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Accessing the System

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 **Internal Site** to access the evaluations.

4. Once in the Internal Workforum site, click **Go to Memphis Performance Review Portal**.
Task - Complete Self Evaluation

1. Once you have successfully logged in, you will see the following screen. Click on Faculty Review to begin your evaluation. (You may need to click on the Home link at the top).

<table>
<thead>
<tr>
<th>Task</th>
<th>Task Owner</th>
<th>Date Opened</th>
<th>Date Completed</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Review</td>
<td>John Smith</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chair/Director Evaluation</td>
<td>Mary White, Supervisor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Acknowledge</td>
<td>Thomas John</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean Approval</td>
<td>Francis Leon, Reviewing Officer</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

2. This is the Faculty Evaluation Review Screen. Enter comments for each area (all areas are required). Please note that if you wish to add attachments, you must do so before clicking Complete. Also, if you have filled out any information in any box and wish to keep it, you must click Save Draft before adding your attachments.
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.

3. At the bottom of the screen you will see two options: Save Draft and Complete.
   - Select Save Draft if you have any attachments to add
   - Select Save Draft if you want to come back and edit later
   - Select Complete if you are finished and would like to send your evaluation to your Chair/Director

4. To upload any files you need to attach, click Attachments.
5. Name your attachment. Provide a description for the attachment that will relate the attachment to the evaluation area such as “Faculty Teaching”. Then choose the file you would like to upload. Once you have selected the file, click **Upload File**. If you would like to upload another file, select **New Attachment**.

![Attachments](image)

6. Once you have finished with your attachments, you can return to your evaluation by clicking on **Faculty/Staff Review**.

![Navigation Menu](image)
7. When you are finished with your evaluation, at the bottom of the screen you will see two options: **Save Draft** and **Complete**.
   - Select **Save Draft** if you have any attachments to add
   - Select **Save Draft** if you want to come back and edit later
   - Select **Complete** if you are finished and would like to send your evaluation to your Chair/Director

8. Once you select **Complete** to send your evaluation to your chair, you will see the message that your evaluation has been marked as complete. Your chair/director will now be able to complete their portion of the evaluation.

9. Select **Overview** to return to the main review page.
<table>
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<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Faculty Review</td>
<td>John Smith</td>
<td></td>
<td>2017-12-04</td>
<td></td>
</tr>
<tr>
<td>2 Chair/Director Evaluation</td>
<td>Mary White</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Faculty Acknowledge</td>
<td>Thomas John</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Dean Approval</td>
<td>Francis Leon</td>
<td></td>
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</tr>
</tbody>
</table>

Note: Steps 1-4 will change color depending on what stage they are in the evaluation process.
Task - Acknowledge Chair/Dean Evaluation of you

1. Once the Department Chair or Director has made comments and rated your evaluation, you will see the Faculty Acknowledge option in orange. Click this button to review and acknowledge your evaluation.

2. You will be taken to the Faculty Acknowledgement Screen. After you have read the comments and ratings entered by your Department Chair or Director, you can add comments if you wish and select Acknowledge.

3. Once you select Acknowledge, you will see the message that your acknowledgement was recorded. The evaluation will now be available to the Dean.
Tips

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

1. You can now see that all steps have been completed and the dates on which they were finished.

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

3. You may click the Actions button to review and print your evaluation.
Previous Evaluations

Previous evaluations will be available in the old application.
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