

Faculty Evaluations User Guide for Faculty

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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What is WORKforUM?

WORKforUM is the University's evaluation review software used by Faculty, Chairs, Directors, and Deans.

Purpose

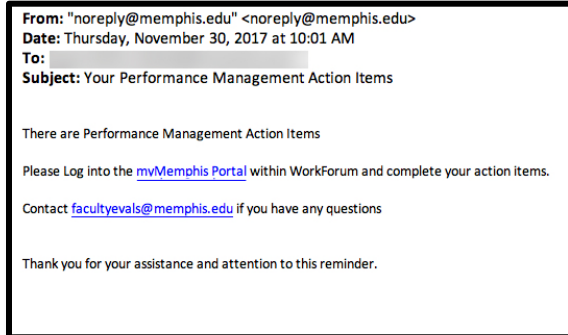
This training material highlights how to manage and use the WORKforUM review evaluation software.

Audience

This training material is designed for University Faculty who use WORKforUM to review themselves, the Chair, and the Dean.

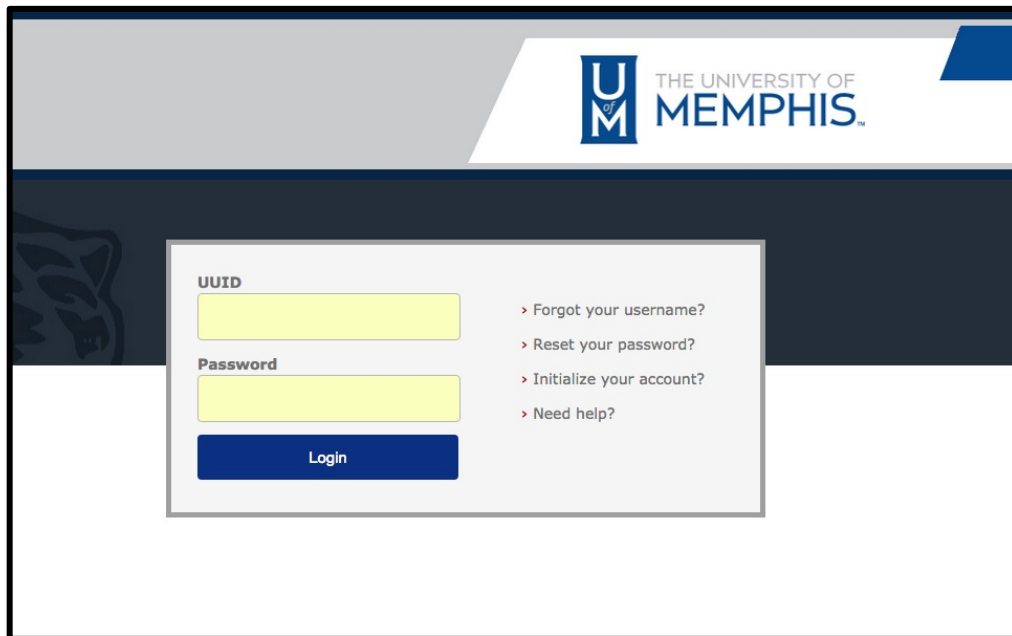
Accessing the System

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



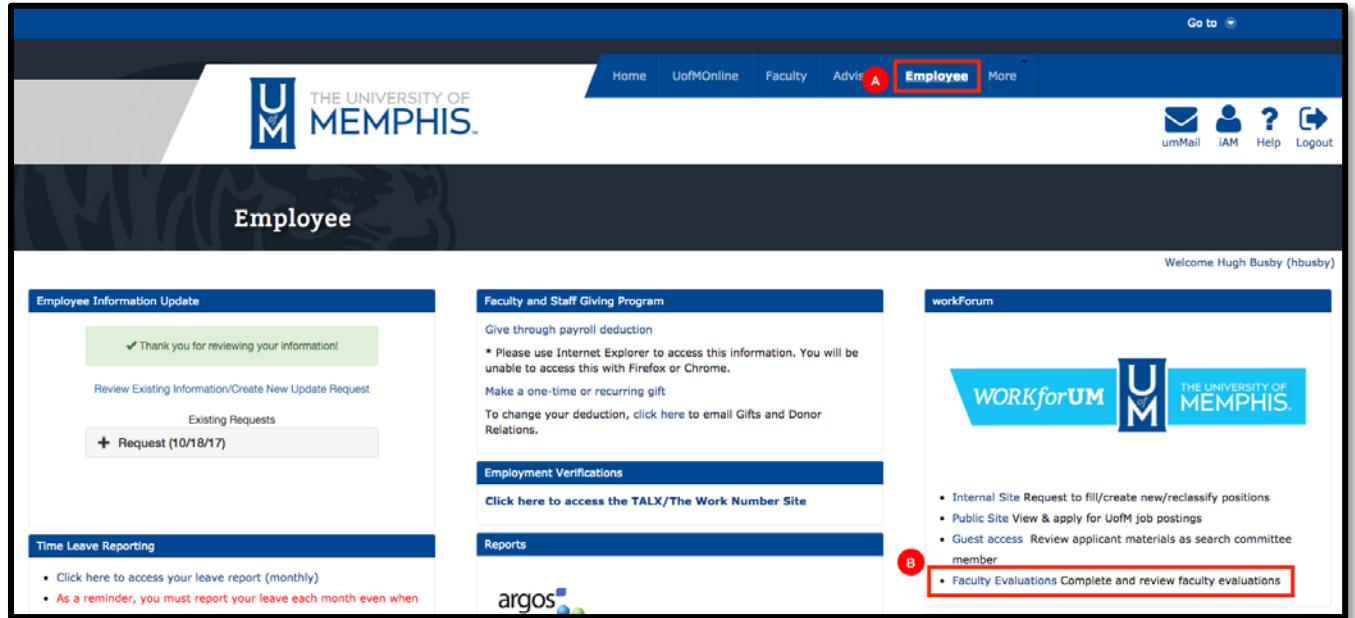
2. Log into the myMemphis Portal. Remember, use your University of Memphis Universal User Identification (UUID) and password.

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.



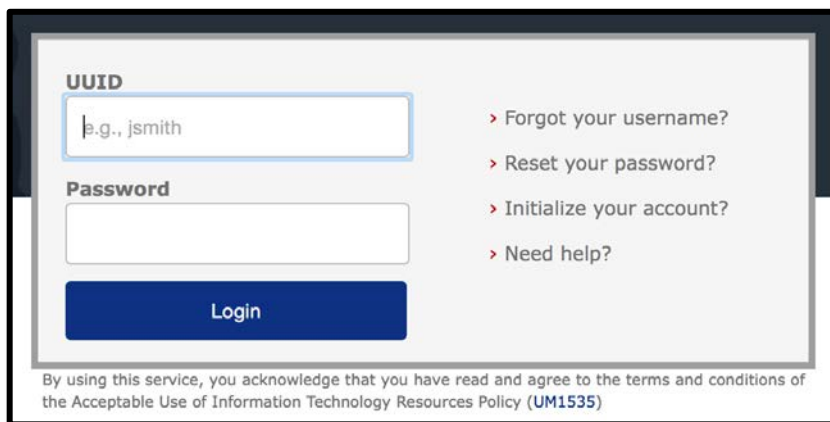
The screenshot shows the login interface for the myMemphis Portal. At the top right, the University of Memphis logo is displayed. The main content area features a login form with two input fields: 'UUID' and 'Password'. Below the 'Password' field is a blue 'Login' button. To the right of the input fields, there are four links: '> Forgot your username?', '> Reset your password?', '> Initialize your account?', and '> Need help?'. The background of the page is dark blue with a subtle pattern on the left side.

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



The screenshot shows the 'Employee' page of the University of Memphis portal. The navigation bar includes 'Home', 'UofMOnline', 'Faculty', 'Advis', 'Employee' (highlighted with a red box and a red 'A'), and 'More'. The main content area is titled 'Employee' and includes several portlets: 'Employee Information Update' (with a 'Request (10/18/17)' button), 'Faculty and Staff Giving Program', 'Employment Verifications' (with a link to 'access the TALX/The Work Number Site'), 'Reports', and 'workForum'. The 'workForum' portlet contains a list of links, with 'Faculty Evaluations Complete and review faculty evaluations' highlighted by a red box and a red 'B'.

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.

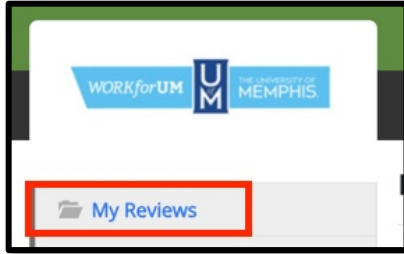


The login form contains the following elements:

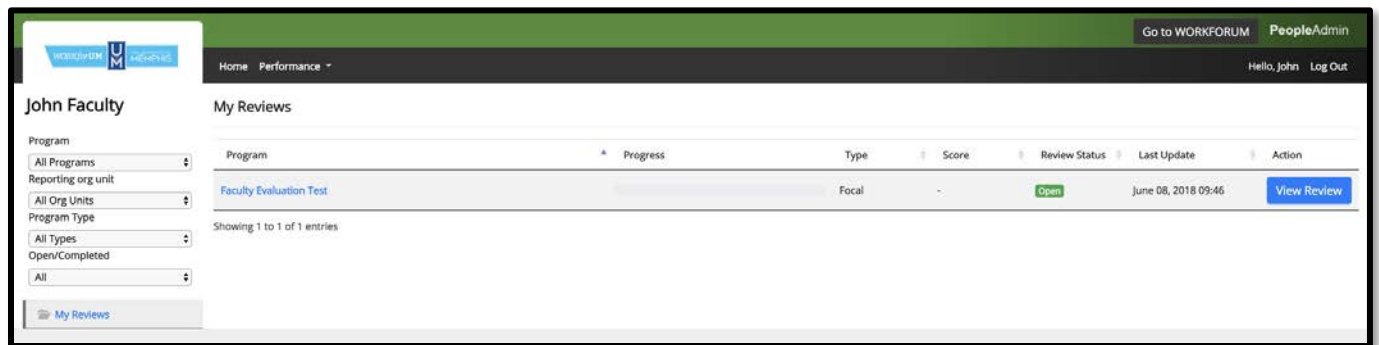
- UUID** input field with placeholder text: e.g., jsmith
- Password** input field
- Login** button
- Links:
 - > Forgot your username?
 - > Reset your password?
 - > Initialize your account?
 - > Need help?

At the bottom, a disclaimer reads: "By using this service, you acknowledge that you have read and agree to the terms and conditions of the Acceptable Use of Information Technology Resources Policy (UM1535)"

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

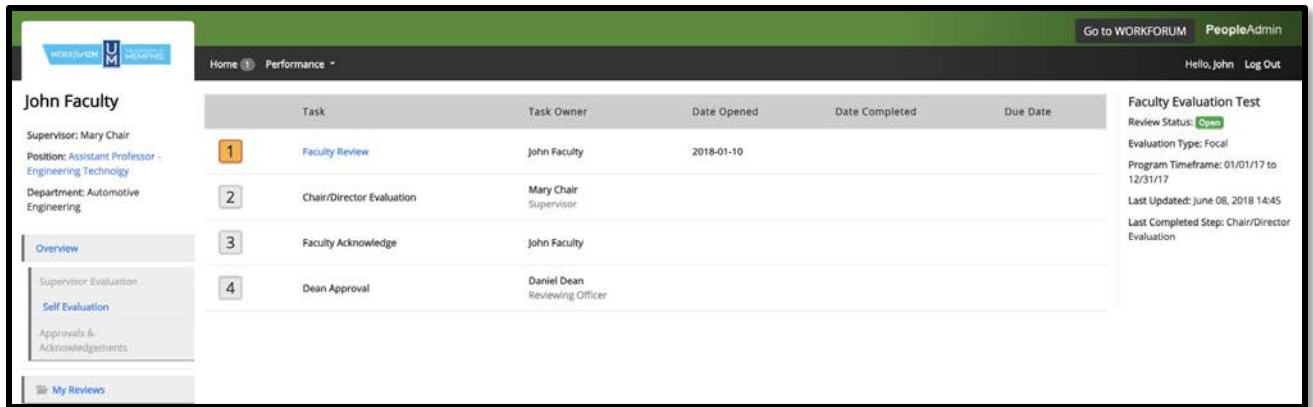


6. Once logged in you will see this screen.

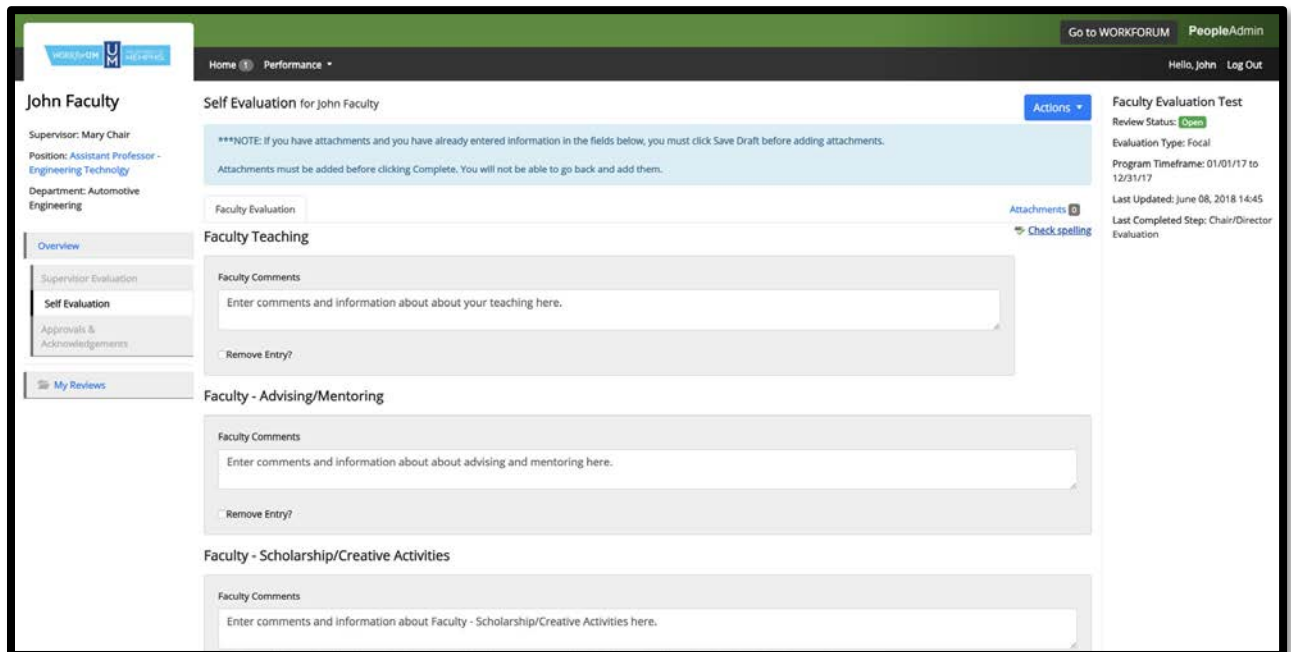


Task - Complete Self Evaluation

1. Once you have successfully logged in, you will see the following screen. Click on **My Reviews**, then click on **Faculty Review** to begin your evaluation.



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.

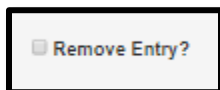


Note: The text boxes are expandable. This allows you to see more of your data.

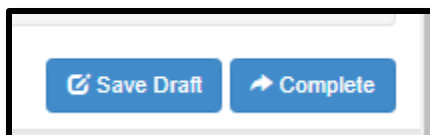


There is a **Remove Entry** checkbox at the bottom of each comment area. To delete data, check this box then Save Draft.

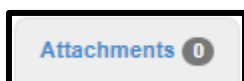
Note: Your data will be deleted and not recoverable.



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**.



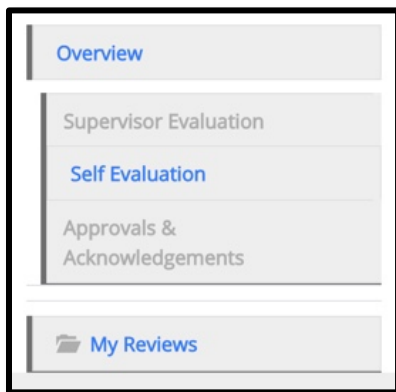
5. Name your attachment. Provide a description for the attachment that will relate the attachment to the evaluation area such as "Faculty Teaching". Then choose the file you would like to upload. Once you have selected the file, click **Upload File**. If you would like to upload another file, select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



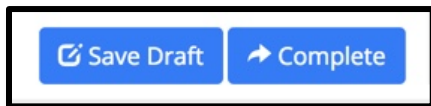
The screenshot shows a web interface titled "Attachments" for a "Faculty Evaluation". It features a form with the following elements:

- A "Name" input field.
- A "Description" text area containing the text "Faculty Teaching".
- A "File" section at the bottom left, highlighted with a red box, containing a "Choose File" button, the text "No file chosen", and an "Upload file" button.
- A "New Attachment" button in the top right corner.

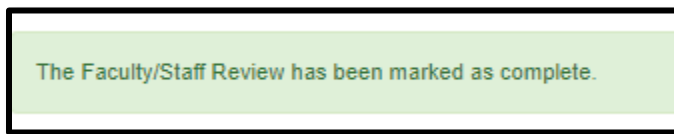
6. Once you have finished with your attachments, you can return to your evaluation by clicking on **My Reviews**.



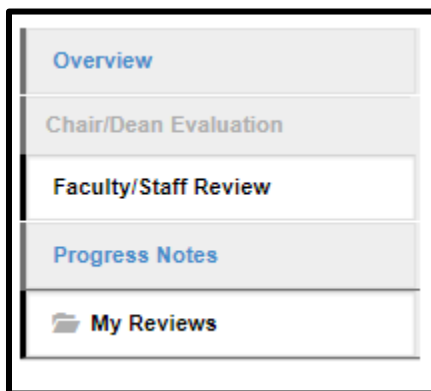
7. When you are finished with your evaluation, at the bottom of the screen you will see two options: **Save Draft** and **Complete**.
- Select **Save Draft** if you have any attachments to add
 - Select **Save Draft** if you want to come back and edit later
 - Select **Complete** if you are finished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

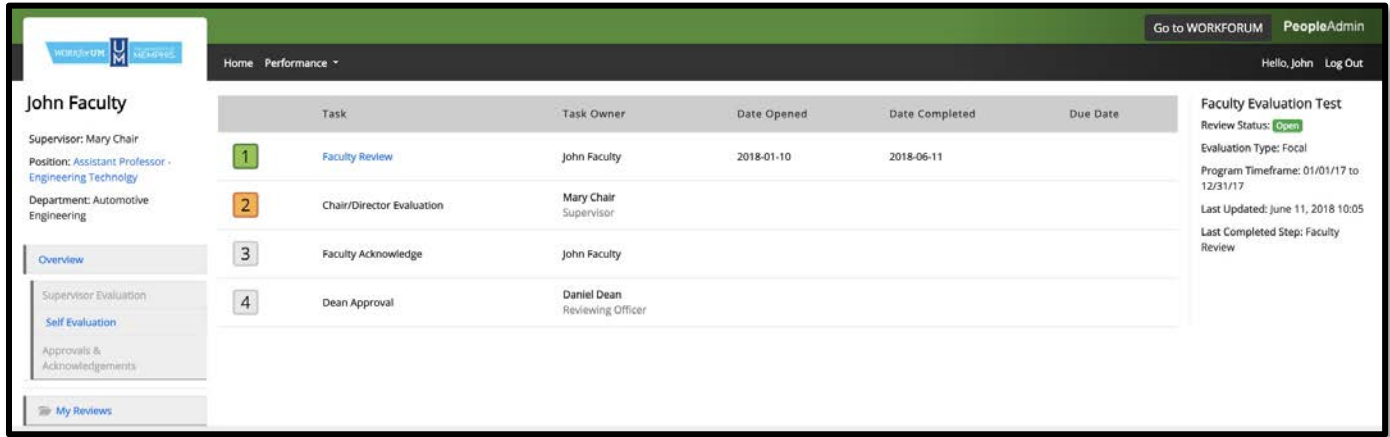


8. Once you select **Complete** to send your evaluation to your chair, you will see the message that your evaluation has been marked as complete. Your chair/director will now be able to complete their portion of the evaluation.



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





John Faculty
 Supervisor: Mary Chair
 Position: Assistant Professor - Engineering Technology
 Department: Automotive Engineering

Task	Task Owner	Date Opened	Date Completed	Due Date
1 Faculty Review	John Faculty	2018-01-10	2018-06-11	
2 Chair/Director Evaluation	Mary Chair Supervisor			
3 Faculty Acknowledge	John Faculty			
4 Dean Approval	Daniel Dean Reviewing Officer			

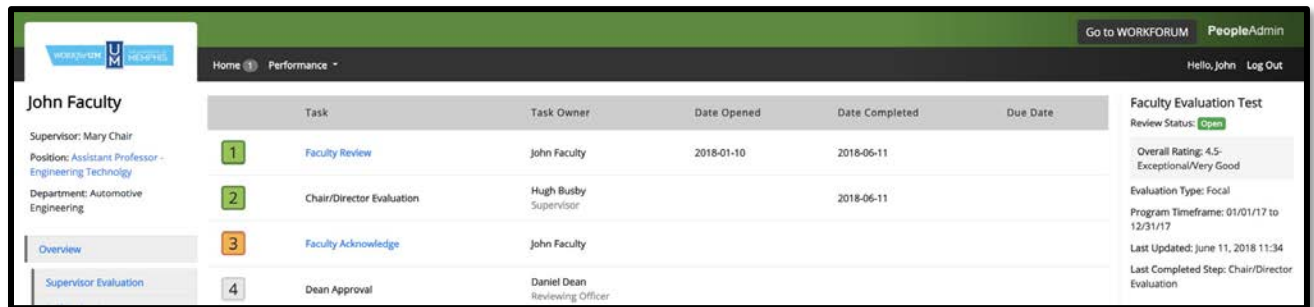
Faculty Evaluation Test
 Review Status: Open
 Evaluation Type: Focal
 Program Timeframe: 01/01/17 to 12/31/17
 Last Updated: June 11, 2018 10:05
 Last Completed Step: Faculty Review

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.



Task	Task Owner	Date Opened	Date Completed	Due Date
1 Faculty Review	John Faculty	2018-01-10	2018-06-11	
2 Chair/Director Evaluation	Hugh Busby Supervisor		2018-06-11	
3 Faculty Acknowledge	John Faculty			
4 Dean Approval	Daniel Dean Reviewing Officer			

Faculty Evaluation Test
Review Status: **Open**
Overall Rating: 4.5-Exceptional/Very Good
Evaluation Type: Focal
Program Timeframe: 01/01/17 to 12/31/17
Last Updated: June 11, 2018 11:34
Last Completed Step: Chair/Director Evaluation

2. You will be taken to your review for **Faculty Acknowledgement**. It is located at the bottom of your review. 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**.

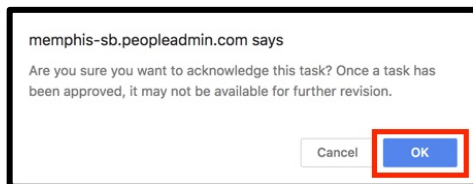


Comment
I acknowledge this review.

Check spelling

Acknowledge

3. Once you click complete you will see a message asking, "Are you sure you want to complete this evaluation?" Click **OK**.

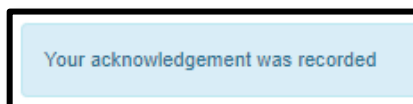


memphis-sb.peopleadmin.com says

Are you sure you want to acknowledge this task? Once a task has been approved, it may not be available for further revision.

Cancel **OK**

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

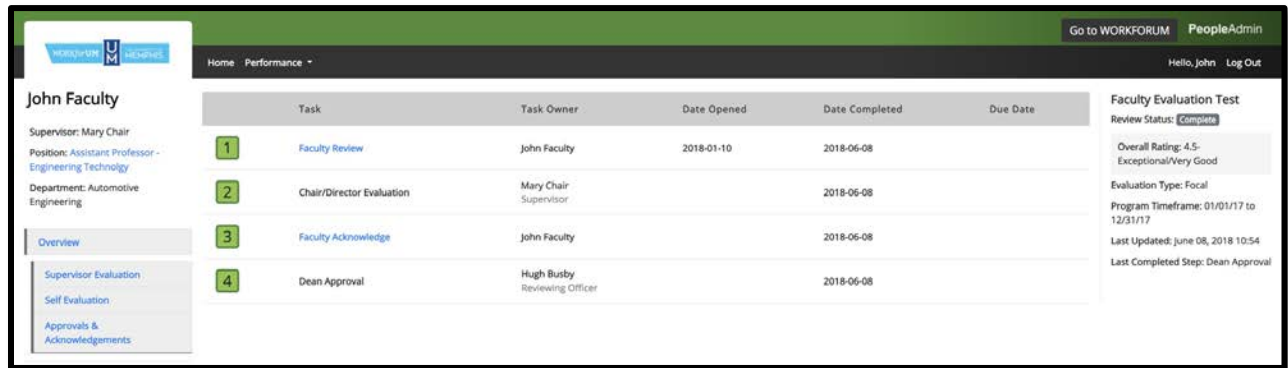


Your acknowledgement was recorded

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.



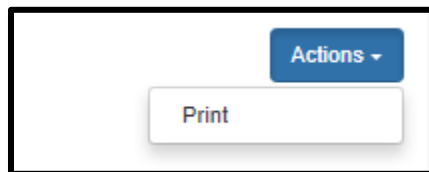
Task	Task Owner	Date Opened	Date Completed	Due Date
1 Faculty Review	John Faculty	2018-01-10	2018-06-08	
2 Chair/Director Evaluation	Mary Chair Supervisor		2018-06-08	
3 Faculty Acknowledge	John Faculty		2018-06-08	
4 Dean Approval	Hugh Busby Reviewing Officer		2018-06-08	

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



2017 - Faculty Evaluation 15
 Review Status: **Complete**
 Overall Rating: 4.5- Exceptional/Very Good (4.0)
 Evaluation Type: Focal
 Program Timeframe: 11/22/17 to -
 Last Updated: December 04, 2017 15:23
 Last Completed Step: Dean Approval

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



Actions ▾
 Print

Previous Evaluations

[Previous evaluations will be available in the old application.](#)

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](#)