

# WORKforUM Faculty Evaluations User Guide for Deans

## Center for Teaching and Learning (CTL)

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## Table of Contents

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Section 1 - Faculty Evaluations .....	3
Section 2 - Chair/Director Evaluations .....	8
Section 3 - Reports .....	10
Call the ITS Service Desk (901.678.8888) any day of the week!.....	11
Email umTech.....	11
Important Links .....	11

## **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 review faculty evaluation software.

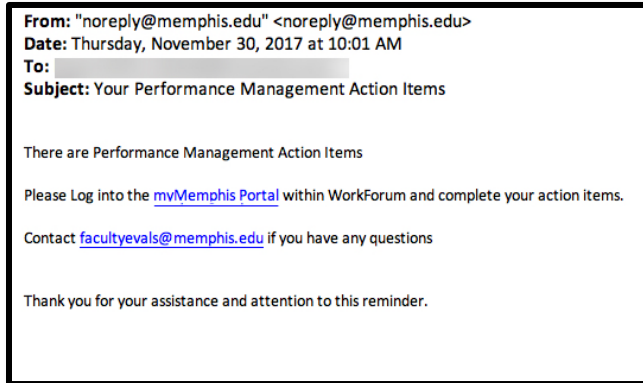
## **Audience**

This training material is designed for University Deans who use WORKforUM to review faculty, Chairs/Directors, and themselves.

## Section 1 - Faculty Evaluations

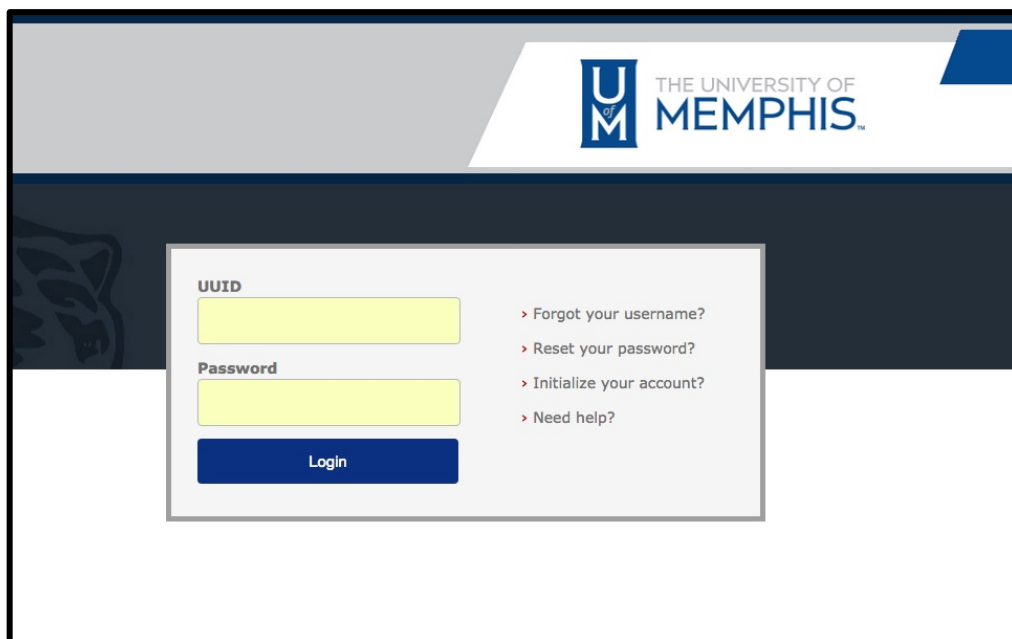
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1. Annually, you will receive an email from the system when evaluations are available. This is the first step to completing faculty evaluations.

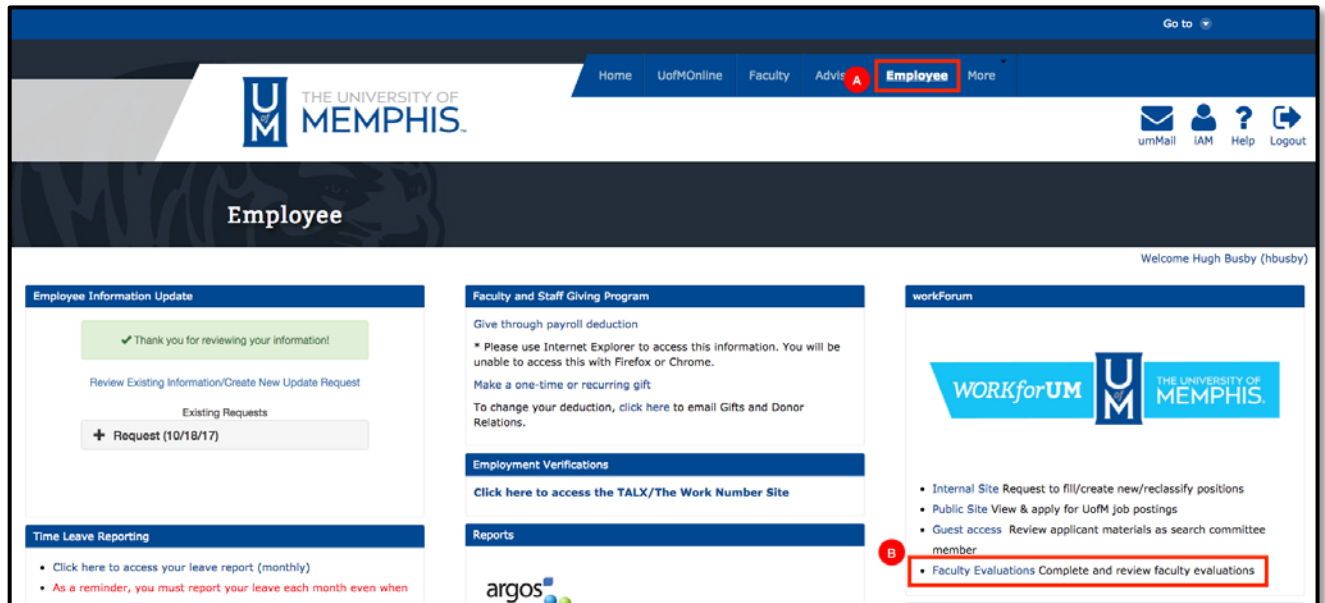


2. Log into the myMemphis Portal. Remember, use your University of Memphis Universal User Identification (UUID) and password.

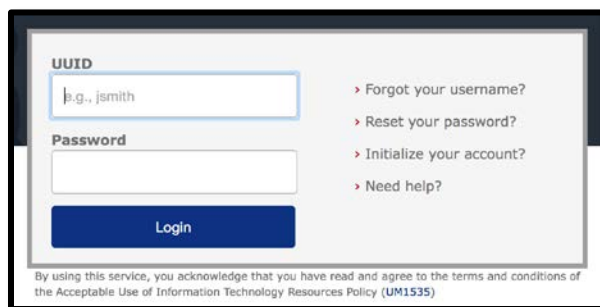
*Note: The myMemphis Portal has a time-out of one hour. After one hour of inactivity, the myMemphis Portal will log you out. This is a security feature.*



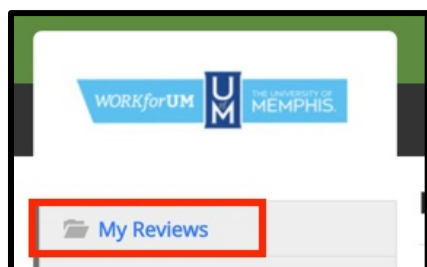
3. A) Click **Employee Page** and go to the **WORKforUM** portlet. B) Click **Faculty Evaluations** to access the evaluations.



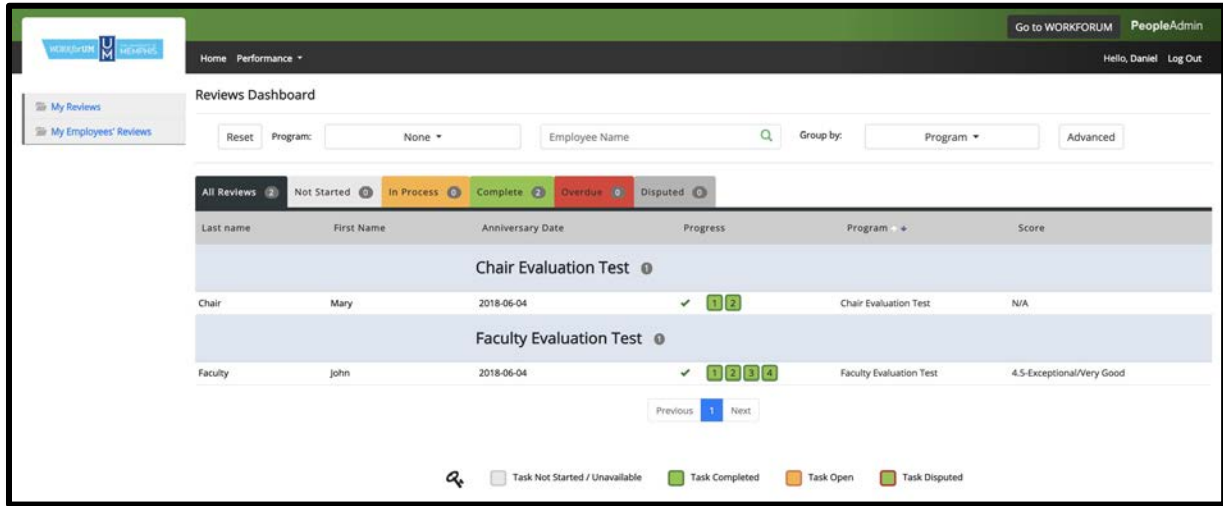
4. If you are logging in from the link on the email and not logging in from within myMemphis, you will need to enter your UUID and credentials.



5. Once in the Internal Workforum site, click **My Reviews**.



- Select the person you would like to evaluate from the list and click the Dean Approval link.



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



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



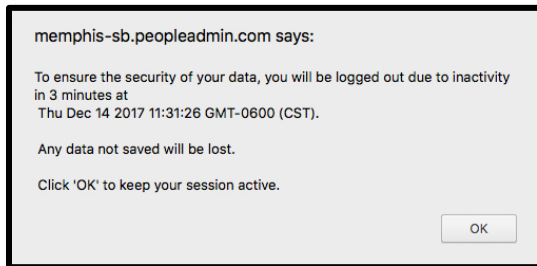
8. Once you have finished filling out all areas of the evaluation, select **Save Draft** if you would like to come back to the evaluation at a later time.



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



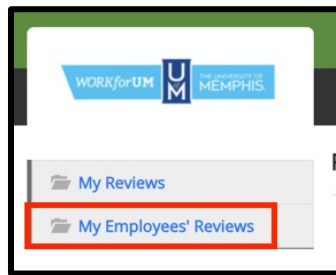
*Note: WORKforUM has a time-out of one hour. After one hour of inactivity, the WORKforUM will log you out. This is a security feature. When you are nearing this, you will receive an onscreen message. Click OK to continue your session.*



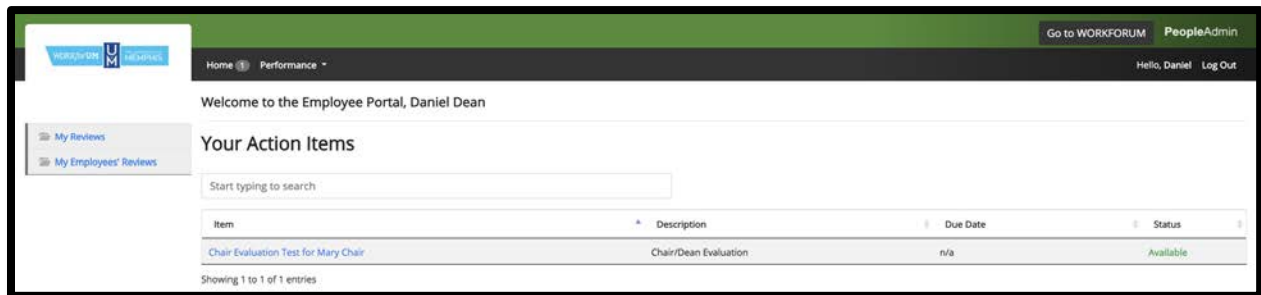


## Section 2 - Chair/Director Evaluations

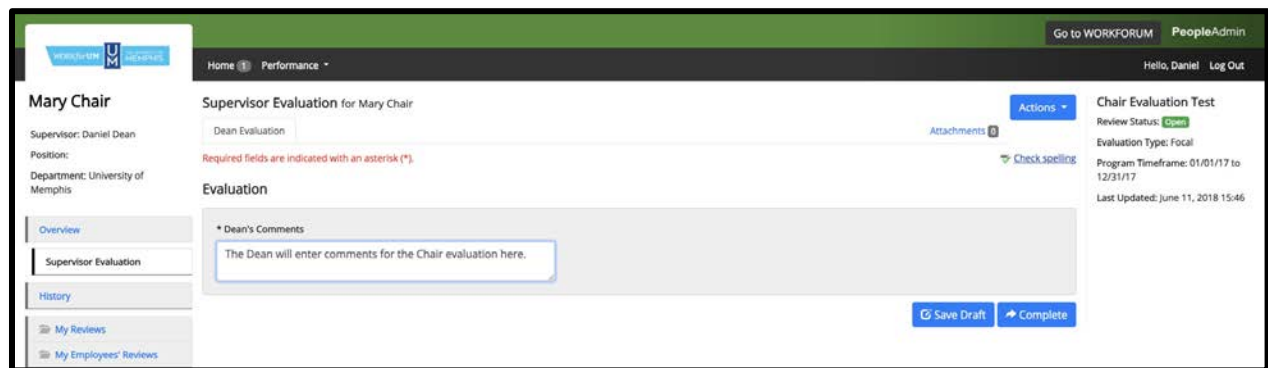
1. You will receive an email when evaluations are available. Click on the link on your email to access the WORKforUM site. Once in the Internal Workforum site, click **My Employees' Reviews**.



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.



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



\* Dean's Comments

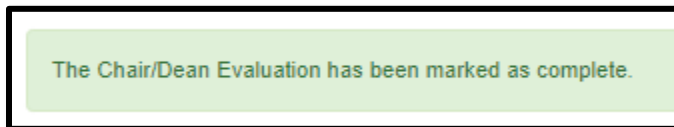
A large, empty text input field with a small icon in the bottom right corner, highlighted by a red square, indicating it is expandable.

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.

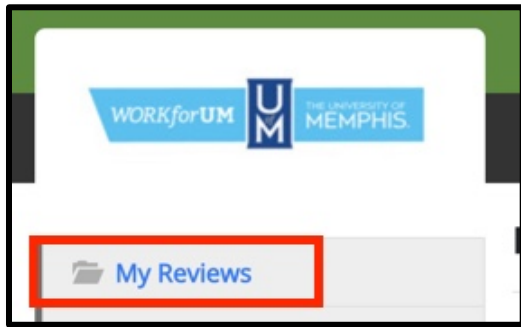


*Note: You may need to click on the Home link at the top to see menu of all reviews. Select the Home link to return to the dashboard and evaluate another chair/director.*

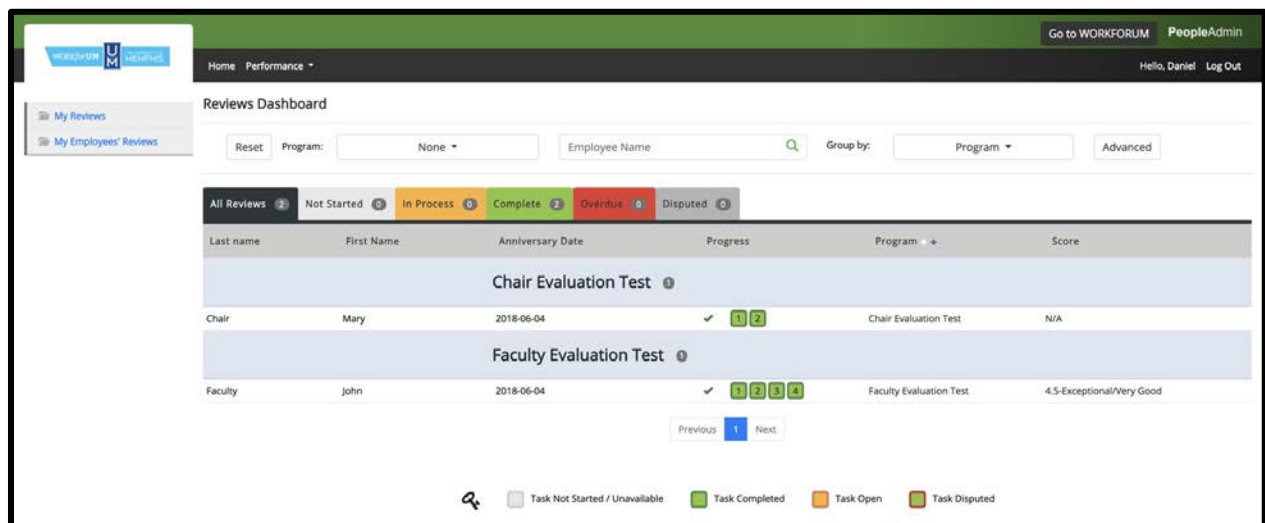


## Section 3 - Reports

1. Once in the Internal Workforum site, click **My Reviews**.



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.



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



# 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

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### 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](mailto:umtech@memphis.edu) (using this email will automatically generate a help desk ticket).

### Email umTech

- Email at [umtech@memphis.edu](mailto: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

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