Faculty Evaluations User Manual - Faculty Member Edition

(Version 2.01, January 5, 2015)

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 Return to the Dashboard button found throughout the website as seen below:

From any screen 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 – Faculty Evaluations

Step 3 – Once you have successfully logged in, you will be taken to 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 Faculty Evaluation Status Screen.

Step 4 – You will be taken to the Faculty Evaluation Status Screen. If your Department Chair or Director has not already begun your evaluation you will see a link entitled “Start Evaluation”. Clicking this link will begin your evaluation. If your Department Chair or Director has already begun your evaluation but has not yet finished it its status will be “Locked by [UUID]” (where the UUID is the username of the person who has locked the evaluation). In this case you will have to check back at a later time. If they have started and finished your evaluation its status will be “Ready to Acknowledge”, and you will receive an email letting you know your evaluation is ready.
Step 5 – You will be taken to the Faculty Evaluation Screen as seen below:

<table>
<thead>
<tr>
<th>Faculty - Teaching</th>
<th></th>
<th></th>
<th>B</th>
<th>J</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty - Research</td>
<td></td>
<td></td>
<td>B</td>
<td>J</td>
<td>C</td>
</tr>
<tr>
<td>Faculty - Scholarship/Creative Activities</td>
<td></td>
<td></td>
<td>B</td>
<td>J</td>
<td>C</td>
</tr>
<tr>
<td>Faculty - Service</td>
<td></td>
<td></td>
<td>B</td>
<td>J</td>
<td>C</td>
</tr>
</tbody>
</table>

Choose SAVE or CONFIRM Evaluation

**IMPORTANT NOTICE:** Once you CONFIRM your evaluation, you may NOT go back and make any changes.

[SAVE] [CONFIRM]

[go back]

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Page Designed by [Designer's Name]
**Step 6** – Enter a summary of each area that is applicable to you.

1. Enter summary information for your chair to evaluate for each area.
2. SAVE or CONFIRM your evaluation.

### Faculty - Teaching

(Enter your text here)

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**Step 7** – At the bottom of the screen you will see two options: “Save” and “Confirm”.

### Faculty - Service

(Enter your text here)

---

**Choose SAVE or CONFIRM Evaluation**

**IMPORTANT NOTICE!**
Once you CONFIRM your evaluation, you may **NOT** go back and make any changes.

- **SAVE**
- **CONFIRM**

Submit
**Step 8** – To save your work and continue later select “Save”, then click the Submit button.

Choose SAVE or CONFIRM Evaluation

**IMPORTANT NOTICE!**
Once you CONFIRM your evaluation, you may NOT go back and make any changes.

[SAVE] [CONFIRM]

*Submit*

**Step 9** – This will return you to the Faculty Evaluation Status Screen where you will be able to resume your work by selecting “Edit”. 

Welcome, David Lazich!

Evaluations for the current year (2011):

<table>
<thead>
<tr>
<th>Year</th>
<th>College</th>
<th>Department</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>Fogelman College of Business and Economics</td>
<td>School of Accountancy</td>
<td>Locked by dglazich</td>
</tr>
</tbody>
</table>

Previous Evaluations:

<table>
<thead>
<tr>
<th>Year</th>
<th>College</th>
<th>Department</th>
<th>Status</th>
</tr>
</thead>
</table>

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**Step 10** – If you are completely finished with your evaluation and would like to submit it select “Confirm” at the bottom of the page and click the Submit button.

![Confirm button image]

**Step 11** – Once you’ve submitted your evaluation its status will be changed to “Waiting for Chair Evaluation” and you will be taken back to the Faculty Evaluation Status Page.

![Faculty Evaluation Status Page image]
**Step 12** – Once your Department Chair or Director has made comments and rated your evaluation its status will be changed to “**Ready to Acknowledge**”. Click the link entitled “**Review & Acknowledge**” to review it.

![Faculty Evaluations](image)

Welcome, David Lazich!

**Evaluations for the current year (2011):**

<table>
<thead>
<tr>
<th>Year</th>
<th>College</th>
<th>Department</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>Fogelman College of Business and Economics</td>
<td>School of Accountancy</td>
<td>Ready to Acknowledge</td>
</tr>
</tbody>
</table>

![Review & Acknowledge](image)

**Step 13** – You will be taken to the **Faculty Acknowledgement Screen**. After you have read the comments and rating entered by your Department Chair or Director you will be asked to checkmark the “**Acknowledge**” box. At this point you will have the option to submit your final comments on the evaluation in the section entitled “**Faculty Comments**”. Once you have done so click the **Submit** button.

![Faculty Acknowledgement](image)

![Faculty Comments](image)
**Step 14** – Once you have acknowledged your evaluation its status will be changed to “Waiting for Dean to Acknowledge” and it will be sent to your Dean for final approval. You will then be taken back to the Faculty Evaluation Status Screen.

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**Step 15** – Once your Dean has acknowledged your evaluation its status will be changed to “Evaluation is Complete”. At this point you may click the link entitled “Print” in order to review and print the finalized copy.
Step 16 – You will be taken to a full page display of your finished evaluation as seen below. You can print this page by pressing “CTRL-P” in your web browser.
Section 4 – Previous Evaluations

Step 17 – If you have previous evaluations you will be able to view them from the bottom menu of the Faculty Evaluations Status Screen. To view a previous evaluation click the link entitled “View” next to the evaluation you would like to view. Note: Only evaluations with a status of “Evaluation is Complete” are viewable. Any incomplete evaluations will be listed along with their most recent status, but will not be viewable.
Step 18 – You will be taken to a printable copy of the evaluation as seen below. You can print this by pressing “CTRL-P” from within your web browser.

Faculty Evaluations

Fogelman College of Business and Economics - Department of School of Accountancy - 2011
Faculty Evaluation of David Lazich submitted by David Lazich on 12/10/2012.

Faculty Member
David Lazich - dlazich (U00421614), 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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Section 5 – Logging Off

Step 19 – 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 20 – Once you have successfully logged out of the webpage you will be taken back to the Login Screen.