Section 1 – Website and Login Information

Step 1 – Open your web browser and navigate to the following page:

http://umwa.memphis.edu/facultyeval/

Step 2 – Once the page has loaded, enter your UUID and Password, then click the Login button.
Section 2 – Navigation and Logoff Information

When navigating the Faculty Evaluations Website, please refrain from using the Back button on your web browser. Doing so may cause you to lose data you have recently entered or cause other issues.

Instead, please use the various Return to... buttons found throughout the website as seen below:

From any page within the Faculty Evaluations Website you can always logoff by clicking the Logoff button as seen below:

If you have successfully logged out of the website you will be taken back to the Login Screen.
Section 3 – Selecting a Role

Step 3 – On the Role Selection Screen click the role you wish to assume for the evaluation. Note: If you only have one role you will not see this screen and will instead be taken directly to the Chair Administration Screen.

Step 4 – If you selected the role of “Chair” you will be taken to the Chair Administration Screen as seen below.
Section 4 – Faculty Evaluations

Step 5 – Select the person you would like to evaluate from the first dropdown menu and click the Begin Evaluation button. If the person’s name does not appear in this menu their evaluation may be locked; in this case please refer to Step 14.
Step 6 – Once you have selected the person you would like to evaluate and have clicked the Begin Evaluation button you will be taken to the Evaluation Page as seen below.

<table>
<thead>
<tr>
<th>Faculty Evaluations</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE UNIVERSITY OF MEMPHIS</td>
</tr>
</tbody>
</table>

1. Write an evaluation of each area that is applicable to you.
2. Summarize the evaluation and assign an overall rating.
3. Save a draft or submit a FINAL.

You have chosen to evaluate David Lach - Lipton (U3472114) Assistant Professor

<table>
<thead>
<tr>
<th>Teaching</th>
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<table>
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<tr>
<th>Advancement/Performance</th>
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<table>
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<tr>
<th>Scholarship/Creative Activities</th>
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<tr>
<th>Intercollegiate Support</th>
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<th>Outreach</th>
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<th>Service</th>
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<table>
<thead>
<tr>
<th>User's Summary</th>
</tr>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Overall Rating</th>
</tr>
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<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Choose Draft or FINAL Evaluation</th>
</tr>
</thead>
</table>
| IMPORTANT NOTICE: After completing your final evaluation, you may NOT go back to make changes. The evaluation will be Evidence-based with no reversals.
| Draft | FINAL |

Yes / No: Would you like to preview the evaluation?

Submit
**Step 7** – Enter an evaluation of each area that is applicable to the person you are evaluating. If the Faculty Member you are evaluating has already submitted their evaluation you will see it in the appropriate areas above the fields you are able to enter yourself. You will also receive an email informing you they have submitted it.

1. Enter an evaluation of each area that's applicable to the faculty member.
2. Summarize the evaluation and select an overall rating.
3. Save a Draft or submit a FINAL.

You have chosen to evaluate David Lazich - dglazich (U00421614), Assistant Professor

![Teaching Evaluation](image)

**Step 8** – Once you have finished filling out all applicable areas of the evaluation you will select an Overall Rating of person you are reviewing. **Note:** the Chair’s Summary, Overall Rating, and Draft or Final fields are mandatory and must be filled out.

![Chair's Summary and Overall Rating](image)

**Overall Rating**
- Exceptional Performance
- Very Good Performance
- Good Performance
- Improvement Needed
- Failure to Meet Responsibilities
- Not Evaluated

**Choose Draft or FINAL Evaluation**

**IMPORTANT NOTICE!**
Once you submit your FINAL evaluation, you may **NOT** go back to make any changes **AND** the evaluation will be available for faculty acknowledgement.

- [ ] Draft
- [ ] FINAL

**Yes** **No** Would you like to preview the evaluation?
**Step 9** – Once you have completed the evaluation you can choose to save it as a **Draft** or to make it **FINAL**.

**Step 10** – Notice you now have the option of previewing the evaluation (this is a new feature Version 2.0). Doing so will allow you to preview and print your work when submitting either a **Draft** or **FINAL** copy.
**Step 11** – To save the evaluation as a **Draft** select **Draft** then click the **Submit** button. This will allow you to make further changes to the evaluation later on. **Note:** Saved drafts are viewable by your College Administrator and Dean.

![Choose Draft or FINAL Evaluation](image)

**Step 12** - When you wish to resume, select the person you wish to continue evaluating in the Draft dropdown menu, then click the **Review Draft Evaluation** button. You will be taken back to the evaluation with all of your previous work saved.

![Faculty Evaluations](image)
Step 13 – If you are completely finished with the evaluation you may submit it as a Final Copy by selecting FINAL, then clicking the Submit button. This will submit the evaluation to the Faculty Member for acknowledgement. Note: Once you submit an evaluation as FINAL you cannot go back and edit the document.

Step 14 – If the person you would like to evaluate does not appear in the dropdown menu their evaluation may be locked. This indicates the person has already started their evaluation but has not yet submitted it for acknowledgement. To see a list of evaluations that are locked click the link entitled “Click here to see evaluations that are currently locked”.
**Step 15** – You will be taken to a list of all evaluations currently locked by someone else along with a list of relevant information: **Year, College, Department, Faculty Name, Locked By, and Lock Date.**

![Faculty Evaluations](image1)

*Note: The Locked Date field shows the date the person started the evaluation.*

[Return to the Dashboard] [Logoff]

Questions about the Faculty Evaluation website? [Contact Us]
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Page Designed by [vtech] | [Important Notice]

**Step 16** – When you have sent a Faculty Member their evaluation for acknowledgement you can view a copy of the document by selecting their name from the **Review and Print Final Evaluations** dropdown menu and clicking the **Review Final Evaluation** button.

![Faculty Evaluations](image2)
**Step 17** – Once a Faculty Member has submitted their final comments and acknowledged their evaluation you can view the copy submitted to the Dean by selecting their name from the **Review and Print Acknowledged Evaluations** dropdown menu and clicking the **Faculty Comments** button.
Section 5 – Chair Evaluations

Step 18 – Chair Evaluations can be acknowledged within the bottom menu of the Chair Administration Screen as seen below. Unlike Faculty evaluations, your Dean must begin the process. Depending on whether evaluations are open or closed and whether or not your Dean has submitted your evaluation you may see one of several messages.

Welcome, David Lazich!
You are the Chair of the Department of School of Accountancy in the Fogelman College of Business and Economics for the 2011 evaluations.

Faculty Evaluation
Please select the faculty member you want to evaluate:

You may review the draft evaluations for the following faculty members in the Department of School of Accountancy:

You may review and print the final evaluations for the following faculty members in the Department of School of Accountancy:

Chair Evaluation
The Chair Evaluations are open. However, your dean has not submitted your evaluation at this time. Please check back at a later date to view your evaluation. The evaluation period closes on 05/30/2013.
Step 19 – Once your Dean has submitted your evaluation the message will read, “Your dean has submitted your evaluation. It is now available for you to view.” To view your evaluation click the View Evaluation button.

Step 20 – You will be taken to the Evaluation Acknowledge screen as seen below.
Step 21 – To acknowledge your evaluation checkmark the Acknowledgement checkbox and enter in any comments you may have about the evaluation.

Step 22 – When you are finished click the Submit button.

Step 23 – You will be taken back to the Chair Administration Screen. The message listed under Chair Evaluation will be changed to, “You have acknowledged your evaluation. It is now available for you to view and print.” To view your evaluation click the View Evaluation button. You will be taken to a screen of your evaluation which you can print by pressing “CTRL+P” in your web browser.
Section 6 – Administrative Options

Step 24 – In the top right-hand side of the Chair Administration Screen you will see a dropdown menu entitled “Administrative Options”.

Step 25 – Here you will find four options: Maintain Department, Maintain Department Admins, Maintain Faculty, and Archive Evaluations.
Section 7 – Maintain Department

Step 26 – To maintain your department select “Maintain Department” from the dropdown menu and then click the Go button.

Step 27 - This will take you to the Maintain Department Screen seen below. Here you will be able to update departmental information and designate special departments and reviewers.
**Step 28** – To update department information simply fill out any new information for **Description**, **Chair UUID**, and **Chair Reviewer UUID**. **Note:** the **Description** must be the same as the Banner Description.

**Step 29** – To designate a **Special Department** checkmark the **Special Department** checkbox and enter in information for the **Reporting Department** and the **Special Reviewer UUID**. **Note:** the Chair UUID and **Chair Reviewer UUID** fields are not necessary when creating a **Special Department** and the **Reporting Department** field must use the department code used in Banner (for example: BIOL for the Biology Department).
**Step 30** – When you are finished updating all necessary information click the **Update Department** button at the bottom of the screen.

![Update Department Button](image)

**Step 31** – If you receive an error message such as the one below click the **Return to Update Department** button to return to the previous screen to make sure you’ve filled out each necessary field correctly.

![Error Message](image)
**Step 32** – If you’ve entered in all fields correctly you will be taken to a **Confirmation Screen** as seen below. If you have verified the information and it is correct click the **Yes** button; you will be returned to the **Chair Administration Screen**. If the information is incorrect click the **No** button; you will be taken back to the **Maintain Department Screen** where you can make corrections.

![Confirmation Screen](image)

**Step 33** – If you wish to delete a department (for example a **Special Department** you’ve created previously) you can do so by clicking that department, then clicking the **Delete Department** button.  
**Note:** You will not be able to delete a department if evaluations have already been completed for that department.

![Delete Department](image)
Section 8 – Maintain Department Admins

Step 34 – To maintain your department admins select “Maintain Department Admins” from the dropdown menu and then click the Go button.

![Maintain Department Admins Screen]

Step 35 – This will take you to the Maintain Department Admins Screen seen below. Here you will be able to update departmental information and designate special departments and reviewers.
Step 36 – To add a Department Admin simply click the Add a Department Admin button.

Step 37 – You will be taken to the Add Department Admin Screen as seen below.
Step 38 – Enter in the **Department Code** (this must match the 4-letter code found in Banner) and the **Admin UUID** (the person you would like to make an Admin) in the appropriate fields.

![Image of Faculty Evaluations form with fields highlighted: Evaluation Year, College Code, Department Code, Admin UUID, and Add Department Admin button.]

Step 39 – When you have entered the appropriate information click the **Add Department Admin** button.

![Image of Faculty Evaluations form with the Add Department Admin button highlighted.]
**Step 40** – If you receive an error message, such as the one displayed below, click the **Return to Add Department Admin** button to return to the previous screen to check what you have entered for accuracy.

![Error Message](image1.png)

**Step 41** – If you have filled out the fields correctly you will be taken to a screen that will ask you to verify the information. If it is correct, click the **Yes** button; you will be taken back to the **Chair Administration Screen**. If it is not correct, click the **No** button; you will be returned to the **Add Department Admin Screen** where you can make further changes.

![Verification Screen](image2.png)
Step 42 – To delete a Department Admin click their name from the Maintain Department Admins Screen.

Step 43 – You will be taken to a Delete Department Admins Screen. Simply click the Delete Department Admin button and the selected Department Admin will be removed. Note: There is no Confirmation Screen when deleting a Department Admin.
Section 9 – Maintain Faculty

Step 44 – To maintain faculty select “Maintain Faculty” from the dropdown menu and then click the Go button.

Step 45 – You will be taken to the Maintain Faculty Department Selection Screen as seen below. Note: If you are only the Chair or Director of one department you will be taken directly to that department’s screen.
**Step 46** – Click the department you would like to maintain.

**Step 47** – You will be taken to the *Maintain Faculty Department Screen* as seen below.
**Step 48** – To add a Faculty Member click the **Add a Faculty** button.

![Add Faculty Screen](image)

**Step 49** – This will take you to the **Add Faculty Screen** as seen below.

![Add Faculty Screen](image)
Step 50 – Fill out the necessary fields for the Faculty Member you wish to add. **Note:** The Department Code must match the 4-Letter Department Code found in Banner.

Step 51 – When you have finished filling in all the necessary fields click the Add Faculty button.
Step 52 – If you have filled out everything correctly you will be taken to a Confirmation Screen as seen below. If the information listed is correct click the Yes button; you will be taken back to the Chair Administration Screen. If the information listed is not correct click the No button; you will be returned to the Add Faculty Screen where you can make changes.

Step 53 – If you receive an error message such as seen below you may have entered in one of the fields incorrectly. Click the Return to Add Faculty button to return to the previous screen to make corrections.
**Step 54** – To maintain or delete a Faculty Member click their name from the list on the Maintain Faculty Department Screen.

![Faculty Evaluations Screen](image1)

**Step 55** – You will be taken to the Maintain Faculty Member Screen as seen below.

![Faculty Evaluations Screen](image2)
**Step 56** – To update a Faculty Member’s information click the fields that need to be changed and enter in the new data.

![Faculty Evaluations](image1)

**Step 57** – When you are finished click the **Update Faculty** button.

![Faculty Evaluations](image2)
**Step 58** – If you have filled out everything correctly you will be taken to a **Confirmation Screen** as seen below. If the information listed is correct click the **Yes** button; you will be taken back to the **Chair Administration Screen**. If the information listed is not correct click the **No** button; you will be returned to the **Maintain Faculty Screen** where you can make changes.

![Confirmation Screen](image)

**Step 59** – If you receive an error message such as seen below you may have entered in one of the fields incorrectly. Click the **Return to Update Faculty** button to return to the previous screen to make corrections.

![Error Screen](image)
**Step 60** – If you wish to delete a Faculty Member simply press the **Delete Faculty** button. **Note:** There is no **Confirmation Screen** when deleting a Faculty Member.
Section 10 – Archive Evaluations

Step 61 – To view Archive Evaluations select “Archive Evaluations” from the dropdown menu, then click the Go button.

Step 62 – You will be taken to the Archive Evaluations Screen as seen below. Here you will enter the UUID of the person you would like to view previous evaluations for, then click the Get Archive button.

Step 63 – You will be taken to the Faculty Member Archive Evaluations Screen. Here you can view any previous evaluations. The view a previous evaluation for the Faculty Member you have selected, select the desired year and click the View Evaluation button.
Step 64 – You will be taken to the printable view of the selected evaluation. To print this evaluation press “CTRL-P” in your web browser.

Faculty Evaluation of David Lazich submitted by David Lazich on 12/10/2012.

Faculty Member
David Lazich, 1g5aziz (U00421814), School of Accountancy

Faculty Member Rank
Captain

Chair/Director of School of Accountancy
David Lazich

Teaching
Advising/Mentoring
Scholarship/Creative Activities
External Support
Outreach
Service

Chair’s Summary
(Chair’s text appears here)

Overall Rating
4 - Very Good Performance

Faculty Acknowledgement
This evaluation was acknowledged on 12/10/2012.

Faculty Comments
Text

Chair’s Summary
(Chair’s text appears here)

Overall Rating
4 - Very Good Performance

Dean Acknowledgement
This evaluation was acknowledged on 12/10/2012.

Dean Comments
Text

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Page Designed by Jarrod I Antioco
Section 11 – Logging Off

*Step 65* – Once you are completely finished don’t forget to click the **Logoff** button in order to log out of the website.

*Step 66* – Once you have successfully logged out of the webpage you will be taken back to the **Login** Screen.