Faculty Evaluations User Guide for Department Chair/Director

Center for Teaching and Learning (CTL)
100 Administration Bldg., Memphis, TN 38152
Phone: 901.678.8888
Email: itstrainers@memphis.edu
Center for Teaching and Learning Website

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# Table of Contents

- Section 1 - Faculty Evaluations ................................................................. 3
- Section 2 - Dean Evaluations of Chair....................................................... 11
- Section 3 - Reports .................................................................................. 14
- Tips ......................................................................................................... 15
  - Call the ITS Service Desk (901.678.8888) any day of the week! ........... 16
  - Email umTech ...................................................................................... 16
- Important Links ....................................................................................... 16
What is WORKforUM?
WORKforUM is the University’s evaluation review software used by Faculty, Chairs, Directors, and Deans.

Purpose
This training material highlights how to manage and use the WORKforUM Faculty review evaluation software.

Audience
This training material is designed for University Chairs/Directors who use WORKforUM to review faculty, themselves, and the Dean.
Section 1 - Faculty Evaluations

1. Annually, you will receive an email from the system when evaluations are available. This is the first step to completing faculty evaluations.

   From: "noreply@memphis.edu" <noreply@memphis.edu>
   Date: Thursday, November 30, 2017 at 10:01 AM
   To: 
   Subject: Your Performance Management Action Items

   There are Performance Management Action Items
   Please log into the myMemphis Portal within WorkForum and complete your action items.
   Contact facultyevals@memphis.edu if you have any questions.
   Thank you for your assistance and attention to this reminder.

2. Log into the myMemphis Portal. Remember, use your University of Memphis Universal User Identification (UUID) and password.

   Note: The myMemphis Portal has a time-out of one hour. After one hour of inactivity, the myMemphis Portal will log you out. This is a security feature.
3. **A)** Click **Employee Page** and go to the Workforum portlet. **B)** Click **Faculty Evaluations** to access the evaluations.

4. If you are logging in from the link on the email and not logging in from within myMemphis, you will need to enter your UUID and credentials.

5. Once in the Internal Workforum site, click **My Reviews**.
6. Once logged in you will see this screen.

7. Click **My Employee Reviews**.

8. Select the person you would like to evaluate from the list and click on the **Employee Name**.
9. To view the faculty member’s evaluation, select Chair/Director Evaluation.
10. This is the **Chair/Dean Evaluation Review Screen**. Enter comments for each area (all areas are required).

**Note:** The text boxes are expandable. This allows you to see more of your data.

There is a **Remove Entry** checkbox at the bottom of each comment area. To delete data, check this box then Save Draft.

**Note:** Your data will be deleted and not recoverable.
11. Once you have finished filling out all areas of the evaluation, select **Save Draft** if you would like to come back to the evaluation at a later time. If you are ready to continue, select **Next** to proceed to the **Overall Rating** screen by selecting the **Overall Rating** tab.

![Save Draft and Complete buttons](image)

12. Select an overall rating from the drop-down menu and enter overall comments. Both fields are required to complete the evaluation.

![Faculty Evaluation screen](image)

13. Once you have completed the evaluation, select **Complete**.

*Note: If you’re not ready to complete, select **Save Draft**.*

![Save Draft and Complete buttons](image)
14. Once you click complete you will see a message asking, “Are you sure you want to complete this evaluation?” Click OK.

15. When you select Complete, you will see the message that the Chair/Dean Evaluation has been marked as complete. The faculty member will then receive an email that they can acknowledge your evaluation.

16. Select **Overview** to return to the main review page.
When you select Overview, you will see:

Steps 1-4 will change color depending on what stage they are in the evaluation process.

Note: WORKforUM has a time-out of one hour. After one hour of inactivity, the WORKforUM will log you out. This is a security feature. When you are nearing this, you will receive an onscreen message. Click OK to continue your session.
Section 2 - Dean Evaluations of Chair

1. Once the Dean has completed your evaluation, you will receive an email from the system when the evaluation is available for viewing. Click on the link in your email to access the Workforum site within myMemphis. Alternatively, Log into MyMemphis, A) click on the Employee Page and go to the Workforum portlet, B) Click Faculty Evaluations to access the evaluations.
2. If you are logging in from the link on the email and not logging in from within myMemphis, you will need to enter your UUID and credentials.

3. Once in the Internal WORKforUM site, click My Reviews.

You should see the following screen. Click on Chair Acknowledges to acknowledge your evaluation.
Note: You may need to click on the Home link at the top to see menu of all reviews.

You will be taken to your review for Acknowledgement. It is located at the bottom of your review. After you have read the comments and ratings entered by your Dean, you can add comments if you wish and select Acknowledge.

4. When you acknowledge your evaluation, the Review Status will change to Complete.
Section 3 - Reports

1. To access the Faculty Evaluation Reports, select the **My Employees’ Reviews**.

2. The Chair can see the status of everyone in their department.

*Note: Steps 1-4 will change color depending on what stage they are in the evaluation process.*
**Tips**

PeopleAdmin has some features convenient for the people who use it.

1. When the Dean completes the evaluation, your evaluation status will change to Complete.

   ![Evaluation Image]

2. You may click the **Actions** button to review and print your evaluation.

   ![Actions Button Image]
Locating Help Resources

Upon completing the training covered in this course, faculty, staff, and students are able to receive additional training help and resources. Such help can be located as follows:

**Service Desk Request**

**Submitting a Ticket**

- Login URL:
  - [Here is a link to our service desk ticketing system](#)
  - After logging in, choose the link **Request Help or Services**.
  - Choose Request Help or Services.

**Call the ITS Service Desk (901.678.8888) any day of the week!**

(Excluding Some Holidays)

- The ITS Service Desk is available from 8:00 a.m. - 11:59 p.m., seven days a week (excluding some holidays). You can contact the Service Desk for assistance with technical login problems or issues. Incoming calls after hours will be handled by voicemail services. If you require assistance after 12:00 a.m., please leave a message or submit a service request.

- Messages will be checked regularly and receive priority response the following business day. You may also email The Center for Teaching and Learning, umtech@memphis.edu (using this email will automatically generate a help desk ticket).

**Email umTech**

- Email at umtech@memphis.edu (Using this email will automatically generate a help desk ticket). Please keep your Service Desk ticket number for faster assistance.

**Important Links**

- [Explore the umTech Website](#)
- [Center for Teaching and Learning (CTL) Website](#)
- [Search our Training and Documentation](#)