## How to complete the Dean Approval step (Deans only)

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



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

# ≎	Faculty Being Evaluated	\$ Evaluation Saved *	¢	SPC Adjunct Evaluation (Summer 2017 - Spring 2018)	Actions
1	George			0	Evaluate
2	Damarie			0	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	\$ Туре 🗘
SPC FACULTY EVALUATION AND DEAN APPROVAL PROCESS 2015-2016	SPC ADJUNCT FACULTY EVALUATION LIST 20% - 20%	Annual Evaluation
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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. <u>Evaluate Adjuncts on Sections</u>

D Standard Evaluation Input

	Dept. Chair or Program Director's comments appear here.
Evaluation	If this box is empty, the Dept. Chair or Program Director
	might still be in the process of evaluating the faculty.

4. Once you have reviewed the comments and classifications, close any additional browser tabs or windows to go back to the list of adjuncts.

Listing of Faculty Being Evaluated											
	# :	C Faculty Being Evaluated	\$	Evaluation Saved *	\$	SPC Adjunct Evaluation (Summer 2017 - Spring 2018)	Actions				
	1	George				•	Evaluate				
	2	Damarie				0	Evaluate				

5. As a Dean, you **are not required** to enter comments for an adjunct faculty evaluation. You are only required to checkmark and submit your Dean Approval list. To do so, you will first need to enable the checkboxes. Please click on each of the **Evaluate** buttons located on the right side of the faculty list. A new browser tab or window will open, allowing you to either enter your own comments or leave it blank (see screenshot below). When ready, scroll down and click on **Save**. Then repeat the process for the rest of the faculty on your list.

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	You don't need to enter any comments here since your Dept. Chair is taking care of that part of the evaluation process. Just scroll down and click on <b>Save</b> .													are		
Evaluation	If you do have additional comments to make, you can enter them here, then scroll down and click on <b>Save</b> when ready.															
	P 51 WORDS															
! No atta	chment	s uploaded.														
Attachment						Т	ype		(facult)	Lock canno	t delet	e)				
Choose Fi	le No f	ile chosen				Selec	t	•		1						
Add And	other															

6. Back on the list of adjuncts, you will notice a checkmark followed by a "Not Submitted" stamp for those adjuncts that you have already reviewed. This is completely normal, letting you know that you can mark the checkbox and submit when ready.

# ≎	Faculty Being Evaluated	\$ Evaluation Saved *	\$ SPC Adjunct Evaluation (Summer 2017 - Spring 2018)	Actions
1	George	Not Submitted	0	Eval
2	Damarie	Not Submitted	0	Eval

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Listing of Faculty Being Evaluated

 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

	# ≎	Faculty Being Eva	luated \$	Evaluation Saved * \$ SPC Adjunct Evaluation (Summer 2057 - Spring 2016)		Actions	
	1	George		Not Submitted		٥	Evaluate
	2	Damarie		Not Submitted		٥	Evaluate
Submit	Selecte	ed Evaluations	Cancel				

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 <a href="http://facultysupport.spcollege.edu/faculty180">http://facultysupport.spcollege.edu/faculty180</a>

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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