Faculty Evaluations
User Guide for Deans

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12/14/2017

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Table of Contents

Section 1 - Faculty Evaluations ................................................................. 3
Section 2 - Chair/Director Evaluations ...................................................... 6
Section 3 - Reports .................................................................................. 8
Service Desk Request ................................................................................ 10
  Submitting a Ticket ............................................................................... 10
  Call the ITS Service Desk (901.678.8888) on a 24x7 basis ......................... 10
Important Links ....................................................................................... 10
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 Deans who use PeopleAdmin to review faculty, Chairs/Directors and themselves.
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: [Email Address]
   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 Internal Site to access the evaluations.


5. Select the person you would like to evaluate from the list and click the Dean Approval link.
6. This is the **Acknowledgement Screen**. After you have read the comments and ratings entered by the Chair/Director, you can add comments if you wish and select **Acknowledge**.

![Comment box](image)

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

7. 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.

![Save Draft button](image)

8. Select the Home link to return to the dashboard and evaluate another faculty member

![Home button](image)

*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.*

![PeopleAdmin timer message](image)
Section 2 - Chair/Director Evaluations

1. You will receive an email when evaluations are available. Click on the link on your email to access the Workforum site. On the Workforum site, click Go to Memphis Performance Review Portal.

2. Select the person you would like to evaluate from the list and click the Dean Evaluates link.

3. Enter your comments in the textbox.
4. Once you have completed the evaluation select **Complete**.

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

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

**Note:** You may need to click on the Home link at the top to see menu of all reviews. Select the Home link to return to the dashboard and evaluate another chair/director.
Section 3 - Reports

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

2. You will see a screen similar to the one below. This will give you an overview of the completion of evaluations for your reviewers. You can hover over the bars on the graph to get more information.
3. You can hover over the bars on the graph to get more information. You can also click on the dialog box to see who has completed or needs to complete the evaluations.
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