
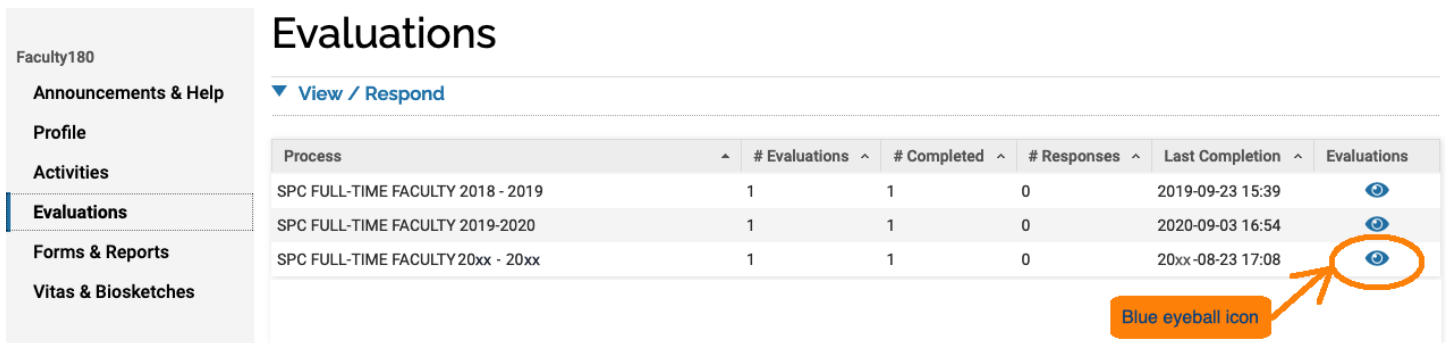





How to respond to your completed evaluation results and access previous evaluations

After submitting your form and nearing the end of the evaluation process, your Dean or Program Director will be reviewing your entries, conducting the evaluation, and posting a comment for you to reply.

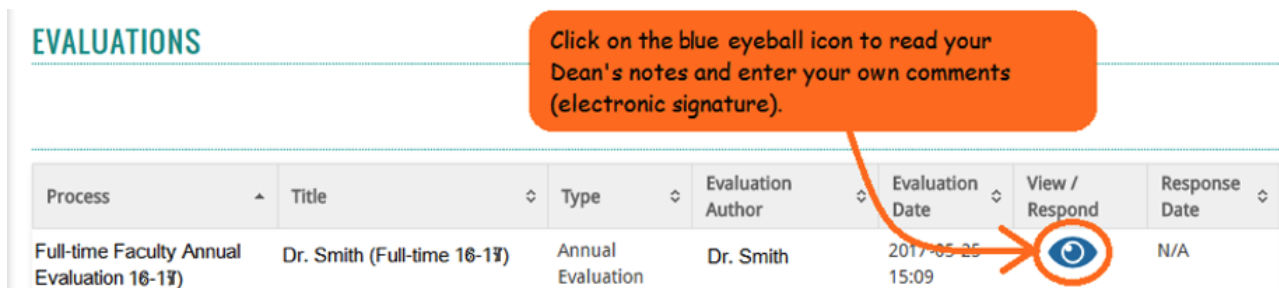
Once the evaluation of your form is submitted by your Dean or Program Director, you can add your own comments in order to electronically sign your evaluation. To do so, please follow these steps:


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. An evaluations page will appear. Look for the item named **SPC FULL-TIME FACULTY** followed by the corresponding evaluation year. Click on the **blue eyeball icon** located on the right side of the page under the **Evaluations** column (you might need to scroll the page all the way to the right side).



Process	# Evaluations	# Completed	# Responses	Last Completion	Evaluations
SPC FULL-TIME FACULTY 2018 - 2019	1	1	0	2019-09-23 15:39	
SPC FULL-TIME FACULTY 2019-2020	1	1	0	2020-09-03 16:54	
SPC FULL-TIME FACULTY 20xx - 20xx	1	1	0	20xx-08-23 17:08	

4. Another evaluations page will appear. Look again for the item **SPC FULL-TIME FACULTY** followed by the corresponding evaluation year. Your Dean's name will appear under the **Evaluation Author** column. Click on the corresponding **blue eyeball icon** located on the right side of the page under the **View/Respond** column. If showing as *In Progress* under the Evaluation Date column, then please wait for your Dean or Program Director to complete and submit the evaluation. The name of the process might look slightly different on your screen.




Process	Title	Type	Evaluation Author	Evaluation Date	View / Respond	Response Date
Full-time Faculty Annual Evaluation 16-17)	Dr. Smith (Full-time 16-17)	Annual Evaluation	Dr. Smith	2017-05-25 15:09		N/A

5. Once you click on the **blue eyeball icon**, the View/Respond page will load up on your. Your Dean's or Program Director's notes will be displayed in the **Evaluation** box. When ready, scroll down to add your comments in the **Response** box (screenshot on next page).

Evaluation Documents

Locked Documents

Faculty Member	Form	Start Semester	End Semester	Locked Time	View
Mark	SPC Full-time Faculty Evaluation	Summer 2018	Spring 2017	June 2018	

Standard Evaluation Input

Evaluation

Your Dean's or Program Director's notes will appear in this box.

Response

Enter your comments in this box. This will electronically sign your evaluation.

Attachment

No attachments uploaded.

Click on "Save and Go Back" after entering your comments.

Save and Go Back Cancel

- When ready, 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 or Program Director submits the evaluation), which 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!