HOW TO EVALUATE YOUR FACULTY IN FACULTY180

Logging into Faculty180:

To log into Faculty180, visit https://iam-api.interfolio.com/users/sso_redirect?tenant_id=15281

If asked, enter your regular SPC credentials as you normally do when logging into MySPC.

Faculty teaching during the spring term should be asked to submit their forms only **after the academic year has officially ended and their SSI data has been posted on their forms**. You can look at their form at any time during the academic year even if they have not submitted their form.

To jump back to the main screen at any time, click on either the Home button located on the left pane, or click on the **SPC St. Petersburg College** logo located on the top-left corner of the page. **Don't forget to save your changes before the 30-minute timeout.**

Conducting an evaluation:

1. Click on the corresponding SPC evaluation list to open it:

Your Action Items

Complete Evaluation: SPC FULL-TIME FACULTY EVALUATION LIST
Faculty180 | Annual Evaluation | Faculty 180

Complete Evaluation: SPC CLINICAL ADJUNCT EVALUATION LIST
Faculty180 | Annual Evaluation | Faculty 180

Complete Evaluation: SPC ADJUNCT FACULTY EVALUATION LIST
Faculty180 | Annual Evaluation | Faculty 180

1 Click on the corresponding link. You may see only one of the three links, depending on the type of faculty that you supervise.

2. Click on the **blue eyeball** to open the faculty evaluation form. When done reviewing it, close it to return to your evaluation list:

Listing of Faculty Being Evaluated

	#	Faculty Being Evaluated	Evaluation Saved *	SPC Evaluation	Actions
	1	Christy		👁	Evaluate
	2	Charles		👁	Evaluate
	3	John		👁	Evaluate
	4	Kathleen		👁	Evaluate
	5	Koy		👁	Evaluate
	6	Lauren		👁	Evaluate
	7	Michael		👁	Evaluate
	8	Michele		👁	Evaluate

Submit Selected Evaluations   Cancel

3. On your evaluation list, click on **Evaluate** to open the following evaluation page:

A Evaluation Details

Evaluation Of	
Title	SPC FACULTY
Type	Annual Evaluation
Description	SPC adjunct faculty evaluation process
Evaluation Author	

B Custom Evaluation Forms & Faculty Classification Input Forms

Click links and fill out forms.

1. Evaluate Adjuncts on Sections
1. Dean Evaluation of Categories

> You will only see one of these two options, depending on the type of faculty that you are evaluating.

C Standard Evaluation Input

Evaluation

[Rich text editor toolbar: + 11pt B I U align options, lists, indent, clear formatting, code]

0 WORDS

Attachment	Type	Lock *(faculty cannot delete)*
Choose File No file chosen	Select ▾	☑

Add Another

Save **Cancel**

3a. Click on **Evaluate Adjuncts on Sections** or **Dean Evaluation of Categories** to open the classifications page. Scroll to the right, select the values, and click on **Submit Classifications**:

Classification	Value
Scroll all the way to the right to select the values	
1. Demonstrates Currency and Scope of Academic Knowledge by: (1) Demonstrating current knowledg	Select
2. Demonstrates Student Engagement By: 1) Developing/updating course materials that reflect high qu	Select
3. Demonstrates Course Management by: 1) Keeping timely and accurate records (e.g. grades, attenda	Select
4. Demonstrates Student Support By: 1) Offering availability outside of class to help students (tutoring	Select

Submit Classifications **Cancel**

3b. Enter your evaluation comments in the Evaluation box as shown below, then click on the Save button. If you want to upload a document (an observation form, for example), use the Attachment box.

C Standard Evaluation Input

Evaluation	**Enter your evaluation comments in this box, then click on the Save button at the bottom.**	
		0 WORDS

Attachment	Type	Lock *(faculty cannot delete)*
Choose File No file chosen	Select ▼	☑

Add Another

Save **Cancel**

Back on your evaluations list, you will notice a **Not Submitted** stamp under the "Evaluation Saved" column indicating that you have entered either the classifications and/or evaluation comments for that specific faculty on you list.

4. On the left side, place a checkmark on all the completed evaluations you want to submit:

Listing of Faculty Being Evaluated

☐	#	Faculty Being Evaluated	Evaluation Saved *	SPC Evaluation	Actions
☐	1	Christy		👁	Evaluate
☐	2	Charles		👁	Evaluate
☑	3	John	✔ Not Submitted	👁	Evaluate
☐	4	Kathleen		👁	Evaluate
☐	5	Koy		👁	Evaluate
☐	6	Lauren		👁	Evaluate
☑	7	Michael	✔ Not Submitted	👁	Evaluate
☐	8	Michele		👁	Evaluate

Submit Selected Evaluations **Cancel**

5. Finally, click on the **Submit Selected Evaluations** button to finish the process.

Deans: Your full-time faculty can now log-in and reply to your comments.
Chairs: Your adjunct faculty can now read your comments but not reply. Instead, they will be able to reply to your Dean once he or she completes the "Dean Approval" step.

OPTIONAL: ACCESS YOUR ADMIN LIST TO EMULATE AS YOUR FACULTY

Emulating as one of your faculty is optional but sometimes useful. For this part, you will be using an alternative list known as the Admin List. To open it, follow the "AAA" steps:

1. Click on the **A**dministration button located on the left pane.
2. A submenu appears. Click on **A**dministration.
3. Move the cursor to the right side and click on **A**pprove Faculty Input.
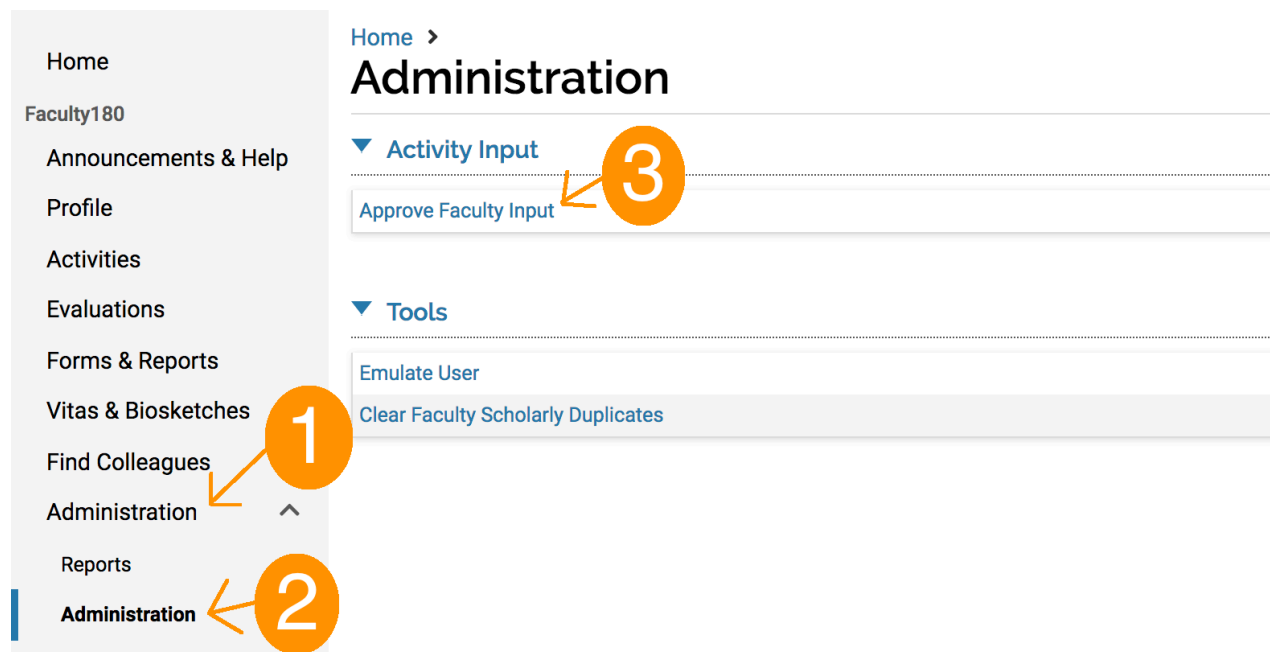
Click on the **blue eyeball icon** for the item **SPC Full-time Faculty Evaluation Summer 20**
- Spring 20**, **SPC Adjunct Faculty Evaluation Summer 20** - Spring 20****, or **SPC Clinical
Faculty Evaluation Summer 20** - Spring 20**** as shown in the following image. You might
need to scroll all the way to the right side to see the blue eyeball icon:

The following input workflows are available based upon the faculty members appointed and your administrative rights.

Search:

Title	Faculty Input Opens	Faculty Input Is Due	Count of Faculty	% of Faculty Who Have Submitted	# of Approval Steps	% Completed	Actions
SPC Adjunct Faculty Evaluation Form Summer 20** - Spring 20**	2017-11-16 4:11PM	2018-06-30 11:06PM	5	0%	2	0%	✉ 👁
SPC Clinical Adjunct Evaluation Form Summer 20** - Spring 20**	2017-11-16 4:11PM	2018-06-30 11:06PM	1	0%	2	0%	✉ 👁
SPC Full-time Faculty Evaluation Form Summer 20** - Spring 20**	2017-11-16 5:11PM	2018-06-30 11:06PM	5	20%	2	0%	✉ 👁

Click on the blue eyeball. You may see only one eyeball, depending on the type of faculty that you supervise.

If the **blue eyeball icon** does not appear, please go back to the dashboard by clicking on either the **Home** button or the **SPC St. Petersburg College** logo located on the top-left corner of the screen, then try again starting from step 1. Due to a sporadic system glitch, you might have to try 2 to 3 times until it works.

A new screen like the one shown below will appear. Scroll all the way to the right side if needed and click on the top **blue eyeball icon** that corresponds to either your main department (if you are a Dept. Dean) or your name (if you are a Dept. Chair). Your screen will appear similar to the one below:

The following input workflows are available based upon the faculty members appointed and your administrative rights.

Unit	Total Faculty	Faculty in Workflow	Complete your form before submitting	Evaluator Review	Approve
Communication Department	222	31	0	0	👁
COM	0	0	-	-	
COMM-LD	36	3	0	0	👁
COMM-UD	2	1	0	0	👁
David	14	0	-	-	
ESL-LD	2	0	-	-	
FORLANG-LD	23	7	0	0	👁

Again, if the **blue eyeball icon** on the right side doesn't show up, please click on the **SPC St. Petersburg College** logo located on the top-left corner of the screen and then try the same steps again starting from step 1. You might have to do this 2 to 3 times until it works. Once you have reached your Admin List, it will look like the one on the following image:

Administration

Quickl

Approve Faculty Input

Details	
Process	SPC Full-time Faculty Evaluation Form Summer 20█ - Spring 20█
Form	SPC Full-time Faculty Evaluation Form
Start Date	20█-12-17 12:00AM
Due Date	

Faculty
13 Faculty Members Have Been Individually Selected
13 Faculty Selected

Refresh Report

The following input workflows are available based upon the faculty members appointed and your administrative rights.

Search:

#	Faculty ID	First Name	Last Name	Unit Assigned	Employment Status	Faculty Submitted Date	Evaluator Review Date	Email Faculty	View and Approve	Printable Version
1	201	Jennifer	R	College of Education	Full Time	20█-05-21 5:29PM Submitted Jennifer	-	✉	👁	👁
2	207	Michael	M	College of Education	Full Time	20█-04-30 10:21AM Submitted Michael	-	✉	👁	👁
3	202	Robert	H	College of Education	Full Time	-	-	✉	👁	👁

Faculty that have submitted their evaluation form will display the **Submitted** stamp under the *Faculty Submitted Date* column.

Clicking on one of the **blue eyeball icons** under the **View and Approve** column allows you temporarily log in as that faculty member**.** This feature is called emulation mode. Once emulation mode starts, you'll see the faculty evaluation form as shown on the next page.

From the top of the form, you have three options:

1. Clicking on **Mark as Approve** places a stamp under the **Evaluator Review Date** column on your Admin List to remind you that you have reviewed the corresponding form. Keep in mind: Approving a form does not equal to evaluating a form.

2. If you believe that some of the required modules are not complete, click on **Return for Further Input**. This sends the form back to your faculty member and lets you write a brief message that will appear at the top of their form. It is strongly recommended that you also notify faculty via e-mail if you return their form.

3. If you don't need to return the form or mark it as approved, **please do not forget** to exit out of emulation mode by clicking on **Exit Emulation** at the top-right corner.

To help your faculty, please share the following Faculty180 Resource Page that includes detailed tutorials on how to log in and complete the SPC evaluation form:

http://cetl.spcollege.edu/faculty180

Although CETL does not conduct any type of faculty evaluations, this tutorial has been created to assist you with the SPC faculty evaluation process. If you are missing faculty on your evaluation list, need to add faculty, move faculty who have changed departments, remove faculty who have retired or left the college, or report technical issues that won't allow you to evaluate your faculty in Faculty180, please send a brief description of your request to the e-mail address below. Thank you.

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