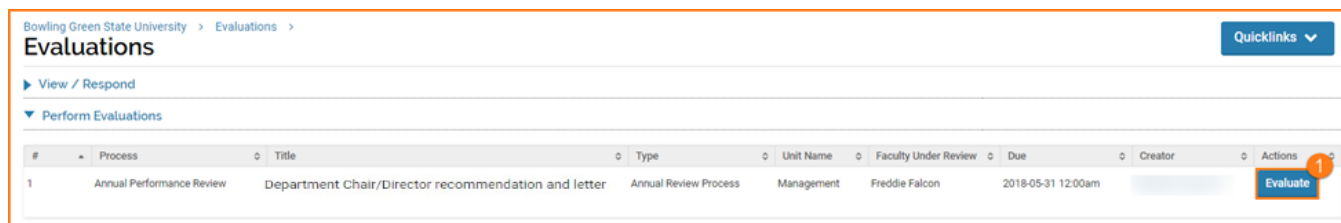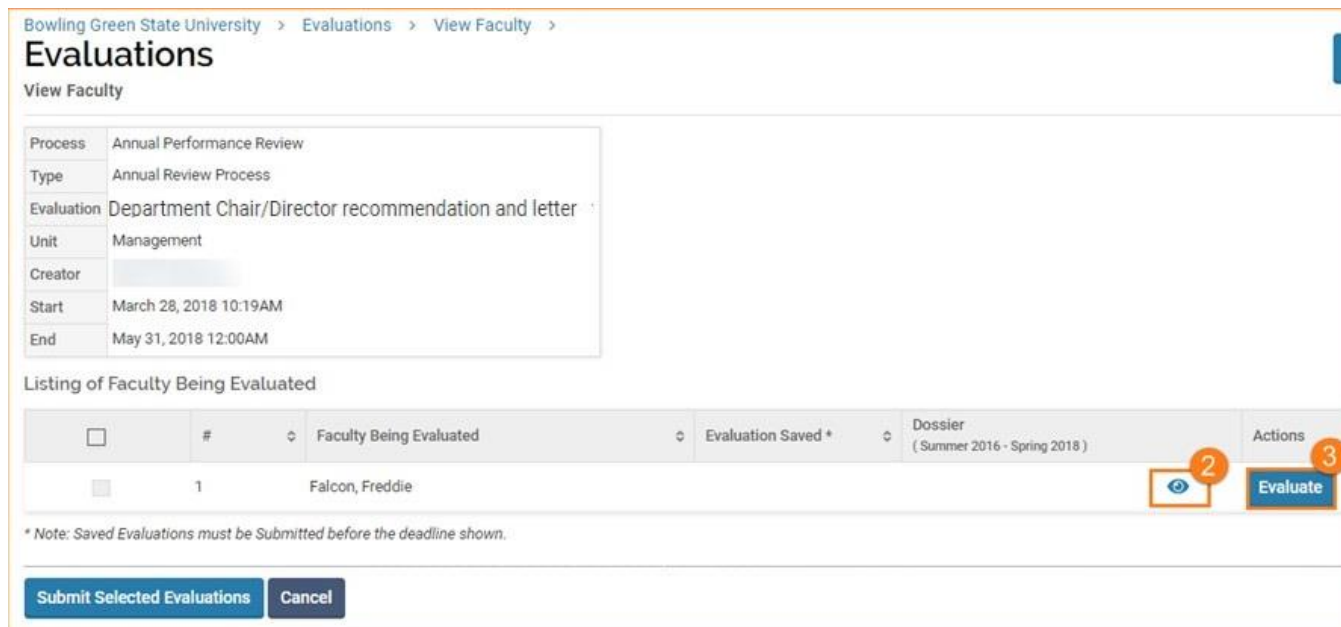## EVALUATIONS
Department Chair/Directors Completes Evaluation

Faculty members and administrators can be set up as evaluators in Faculty180 in order to review a candidate's dossier. An evaluator can be a faculty member serving on a tenure/promotion committee or an administrator serving as a chair, dean, or provost responsible for evaluating faculty performance. Evaluators are notified by e-mail when a dossier is available for review. A notification message will display in the Action Items on the Home Page. Reviewers can also access candidate's dossiers in the Evaluations section in the left hand navigation. When an evaluation is submitted or the due date for an evaluation has passed, the link to the evaluation is removed from the

1. Click the **Evaluate** button

2. Click the **View** icon to preview before submitting and close window when finished reviewing.
3. Click the **Evaluate** button when ready to submit.

Evaluations

Evaluate

A Evaluation Details

Evaluation Of	Freddie Falcon
Title	Department Chair/Director recommendation and letter
Type	Annual Review Process
Description	-
Evaluation Author	Name Withheld

B Input Form

Please attach letter at the bottom of this form.

Recommend*	For ▼ 4
Signature*	Sharon 5
Date*	2018-04-02 6

C Standard Evaluation Input 7

Evaluation	**B** *I* U | ≡ ≡ ≡ | ⋮≡ ⋮≡ | ≡ ≡ | Font Size ▾ | ⬚ ⬚ | ⬚ ⬚
	Path: p

❶ No attachments uploaded.

Attachment
Choose File	Review2018_...Falcon.docx

Add Another

Save 8 **Cancel**

4. Select **For** or **Against**
5. Type **Name**
6. Select **Date**
7. **Optional:** Type a brief explanation or attach a file
8. **Save**

9. **Check the box** to select the Faculty Being Evaluated
10. Click **Submit Selected Evaluations** – it is NOT submitted until this button is activated

11. Click **Submit**

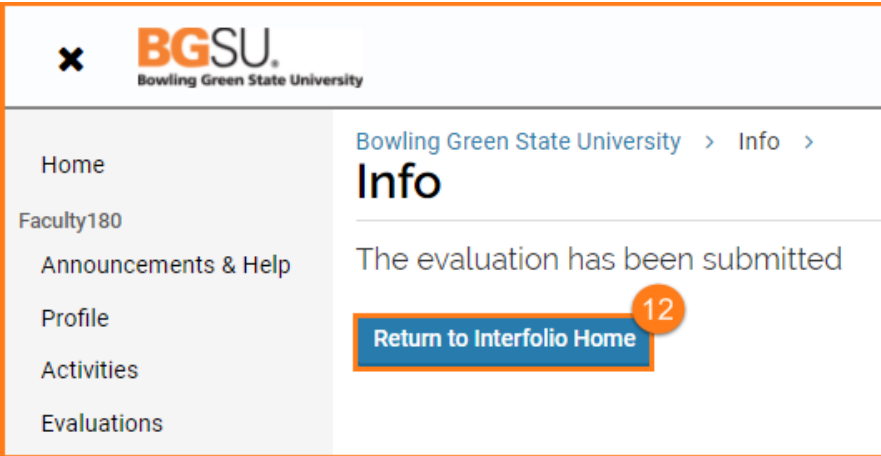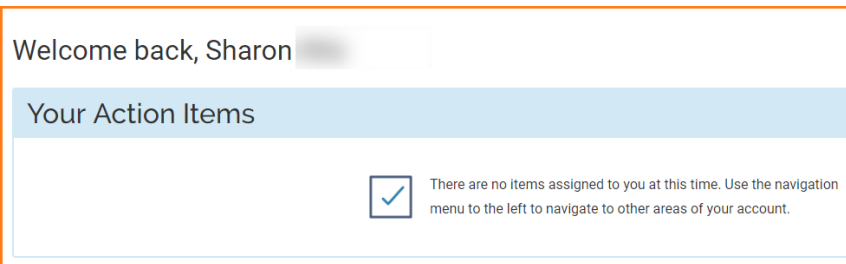12. Click Return to Interfolio (Faculty180) **Home**

13. The **Home** screen shows your Action Item completed!

If you are experiencing issues with logging in, browsers, printing, or some feature of the system is not working properly, contact the TSC at 2-0999. If you have questions about entering your activities or information in the system, which category to use for a specific activity, etc., contact faculty180@bgsu.edu for assistance.