HOW TO ACCESS AN EVALUATION FROM A PREVIOUS YEAR

1. On your Faculty180 dashboard, click on EVALUATIONS located on the left pane:

Announcements & Help					
Profile	Welcome back				
Activities					
Evaluations	Your Action Items				
Forms & Reports	Tour Action items				
Vitas & Biosketches	SPC Faculty Evaluation Form Summer - Spring				
Find Colleagues	Activity Input 2018-07-16 2:00 pm - 2019-06-30 11:59 pm Faculty 180				

2. Click on the eyeball corresponding to the evaluation year you want to access:

Home Faculty 180	Evaluations	Click on one o the evaluation	of the eyeballs corresponding to year that you want to access.						٥	Quicklinks 🗸		
Announcements & Help	View / Respond											
Profile	Process		*	# Evaluations	^	# Completed	^	# Responses	Last Comp	etion ^	Eval	luations
Activities	Adjunct Annual Evaluation 15-16			2		2		0	2016-08-17	17:10	7	0
Evaluations	Adjunct Annual Evaluation 16-17			2		2		0	2017-09-21	16:09		0
Forms & Reports	SPC FACULTY EVALUATION AND DEAN APP	ROVAL PROCESS 2017-2018		3		2		0	2018-09-26	22:05		0
Vitas & Biosketches	View All											

3. Click on the eyeball corresponding to either the Dept. Chair or Dean review:

Home Faculty 180	Evaluations Click on the that you wan	eyeball corresponding It to access (Dept. Cha	Quicklinks 🗸			
Profile	Process	Title	Type Author	Evaluation View /	Response	
Activities	SPC FACULTY EVALUATION AND DEAN APPROVAL	DEAN APPROVAL	Annual Steele, Jonathan	2018-08-31 3	-	
Evaluations	SPC FACULTY EVALUATION AND DEAN APPROVAL	SPC ADJUNCT FACULTY EVALUATION LIST	Annual Smith, Nancy F	2018-09-30 -	N/A	
Forms & Reports	PROCESS 2017-2018	2017 - 2018 SPC AD HINCT FACHETY EVALUATION LIST	Evaluation Annual Muchi Nathan T	23:59	N/A	
Find Colleagues	PROCESS 2017-2018	2017 - 2018	Evaluation	22:05	D/A	
	Co Pook					

4. Your evaluation will open. Clicking on the eyeball will access your evaluation form:

Home	Evaluations
Faculty 180	View / Respond
Announcements & Help	
Profile	View Previously Entered
Activities	A Evaluation Details
Evaluations	Title SPC FACULTY EVALUATION LIST 2017 - 2018
Forms & Reports	Type Annual Evaluation
Vitas & Biosketches	Terms Summer 2017 to Spring 2018
Find Colleagues	Description - Click on the eyeball to view your evaluation form.
Administration V	Author Nathan
	B Evaluation Documents
	Locked Documents
	Faculty Member A Form A Start Semester A End Semester A Locked Time A View A
	Sharon SPC Evaluation Summer 2017 Spring 2018 September 26 2018 22:09:41
	C Supplementary Forms
	Click links to view data.
	1. Evaluate Adjuncts on Sections You will see only one of these two options. 1. Dean Evaluation of Categories Click on it to access your classifications.
•	D Standard Evaluation Input
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