
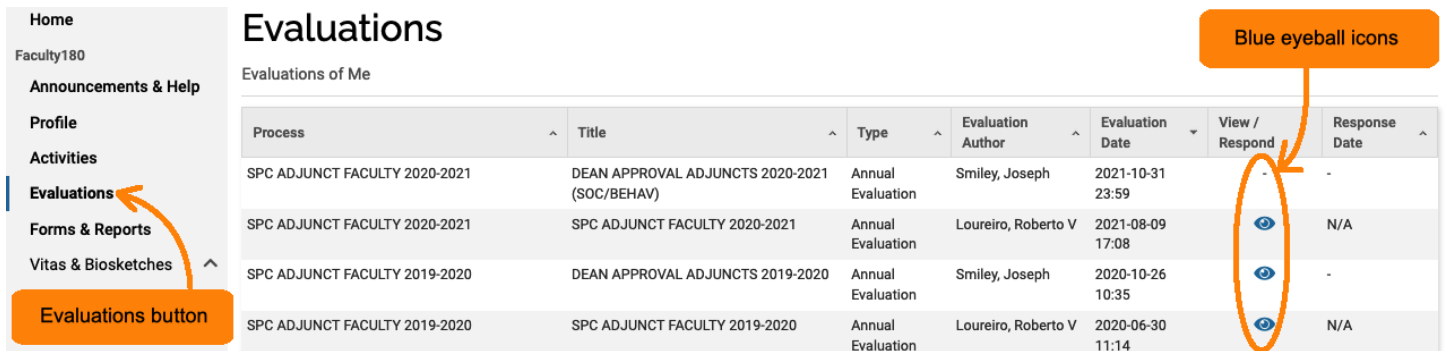





How to respond to your completed evaluation results and access previous evaluations

After submitting your form and nearing the end of the evaluation process, your Associate or Assistant Dean will be reviewing your entries, conducting the evaluation, and posting their comments.

Once your Associate or Assistant Dean's evaluation of your form is approved by your Dean, you can add your own comments in order to electronically sign your evaluation. To do so, please follow these steps:

1. Log in to Faculty 180 at https://iam-api.interfolio.com/users/sso_redirect?tenant_id=15281
2. Click on the **Evaluations** button located on the left pane. If the left pane is not visible, you might need to expand it by clicking on the  icon.
3. A list of processes will be displayed. For each year, two separate processes are created. One is your evaluator's comments (Associate or Assistant Dean), and the other one is the Dean Approval of the evaluation. Look for the **SPC ADJUNCT FACULTY** process that has the name of your evaluator under the **Evaluation Author** column. Then click on the corresponding **blue eyeball icon** located on the right side of the page under the **View/Respond** column (you might need to scroll the page all the way to the right side). If showing as *In Progress*, please wait for your evaluator to complete and submit the evaluation. If the evaluation process has already concluded and there is no blue eyeball available, then an evaluation might have not been submitted.



Process	Title	Type	Evaluation Author	Evaluation Date	View / Respond	Response Date
SPC ADJUNCT FACULTY 2020-2021	DEAN APPROVAL ADJUNCTS 2020-2021 (SOC/BEHAV)	Annual Evaluation	Smiley, Joseph	2021-10-31 23:59	-	-
SPC ADJUNCT FACULTY 2020-2021	SPC ADJUNCT FACULTY 2020-2021	Annual Evaluation	Loureiro, Roberto V	2021-08-09 17:08		N/A
SPC ADJUNCT FACULTY 2019-2020	DEAN APPROVAL ADJUNCTS 2019-2020	Annual Evaluation	Smiley, Joseph	2020-10-26 10:35		-
SPC ADJUNCT FACULTY 2019-2020	SPC ADJUNCT FACULTY 2019-2020	Annual Evaluation	Loureiro, Roberto V	2020-06-30 11:14		N/A

4. A page with your evaluation details will appear. **Please note that you can only read comments in this section.** When ready to enter your own comments, scroll down to the bottom of the page and click on **Cancel**.

Evaluations

View / Respond

A Evaluation Details

Title	SPC ADJUNCT FACULTY 2019-2020
Type	Annual Evaluation
Terms	Summer 2019 to Spring 2020
Description	SPC adjunct faculty evaluation process corresponding to the academic year of summer 2019 - spring 2020.
Author	Evaluator's name appears here

B Evaluation Documents

Locked Documents

Faculty Member	Form	Start Semester	End Semester	Locked Time	View
Faculty member's name appears here	SPC Adjunct Evaluation	Summer 2019	Spring 2020	October 26 2020 11:02:29	

C Supplementary Forms

Click links to view data.

1. [Evaluate Adjuncts on Sections](#)  Opens your classifications

 Opens your evaluation form

D Standard Evaluation Input

Evaluation	General Comments: Evaluator's comments appear here.
------------	---

Cancel

- Look for the process **SPC ADJUNCT FACULTY** followed by the title **Dean Approval Adjuncts** together with your **Department Dean's** name under the Evaluation Author column. Click on the corresponding **blue eyeball icon** under the **View/Respond** column. If it's showing as *In Progress* under the Evaluation Date column, then please wait for your Dean to approve the evaluation. If the evaluation process has already concluded and there is no blue eyeball available, then a Dean Approval might have not been submitted.

Evaluations

Evaluations of Me

Process	Title	Type	Evaluation Author	Evaluation Date	View / Respond	Response Date
SPC ADJUNCT FACULTY 2020-2021	DEAN APPROVAL ADJUNCTS 2020-2021 (SOC/BEHAV)	Annual Evaluation	Smiley, Joseph	2021-10-31 23:59	-	-
SPC ADJUNCT FACULTY 2020-2021	SPC ADJUNCT FACULTY 2020-2021	Annual Evaluation	Loureiro, Roberto V	2021-08-09 17:08		N/A
SPC ADJUNCT FACULTY 2019-2020	DEAN APPROVAL ADJUNCTS 2019-2020	Annual Evaluation	Smiley, Joseph	2020-10-26 10:35		-
SPC ADJUNCT FACULTY 2019-2020	SPC ADJUNCT FACULTY 2019-2020	Annual Evaluation	Loureiro, Roberto V	2020-06-30 11:14		N/A

- A View/Respond page will appear. Scroll down to add your comments in the **Response** box.
Note: Even though your Assistant or Associate Dean is your assigned evaluator, your comments are addressed directly to your Department Dean.

A Evaluation Details

Title: Dean Approval: Dr. Smith
 Type: Annual Evaluation
 Terms: Summer to Spring
 Description: -
 Author: Dr. Smith

B Evaluation Documents

Locked Documents

Faculty Member	Form	Start Semester	End Semester	Locked Time	View
Mark	SPC Adjunct Faculty Evaluation				

C Standard Evaluation Input

Evaluation: No evaluation given at this time.
 No attachments uploaded.

D Response

Response:

Attachment: No file chosen | Type: Select | Lock: (faculty cannot delete)

- Once you have added your comments, scroll down to the bottom of the page and click on **Save and Go Back**. Keep in mind that you have a limited time to enter your own comments (about 4 weeks after your Dean has approved the evaluation). This step completes and **electronically signs** your evaluation. No additional steps are required until next year's evaluation.

Printing Your Evaluation

To open your completed evaluation form, click on the **blue eyeball icon** located under the **View** column of the section *Evaluation Documents* as shown on the illustration above. This will open a webpage in a new window or browser tab displaying your completed evaluation form. To print the webpage (or any webpage in your web browser) on a Windows computer, hold down the **Ctrl** key on your keyboard and then tap the **P** key on your keyboard. On a MAC computer, hold down the **Command** key on your keyboard, and then tap the **P** key on your keyboard. This will open the traditional printing window from where you can select the printer, amount of copies, and other options besides the print button. **(Note:** To print as a PDF document, select **PDF** from the list of available printers. If you are not sure if your assigned SPC computer has an option to print as a PDF document, please consult this technical feature with your campus TRS team.

Please read this tutorial thoroughly. For assistance with technical issues in Faculty180 that affect your ability to complete the evaluation form (excluding The SSI Assessments website and MyCourses), please contact Marco Capobianco -- CETL's Technical Support Specialist at capobianco.marco@spcollege.edu

Thank you for all that you do for our students and colleagues to support successful teaching and learning!