

How to complete the Dean Approval step (Deans only)

1. Click on the **Complete Evaluation: DEAN APPROVAL** hyperlink located on the Faculty180 dashboard.

Your Action Items

Complete Evaluation: DEAN APPROVAL
Faculty180 | Annual Evaluation | Faculty 180

2. A list with your Dept. Chairs' adjunct instructors will appear. Click on the **blue eyeball icon** to open their form.

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	SPC Adjunct Evaluation (Summer 2017 - Spring 2018)	Actions
<input type="checkbox"/>	1	George			Evaluate
<input type="checkbox"/>	2	Damarie			Evaluate

3. After clicking on the eyeball icon, the form will open either on a separate browser tab or window. You can scroll up and down to review the form. Hyperlinks to previous completed evaluations are provided at the bottom of the form, under the "Process" column as shown below.

Evaluations

Process	Title	Type
SPC FACULTY EVALUATION AND DEAN APPROVAL PROCESS 2017-2018	SPC ADJUNCT FACULTY EVALUATION LIST 2017 - 2018	Annual Evaluation

If the hyperlink is absent: This means your Dept. Chair is still working on the evaluation, or the faculty member account is currently inactive. Please send an e-mail to capobianco.marco@spcollege.edu to request a copy of a previous evaluation.

→ **If the hyperlink is visible:** Clicking on the link will open a new browser tab or window displaying the Dept. Chair's evaluation results. An example is shown below:

C Custom Evaluation Forms & Faculty Classification Input Forms

Click links to view data.

1. [Evaluate Adjuncts on Sections](#)

D Standard Evaluation Input

Evaluation	Dept. Chair or Program Director's comments appear here. If this box is empty, the Dept. Chair or Program Director might still be in the process of evaluating the faculty.
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7. Place a checkmark in the small box for each faculty member's evaluation that you want to submit, then scroll down and click on **Submit Selected Evaluations** (Please note that you won't be able to place the checkmark until after step #5).

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	SPC Adjunct Evaluation (Summer 2018 - Spring 2019)	Actions
<input checked="" type="checkbox"/>	1	George	✓ Not Submitted		<button>Evaluate</button>
<input checked="" type="checkbox"/>	2	Damarie	✓ Not Submitted		<button>Evaluate</button>

Submit Selected EvaluationsCancel

Once submitted, the faculty member's name will disappear from the list. Once all the faculty evaluations are submitted, the **Complete Evaluation: DEAN APPROVAL** hyperlink will disappear from your Faculty180 dashboard.

The most recent version of this tutorial and many more are available on our Faculty180 Resource Page at <http://facultysupport.spcollege.edu/faculty180>

If you need to add, move, or remove faculty on your evaluation lists, or need assistance with the Faculty180 interface, please send an e-mail to capobianco.marco@spcollege.edu

Regards,

Marco Capobianco

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