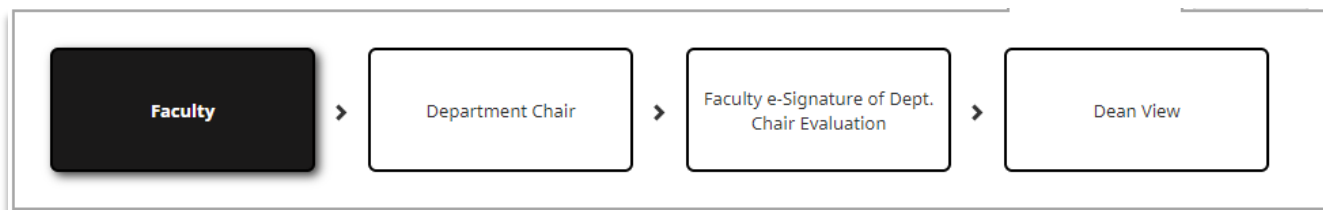


Annual Evaluation Instructions



Faculty Instructions

Tenured & Specialized Tracks (Clinical/Coordinators/Instructor/Lecturers)

1. Login to [Faculty Success](#).
2. Click **Workflow**.
3. From your **Inbox**, click your current **Workflow task**.
4. There are various components to the Annual Evaluation – Overview of Accomplishments (not required), Electronic OFD (Outline of Faculty Data), and Reassigned Time Request (if applicable). To view the Electronic OFD report that is automatically generated for you:
 1. Click the **PDF icon** next to the Electronic OFD. The Electronic OFD will open, and you will be able to view it. If there are corrections or other items need to be added, close the document and click **Save**.
 2. You will then need to click navigate to the **Activities** tab and make your corrections/additions.
 3. Once you have made your corrections/additions in the **Activities** tab, return to your Annual Review submission and refresh your report(s).
 - Click **Workflow Tasks**
 - Click your current Workflow Task
 - Click **Refresh Report** to re-run the report and reflect your changes.
5. Complete all **required fields (marked with a red asterisk)** and any additional option fields as needed/desired.
6. Click **Save** to save your progress and return later.
7. Click **Actions** and then **Submit** to submit your report.

NOTE: Submissions are final. Be sure your report is exactly what you intend to submit.

Faculty Instructions

Adjunct Faculty

1. Login to **Faculty Success**.
2. Click **Workflow**.
3. From your **Inbox**, click your current **Workflow task**.
4. There are various components to the Annual Evaluation – Overview of Accomplishments, Upload Syllabus for each course taught, and Supplemental Materials (not required).
5. Complete all **required fields (marked with a red asterisk)** and any additional option fields as needed/desired.
6. Click **Save** to save your progress and return later.
7. Click **Actions** and then **Submit** to submit your report.

NOTE: Submissions are final. Be sure your report is exactly what you intend to submit.

View Submission Status

1. Login to **Faculty Success**.
2. Click **Workflow**.

NOTE: You will see your submission in your History section. Check the **Current Step** column to see where your Workflow submission is in the overall process.

Faculty Response or e-Signature

1. Login to **Faculty Success**.
2. Click **Workflow**.
3. You will see you have a new task with **Faculty Response** or **Faculty e-Signature** in the Current Step status column.
4. Click the **task** to begin your acknowledgment.
5. View any comments or responses from the Department Chair or the Dean.
6. Select the **affirming statement** in the drop-down box.
7. Type your **name** in the textbox provided to certify that you have received your annual evaluation.
8. Click **Complete** once you have finished.

Department Chair Instructions

1. Login to [Faculty Success](#).
 2. Click **Workflow Tasks**.
 3. From your **Inbox**, click on the faculty member submission you wish to review. You will see the faculty member's name in the **Subject Column** in your inbox.
 4. Click any documents or reports to view them. They will open in a new screen.
 5. Upload or enter any comments you wish to add in the upload or comment box provided.
[Tenured/Specialized Tracks](#): Upload Evaluation Letter and enter assessment of Reassigned Time Outcomes, if applicable.
[Adjunct](#): Enter comments about **Evaluation of Teaching** and **Summary of Annual Performance**.
 6. Click **Submit** to move the faculty member's submission to the next step.
-

Dean Instructions

1. Login to [Faculty Success](#).
2. Click **Workflow Tasks**.
3. From your **Inbox**, click on the faculty member submission you wish to review. You will see the faculty member's name in the **Subject Column** in your inbox.
4. Click any **documents** or reports to view them. They will open in a new screen.
5. Add any comments you wish to add in the comment box provided.
6. Click **Actions** and then **Complete** to complete the faculty member's evaluation workflow.