Faculty180 User Guide for Chairs

THE UNIVERSITY *of* **NEW ORLEANS**

Faculty180 Instructions for Chairs

Chairs will not be able to complete their faculty evaluations until the chair process opens. For 2023, Chair Evaluations open on May 26 and will remain open until June 15, 2023.

2023 Faculty180 Timeline

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Who	What	April	May	June
Faculty and Chairs	**Update your activities** for Summer 2022 - Spring 2023 in Faculty180. *You can start this step now.*	███		
Faculty and Chairs	**Certify** that you've finished entering your activities by completing the **Faculty Self-Evaluation** no later than May 25, 2023		███	
Chairs	**Complete Faculty Evaluations** between May 26 - June 15, 2023			███
Deans	**Complete Deans' Evaluation of Chairs as Faculty** between May 26 - June 15, 2023			███
Deans	**Complete Dean's Review and Approval of Chairs' Evaluation of Faculty** between June 16 - June 30, 2023			███

General Navigation Info

To log into Faculty180, visit your MyApps page and click on the Faculty180 tile.

Once in Faculty180, the left-hand side of the screen, you can jump from the dashboard to other sections of the system in the Faculty tab.

- Home –returns you to the main screen containing the Your Action Items table

- Announcements & Help

- Interfolio Announcements from the vendor

- Institutional Announcements from administrators of Faculty 180

- Profile – to enter information such as degrees and work experience

- Activities – to enter information on your teaching, research, and service

- Evaluations – to access prior or ongoing annual evaluations

- Forms & Reports – to fill out forms that are requested by your department, college, or university

- Vitas & Biosketches – to create and run vitas and biosketches

- Find Colleagues – To find UNO colleagues using a keyword search

- Account Access – allows you to delegate access to your account beyond those already allowed by the Faulty 180 administrator. Also shows others' accounts to which you have access if they have chosen to grant access.

- Administration – Only available for those who have administrative privileges

Performing Faculty Evaluations as Chair

Once the Chair Evaluation process opens, a notification message will display in the To Do section on each chair's Faculty180 Dashboard. (For 2023, this will be May 26 – June 15. Prior to this date, you will not be able to complete any evaluations.)

To view the list of evaluations that have been assigned to you:

- Click Evaluations on the Navigation menu.
- Then click Perform Evaluations.
- A list of evaluations that have been assigned to you, along with the due date and other pertinent information, will display.

When an evaluation is submitted or the due date for an evaluation has passed, the link to the evaluation is removed from the Dashboard. If the due date is later extended, the evaluation link will redisplay on the Dashboard.

Click on the blue "eyeball" icon to review each faculty member's Faculty Activity Vita.

Here you will see any activities the faculty member has entered. Tenure-track and tenured faculty are required to enter both their scholarly activities and upload their syllabi for the courses they taught. On their vita, any item in blue is a clickable link that will bring you to additional information.

Non-tenure track faculty were only asked to upload their syllabi for any courses taught during the review period to Faculty180, so that chairs can use that information to evaluate those faculty on their teaching. If you have copies of their syllabi outside of Faculty180, you can use that in your evaluation as well.

In the example below, the professor has uploaded copies of their syllabi for each course taught, so there is a blue clickable link at the left where you can view what has been uploaded. Click on the blue link to view the syllabi. If there is no link there, they have not uploaded any syllabi.

Teaching

Spring 2023

Semester	Course Prefix	Course Number	Section	Course Title
Spring 2023	ACCT	3152	P001	Tax Accounting I
Spring 2023	ACCT	3152	P601	Tax Accounting I
Spring 2023	ACCT	4190	P601	Contemporary Accounting Topics
Spring 2023	ACCT	5190	P601	Contemporary Accounting Topics

Fall 2022

Semester	Course Prefix	Course Number	Section	Course Title
Fall 2022	ACCT	3152	P001	Tax Accounting I
Fall 2022	ACCT	3152	P601	Tax Accounting I
Fall 2022	ACCT	6151	P601	Federal Tax Practice

After you have reviewed the vita and/or teaching information, close that window and return to the list of evaluations.

To perform each evaluation, click on the blue **Evaluate** button. This brings up the evaluation screen. You can drag the window to expand it to see more of the evaluation form. An example of the evaluation form is shown at the end of this document.

If a particular question does not apply, select Not Applicable. Not all questions will apply to all faculty.

At the end of the evaluation form, there is a space where you are able to upload documents to attach to the evaluation, such as your departmental evaluation rubric or any other relevant documents. You can add more than one document by choosing "Add Another."

Attachments

Attachment	Type	Lock *(faculty cannot delete)*
Upload File no file uploaded	Select ▼	☑

Add Another

Click on Save.

Any saved evaluations will show up in the Evaluation Saved* column. You can also save each evaluation by clicking on the PDF button in the right column.

When you are ready to submit the evaluation(s), select the box all the way to the left and click Submit Selected Evaluations.

Revising An Already Submitted Evaluation

If you submit an evaluation, but later need to edit it, that evaluatio will need to be "unsubmitted."   Contact Eileen Dooley and she can unsubmit it for you and it will become editable for you again. Faculty180 will not allow you to retrieve submitted evaluations yourself.

Important: Faculty will be locked out of the evaluation process once their deadline passes. Deadlines can be extended at your request. Once the deadline has been changed for a particular department's evaluation, those faculty that had not completed their self-evaluations will again be able to access and complete their self-evaluations until the new deadline. The deadline extension can only be applied to an entire department but does not change the status of anyone who has already submitted on time. Please contact Eileen Dooley ebdooley@uno. edu if you need to request a deadline extension.

See next page for an example of the Evaluation Form.

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Administration

Quicklinks ∨

Edit Evaluation Form

Configure | **Preview**

Annual Evaluation of Regular Faculty

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The University of Louisiana System mandates continuing review of faculty ranks in Policy Number FS-III.X.D-1. That directs that on each of its campuses "all faculty members should be evaluated at least annually by the department chair/head, with a review by the dean."

At the completion of faculty activity input and the uploading of student evaluation of courses for the academic year, the departmental chairs will evaluate all regular faculty using the form below.

The chair must also upload the departmental rubric which is required by the process as approved by the Faculty Senate.

A Teaching #1 All required elements of teaching effort as specified in the UNO Employee Handbook are addressed appropriately, and course syllabi for all classes meet university standards, and reflect clear, organized content at a level appropriate for the type of course and level of student.

Faculty should be rated on a scale of 0 to 4 (4 - Exceptional, 3 - Clearly exceeds expectations, 2 - Meets expectations, 1 - Does not meet expectations, 0 - Unsatisfactory)

| Ratings Level* | Select ▼ |

B Teaching #2 - Course evaluations reflect a high degree of student satisfaction based on quantitative evaluations of teaching effectiveness and qualitative comments supporting the faculty member's ability to engage students and supporting the faculty member's availability to students.

Faculty should be rated on a scale of 0 to 4 (4 - Exceptional, 3 - Clearly exceeds expectations, 2 - Meets expectations, 1 - Does not meet expectations, 0 - Unsatisfactory)

| Ratings Level* | Select ▼ |

C Teaching #3 - There is a clear record of process and evaluation of student learning outcomes for courses taught – there are well-defined and appropriate student learning outcomes, they are addressed in course content, they are assessed adequately through assignments or exams

Faculty should be rated on a scale of 0 to 4 (4 - Exceptional, 3 - Clearly exceeds expectations, 2 - Meets expectations, 1 - Does not meet expectations, 0 - Unsatisfactory)

| Ratings Level | Select ▼ |

D Teaching #4 - Peer review of teaching, as scheduled and executed by the department, reflects a strong commitment by the faculty to self-evaluation and continuous improvement

Faculty should be rated on a scale of 0 to 4 (4 - Exceptional, 3 - Clearly exceeds expectations, 2 - Meets expectations, 1 - Does not meet expectations, 0 - Unsatisfactory)

| Ratings Level* | Select ▼ |

E Teaching #5 - Additional merit may be cited for Faculty members who have provided additional evidence of quality teaching such as teaching awards or summary of major improvements in teaching over past year. Faculty member may have made other major contributions to the department's teaching mission (e.g., prepared a new course, made a major revision to the curriculum, taken on extra teaching duties due to faculty leave/sabbatical, attempted innovation in teaching including incorporating new technology, incorporated service learning)

Faculty should be rated on a scale of 3 to 4 (4 - Exceptional, 3 - Clearly exceeds expectations)

Ratings Level	Select ▼

F Overall Rating for Teaching

Faculty should be rated on a scale of 0 to 4 (4 - Exceptional, 3 - Clearly exceeds expectations, 2 - Meets expectations, 1 - Does not meet expectations, 0 - Unsatisfactory)

Ratings Level*	Select ▼

G Scholarly/Creative Work #1 - Record of scholarly publications and/or creative works over past three years is continuous and demonstrates a level of achievement in the conduct of research/creativity appropriate to the stage of career of the faculty member. Although peer-reviewed publications/venues are weighted most heavily, substantial research contributions often appear in other outlets. In such cases, an explanation of the nature and value of the contribution should be submitted.

Faculty should be rated on a scale of 0 to 4 (4 - Exceptional, 3 - Clearly exceeds expectations, 2 - Meets expectations, 1 - Does not meet expectations, 0 - Unsatisfactory)

Ratings Level*	Select ▼

H Scholarly/Creative Work #2 - Record of scholarly/creative work over the past three years demonstrates substantial quality and impact in the formulation and dissemination of knowledge or creative work

Faculty should be rated on a scale of 0 to 4 (4 - Exceptional, 3 - Clearly exceeds expectations, 2 - Meets expectations, 1 - Does not meet expectations, 0 - Unsatisfactory)

Ratings Level*	Select ▼

I Scholarly/Creative Work #3 - Record of externally funded scholarly/creative work and submitted grant applications over the past three years demonstrates the faculty's level of achievement in the conduct of research/creative activity appropriate to the stage of career of the faculty member.

Faculty should be rated on a scale of 0 to 4 (4 - Exceptional, 3 - Clearly exceeds expectations, 2 - Meets expectations, 1 - Does not meet expectations, 0 - Unsatisfactory)

Ratings Level*	Select ▼

J Scholarly/Creative Work #4 - Additional merit may be cited for a faculty member who has provided other evidence for the quality of scholarly/creative work and/or reputation in the field over the past three years. This can include research/creativity awards and other recognitions for scholarly/creative achievement.

Faculty should be rated on a scale of 3 to 4 (4 - Exceptional, 3 - Clearly exceeds expectations)

Ratings Level	Select ▼

K Overall Rating for Scholarly/Creative Work

Faculty should be rated on a scale of 0 to 4 (4 - Exceptional, 3 - Clearly exceeds expectations, 2 - Meets expectations, 1 - Does not meet expectations, 0 - Unsatisfactory)

Ratings Level*	Select ▼

L Service #1 - Faculty member has served the university in a variety of roles of executive leadership and committee service at the department, college, and university levels

Faculty should be rated on a scale of 0 to 4 (4 - Exceptional, 3 - Clearly exceeds expectations, 2 - Meets expectations, 1 - Does not meet expectations, 0 - Unsatisfactory)

Ratings Level*	Select ▾

M Service #2 - Faculty member has served the profession or discipline in significant ways over the past year.

Faculty should be rated on a scale of 0 to 4 (4 - Exceptional, 3 - Clearly exceeds expectations, 2 - Meets expectations, 1 - Does not meet expectations, 0 - Unsatisfactory)

Ratings Level*	Select ▾

N Service #3 - Faculty member has provided significant service to the community in a professional capacity over the past year, such as being a consultant to a local, state, or federal agency; presenting to community groups; serving on the board of directors of community organizations; or being an adjunct faculty member to other universities

Faculty should be rated on a scale of 3 to 4 (4 - Exceptional, 3 - Clearly exceeds expectations)

Ratings Level	Select ▾

O Overall Rating for Service

Faculty should be rated on a scale of 0 to 4 (4 - Exceptional, 3 - Clearly exceeds expectations, 2 - Meets expectations, 1 - Does not meet expectations, 0 - Unsatisfactory)

Ratings Level*	Select ▾

P Overall Rating - Consistent with the assigned duties of the faculty member, the overall rating of this faculty is:

Faculty should be rated on a scale of 0 to 4 (4 - Exceptional, 3 - Clearly exceeds expectations, 2 - Meets expectations, 1 - Does not meet expectations, 0 - Unsatisfactory)

Ratings Level*	Select ▾

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