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.

Questions about the Faculty Evaluation website? Contact Us
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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 College Administration Screen.

Step 4 – If you selected the role of “Admin for...” you will be taken to the College Administration Screen as seen below.
Section 4 – Overview of the Faculty Evaluation Process and College Administration Screen

In order to fully utilize the College Administration Screen it is important to understand the Faculty Evaluation Process from beginning to end as well as where you will find an evaluation through each step of the process. Below you will find a Faculty Evaluations Order of Operations Flowchart as well as a view of the College Administration Screen marked with menu numbers matching the various areas of the flowchart. Note: There is a hard deadline for all evaluations of May 30th, meaning all evaluations must be completed by this date.
Welcome David Lazich!
You are a College Admin for the Fogelman College of Business and Economics for the 2011 evaluations.

Make note of each area of the menu and the matching areas on the flowchart. Each menu item is covered in detail and in the order in which an evaluation will flow through it.
Section 5 – Selecting a Department (Menu 1)

Step 5 – Before performing any administrative functions you must first select the school or department you wish to work with. On the College Administration Screen click the Department Selection dropdown menu, select the school or department you would like to access, then click the Go button. You will now be working within the chosen school or department.
Section 6 – Faculty Who Have Not Been Yet Been Evaluated (Menu 2)

Step 6 – Any Faculty Members who have not been evaluated by their Department Chair or Director will be listed in Menu 2. Note: This menu does not have any function other than to inform you who has not yet been evaluated. Faculty Members listed here may be in any part of the process correlating to Menu 2 on the flowchart. This list will be empty if there are no Faculty Members in this state of the evaluation process.
Section 7 – Department Chair or Director Draft Evaluations (Menu 3)

Step 7 – You may view any Draft Evaluations that have been submitted by a Department Chair or Director by accessing Menu 3. Click the dropdown menu to see a list of Department Chair or Director Evaluation Drafts, select the name for the draft you would like to access, then click the Review Draft Evaluation button. Note: If there are currently no drafts available to view this list will be empty.
**Section 8 – Department Chair or Director Final Evaluations (Menu 4)**

**Step 8** – You may view any Final evaluations that have been submitted by a Department Chair or Director by accessing **Menu 4**. Click the dropdown menu to see a list of Department Chair or Director Final Evaluations, select the name for the Final Evaluation you would like to access, then click the **Review Final Evaluation** button.
Section 9 – Final Evaluations Not Acknowledged by Faculty Members (Menu 5)

Step 9 – You may view any Final Evaluations that have been submitted by a Department Chair or Director but have not yet been acknowledged by their Faculty Member by accessing Menu 5. Click the dropdown menu to see a list of Department Chair or Director Final Evaluations, select the name for the evaluation you would like to access, then click the Faculty NOT Acknowledged button. Note: A College Administrator or Dean can also force an evaluation that has not been acknowledged by a Faculty Member into an acknowledged state from this menu.
Section 10 – Final Evaluations Acknowledged by Faculty Members (Menu 6)

Step 10 – You may view any Final Evaluations that have been submitted by a Department Chair or Director and have been acknowledged by their Faculty Member by accessing Menu 6. Click the dropdown menu to see a list of Faculty Acknowledged Evaluations, select the name of the evaluation you would like to access, then click the Faculty Acknowledged button. Here a College Administrator or Dean can acknowledge and finish the Faculty Evaluation Process.
Section 11 – Final Evaluations Acknowledged by a College Administrators or Dean (Menu 7)

Step 11 – You may view any evaluations that have been acknowledged by all parties by accessing Menu 7. These evaluations have been through the entire Faculty Evaluation Process. Click the dropdown menu to see a list of evaluations, select the name of the evaluation you would like to access, then click the Dean Acknowledged button.
Section 12 – Department Chair Evaluations (Menu 8)

Step 12 – Menu 8 displays information regarding Department Chair evaluations for the department selected in Menu 1. The messages displayed here depend on whether or not evaluations are currently open, and on the status of the Chair evaluation itself. If you are able to begin the Chair’s evaluation you may do so by clicking the Begin Evaluation button.
Step 13 – You will be taken to the Chair Evaluation Screen as seen below.
**Step 14** – Fill out the Dean’s Summary in the space provided.

**Step 15** – When you are finished you will have the option of saving the evaluation as either Draft or Final copy.
**Step 16** – To save the evaluation as a draft, select Draft, then click the Submit button.

![Draft vs. Final Evaluation Interface](image)

**Step 17** – You will be taken back to the College Administration Screen. You can resume work on the Draft evaluation by clicking the View Draft Evaluation button. This will return you to the evaluation with any previous work saved.

![Welcome Message and Faculty Acknowledgment](image)
**Step 18** – Once you are ready to submit the Final evaluation, select Final and then click the Submit button.

**Step 19** – The evaluation will be sent to the Chair for acknowledgement. You may view a copy of the Final evaluation by clicking the View Final Evaluation button.
**Step 20** – Once the Chair acknowledges the evaluation you may view it by clicking the View Acknowledged Evaluation button.

**Step 21** – This will take you to a printable copy of the acknowledged evaluation. You can print the evaluation by pressing “CTRL-P” in your web browser.
Section 13 – Administrative Options Overview

Step 22 – In the top right-hand side of the College Administration Screen you will see a dropdown menu entitled “Administrative Options”.

Step 23 – Here you will find eight options: Maintain College, Maintain College Admins, Maintain Departments, Maintain Department Admins, Maintain Faculty, Import Faculty, Reports, and Archive Evaluations.
**Section 14 – Maintain College**

**Step 24** – To maintain your college select “Maintain College” from the dropdown menu and then click the Go button.

![Maintain College Screen](image)

**Step 25** – This will take you to the **Maintain College Screen** seen below. Here you will be able to update college information and evaluation dates.

![Maintain College Screen](image)
Step 26 – To update college information simply fill out any new information for Description, Dean UUID, Chair Evaluates Faculty Start Date, Chair Evaluates Faculty End Date, Dean Evaluates Chair Start Date, Dean Evaluates Chair End Date and Chair Reviewer UUID. Note: the Description must be the same as the Banner Description. The date and time should be displayed in the following format: 2-Digit Month/2-Digit Day/4-Digit Year (Example: 05/01/2011); End dates must occur after Begin dates.

Step 27 – When you are finished updating all necessary information click the Update button at the bottom of the screen.
**Step 28** – 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 **College Administration Screen**. If the information is incorrect click the **No** button; you will be taken back to the **Maintain College Screen** where you can make corrections.
Section 15 – Maintain College Admins

Step 29 – To maintain College Administrators select “Maintain College Admins” from the dropdown menu and then click the Go button.

Step 30 – This will take you to the Maintain College Admins Screen seen below. Here you will be able to add or delete College Admins. Note: In order to update a College Administrator you will first have to delete them, then add them back in using the updated information. There is not a specific update function in this menu.
Step 31 – To add a College Admin simply click the Add a College Admin button.

Step 32 – You will be taken to the Add College Admin Screen as seen below.
**Step 33** – Fill out the necessary fields: College Code and Admin UUID, then click the Add College Admin button. **Note:** The College Code must match what is listed in Banner.

**Step 34** – When you are finished click the Add College Admin button.
**Step 35** – You will be taken to a **Confirmation Screen**. If the information listed is correct click the **Yes** button; you will be taken back to the **College Administrator Screen**. If the information is not correct click the **No** button; you will be taken back to the **Add College Administrator Screen**.

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**Step 36** – To delete a College Admin simply click their name from the **Maintain College Admins Screen**.
**Step 37** – You will be taken to a **Delete College Admins Screen**. Click the Delete College Admin button and the selected **College Admin** will be removed. **Note:** There is no **Confirmation Screen** when deleting a College Administrator.
Section 16 – Maintain Departments

Step 38 – To maintain your departments select “Maintain Departments” from the dropdown menu and then click the Go button.

Step 39 – This will take you to the Maintain Department Selection Screen seen below. Here you can add a department, or update or delete an existing department.
**Step 40** – To add a department, click the Add a Department button.

**Step 41** – This will take you to the Add Department Screen, as seen below. Fill out the necessary information for Department Code, Description, Chair UUID, and Chair Reviewer UUID. Note: the Description must be the same as the Banner Description.
Step 42 – If you are creating a Special Department checkmark the Special Department checkbox and enter in information for the Department Code, Description, Reporting Department, and the Special Reviewer UUID. Note: the Chair UUID and Chair Reviewer UUID fields are not necessary when creating a Special Department. The Reporting Department field must use the department code used in Banner (for example: BIOL for the Biology Department).

![Image](image.png)

Step 43 – When you are finished filling out all necessary information click the Add Department button.

![Image](image.png)
**Step 44** – To maintain or delete a department, select it from the list on the **Maintain Department Selection Screen**.

![Maintain Department Selection Screen](image)

**Step 45** – You will be taken to the **Maintain Department Screen** as seen below. To maintain the department 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**.

![Maintain Department Screen](image)
**Step 46** – When you are finished updating all necessary information click the **Update Department** button at the bottom of the screen.

![Faculty Evaluations](image)

**Step 47** – 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.

![Faculty Evaluations](image)
**Step 48** – If you have 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 **College 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](image1)

**Step 49** – If you wish to delete a department (for example a Special Department you’ve created previously) you can do so by selecting the department on the **Maintain Department Selection Screen**, 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](image2)
Section 17 – Maintain Department Admins

Step 50 – To maintain your department admins select “Maintain Department Admins” from the dropdown menu and then click the Go button.

Step 51 - This will take you to the Maintain Department Admins Screen as seen below. Here you will be able to add, update, or delete Department Administrators.
Step 52 – To add a Department Admin simply click the Add a Department Admin button.

![Add a Department Admin button]

Step 53 – You will be taken to the Add Department Admin Screen as seen below.

![Add Department Admin Screen]
**Step 54** – 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.

**Step 55** – When you have entered the appropriate information click the **Add Department Admin** button.
Step 56 – 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]

Step 57 – 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 College 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]
**Step 58** – To delete a Department Administrator click person’s name from the **Maintain Department Admins Screen**.

![Image of Maintain Department Admins Screen]

**Step 59** – You will be taken to a **Delete Department Admin Screen**. Click the **Delete Department Admin button** and the selected Department Administrator will be removed. **Note**: There is no **Confirmation Screen** when deleting a Department Administrator.

![Image of Delete Department Admin Screen]
Section 18 – Maintain Faculty

Step 60 – To maintain faculty select “Maintain Faculty” from the dropdown menu and then click the Go button.

Step 61 – You will be taken to the Maintain Faculty Department Selection Screen as seen below. Note: If you are only the administrator of one department you will be taken directly to that department’s screen.
**Step 62** – Click the department you would like to maintain.

![Maintain Faculty Department Screen](image)

**Step 63** – You will be taken to the **Maintain Faculty Department Screen** as seen below.

![Maintain Faculty Department Screen](image)
Step 64 – To add a Faculty Member click the Add a Faculty button.

Step 65 – This will take you to the Add Faculty Screen as seen below.
Step 66 – 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 67 – When you have finished filling in all the necessary fields click the Add Faculty button.
**Step 68** – 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 **College 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.

![Confirmation Screen](image)

**Step 69** – If you receive an error message such as the one 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.

![Error Message](image)
**Step 70** – To maintain or delete a Faculty Member click their name from the list on the **Maintain Faculty Department Screen**.

![Maintain Faculty Screen](image1)

**Step 71** – You will be taken to the **Maintain Faculty Member Screen** as seen below.

![Maintain Faculty Member Screen](image2)
**Step 72** – To update a Faculty Member’s information click the fields that need to be changed and enter in the new data.

**Step 73** – When you are finished click the Update Faculty button.
**Step 74** – 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 **College 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 75** – If you receive an error message such as the one 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 Message](image)
Step 76 – 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 19 – Import Faculty

Step 77 – To Import Faculty select “Import Faculty” from the dropdown menu and then click the Go button.

Step 78 – You will be taken to the Import Faculty Screen. Here you can directly import all Faculty Members using a Comma Separated Value (CSV) File. Click the Browse button to select the CSV File you would like to import, then click the Upload Faculty File button.
**Step 79** – In order to work correctly your CSV File must contain the appropriate fields in the proper order, as listed below:

1. **College Code** - The 2-letter College Code from Banner (refer to SIAINST if you are unsure of this code).
2. **Department Code** – The 4-letter Department Code from Banner (see SIAINST if you are unsure of this code). **Note:** If this is for a member of a special department, use the special department code.
3. **Faculty Member UUID** – This is the prefix of the Faculty Member’s email address (For example: UUID@memphis.edu. It is *not* the U-Number.
4. **Faculty Member’s Last Name**
5. **Faculty Member’s First Name**
6. **Faculty Member’s Middle Name**
7. **Faculty Member’s Rank**
8. **Reviewer's UUID** – The person who will be reviewing the Faculty Member. If this person is the Chair, then enter the Chair’s UUID. If this person is someone other than the Chair, enter that person’s UUID.
9. **Special Reviewer's UUID** – The person who will be reviewing the Faculty Member in the event of a conflict of interest. **Note:** There should not be a Reviewer UUID if there is a Special Reviewer UUID.

**Step 80** – Other important notes when creating and importing a CSV File are as follow:

- The file must be saved as and imported as a **CSV (Comma-Separated Value) File**.
- If you need to import the **CSV File** again, previous entries will be deleted. Please be sure all Faculty Members are included in each upload. **Note:** You will have the opportunity to manually add faculty later on if necessary.
- Each department listed within the **CSV File** must be setup prior to importing the file. Any records that have not had a department created them will not be imported.
- Check through your file to verify there is only one listing for each **UUID**. If there is more than one the last instance of the **UUID** included in the file will be the one inserted into the database.
**Section 20 – Reports**

**Step 81** – To access the Faculty Evaluations Reports select “Reports” from the dropdown menu and then click the Go button.

![Dropdown menu with Reports option highlighted](image1.png)

**Step 82** – You will be taken to the Faculty Evaluations Reports Screen as seen below. Here you will be able to access two reports: “Status Reports” and “Scores by Rank”.

![Faculty Evaluations Reports Screen](image2.png)
**Step 83** – To view the “Status Reports” click the link entitled “Status Reports”. You will be taken to the **Status Reports Screen** as seen below. When you are finished viewing the report you can return to the Faculty Evaluations Reports screen by clicking the **Return to Reports** button.

![Status Reports Screen](image)

**Step 84** – To view the “Scores by Rank” click the link entitled “Scores by Rank”. You will be taken to the **Scores by Rank Screen** as seen below. When you are finished viewing the report you can return to the Faculty Evaluations Reports screen by clicking the **Return to Reports** button.

![Scores by Rank Screen](image)
Section 21 – Archive Evaluations

Step 85 – To view Archive Evaluations select “Archive Evaluations” from the dropdown menu, then click the Go button.

Step 86 – 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 87 – 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 88 – You will be taken to the printable view of the selected evaluation. To print this evaluation press “CTRL-P” in your web browser.
Section 22 – Logging Off

Step 89 – Once you are completely finished don’t forget to logout by clicking the Logoff button on the bottom right-hand side of the screen.

Step 90 – Once you have successfully logged out of the webpage you will be taken back to the Login Screen.