear. The number will increase to reflect the number of documents attached.
 - The attached documents can be viewed by selecting the three dots to the right of the document, and clicking 'view'
 - To return to the form, click 'close' at the top of the attachments box window
- Once the Self Evaluation has been completed and any necessary documents attached, the Faculty member must enter their name in the signature box and **click the 'approve'** icon on the bottom black bar
- Upon selecting approve the form will be routed to the Associate Dean.



- After the Associate Deans reviews, the form will route to Human Resources for placement into the Faculty member's personnel file.
 - For Faculty who are scheduled for an Annual Full Evaluation, HR will initiate the Full Evaluation Form to the Associate Dean to begin completing.

Faculty Evaluation Form

Faculty Training Guide

Full Evaluations

- Full Evaluations are required:
 - Annually for all non-tenured faculty (unless the Faculty is currently in the promotion/tenure process)
 - Annually for Faculty on Performance Improvement Plans
 - Every three years for Tenured Faculty (unless the Faculty is currently in the promotion process)
- Full Evaluations must be completed prior to **May 1**.
- **Associate Deans must schedule a meeting with the Faculty member to review the Full Evaluation** once it has been completed, after the meeting the Faculty member will receive an email (with link) to complete their portion of the Full Evaluation.
- After their meeting, Faculty will receive an email from 'etrieve email account' notifying them that they may review their Full Evaluation. Follow same steps as listed above in the Self Evaluation.
- Review the Full Evaluation, scroll to the bottom
- At the bottom of the Full Evaluation form, Faculty will be asked if they have attachments to add.
 - If there are attachments to include, utilize the 'attachments' icon at the bottom black bar

Faculty Acknowledgment

Attachments or rebuttal submitted (Itemized)

Use attach button at the bottom of this page should you have documentation to attach.

Submitted By (Faculty Name):

Faculty: Please type name to acknowledge

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

Approve Refer Return History Attachments Locked Download Print

- The faculty member must enter their name in the signature box and then select the 'approve' icon to finalize the Full Evaluation.
- Human Resources will place the completed Evaluation into the Faculty member's personnel file.

TIPS and TRICKS:

- DO NOT click 'approve' until all fields of the Evaluation have been complete. Once approved, the form will route to the next step in the workflow.
- Referencing past evaluations – Your self evaluation can be viewed by clicking the 'activity' tab at the left