Faculty Evaluations
User Guide for
Department Chair/Director

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What is PeopleAdmin?

PeopleAdmin 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 PeopleAdmin review evaluation software.

Audience

This training material is designed for University Chairs/Directors who use PeopleAdmin 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 facultyvals@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 **Go to Employee Portal**.
6. Once logged in you will see this screen.

7. Select the person you would like to evaluate from the list and click the Chair/Director Evaluation link.

8. To view the faculty member’s evaluation, select Faculty/Staff Review on the menu.
9. When you are ready to complete your evaluation, select **Chair/Dean 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.

12. Select an overall rating and enter overall comments. Both fields are required to complete the evaluation.
13. Once you have completed the evaluation select **Complete**.

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

14. 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.

15. Select **Overview** to return to the main review page.

*Note: PeopleAdmin has a time-out of one hour. After one hour of inactivity, the PeopleAdmin 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 **Go to Employee Portal**.

![Image of Go to Employee Portal button]

You should see the following screen. Click on **Chair Acknowledge** to acknowledge your evaluation.

![Image of Chair Acknowledge screen]

*Note: You may need to click on the Home link at the top to see menu of all reviews.*

![Image of Home link]

4. You will be taken to the **Acknowledgement Screen**. After you have read the comments and ratings entered by your Dean, you can add comments if you wish and select **Acknowledge**.

![Image of Acknowledgement Screen]
5. When you acknowledge your evaluation, the Review Status will change to Complete.
Section 3 - Reports

1. To access the Faculty Evaluation Reports, select the Performance link and then Dashboard.

2. When the Chair clicks on the dashboard, under performance, they 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.

2. You may click the Actions button to review and print your evaluation.
Locating Help Resources

The Center for Teaching and Learning offers support to faculty, staff, and students. 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) on a 24x7 basis (Excluding Some Holidays)

- Call the Service Desk for immediate assistance with login problems or issues with using the Service Desk Request Form.

- If you do not receive a response from via the Service Desk Request Form after 24 hours, email The Center for Teaching and Learning, umtech@memphis.edu (Using this email will automatically generate a help desk ticket). Please provide 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