

HOW TO EVALUATE YOUR FACULTY IN FACULTY180

Logging into Faculty180:

To log into Faculty180, please visit <https://facultysupport.spcollege.edu/faculty180/>

If prompted, please enter your standard SPC credentials, as you would when accessing MySPC.

When completing your evaluations, please ensure that you save your changes before the 30-minute timeout to avoid losing any work.

Conducting an evaluation:

1. Click on the corresponding SPC evaluation link 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 icon to open the faculty evaluation form. After reviewing it, please close it to return to your evaluation list. If the form you accessed appears blank, it may be that the faculty member has **not submitted** it or that the information was entered under an **incorrect academic term**. Please feel free to contact me at capobianco.marco@spcollege.edu so I can verify any potential discrepancies.

Listing of Faculty Being Evaluated

	#	Faculty Being Evaluated	Evaluation Saved *	SPC Evaluation	Actions
<input type="checkbox"/>	1	Christy			<input type="button" value="Evaluate"/>
<input type="checkbox"/>	2	Charles			<input type="button" value="Evaluate"/>
<input type="checkbox"/>	3	John			<input type="button" value="Evaluate"/>
<input type="checkbox"/>	4	Kathleen			<input type="button" value="Evaluate"/>
<input type="checkbox"/>	5	Koy			<input type="button" value="Evaluate"/>
<input type="checkbox"/>	6	Lauren			<input type="button" value="Evaluate"/>
<input type="checkbox"/>	7	Michael			<input type="button" value="Evaluate"/>
<input type="checkbox"/>	8	Michele			<input type="button" value="Evaluate"/>

3. From your evaluation list, please click on one of the **Evaluate** buttons. A page similar to the one shown below will then open:

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	+ 11pt	B <i>I</i> <u>U</u>	☰ ☰ ☰ ☰	☰ ☰ ☰ ☰	☰ ☰ ☰ ☰	<i>I</i> _x <>
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On section **B**, click on **Evaluate Adjuncts on Sections** or **Dean Evaluation of Categories** to open the classifications page. Scroll to the right and select an appropriate value for each classification. Once you have completed all four selections, be sure to scroll to the left and click **Submit Classifications** to finalize your entries:

Classification	Value
1. Demonstrates Currency and Scope of Academic Knowledge by: (1) Demonstrating current knowledge	Select
2. Demonstrates Student Engagement By: 1) Developing/updating course materials that reflect high quality	Select
3. Demonstrates Course Management by: 1) Keeping timely and accurate records (e.g. grades, attendance)	Select
4. Demonstrates Student Support By: 1) Offering availability outside of class to help students (tutoring)	Select

Submit Classifications **Cancel**

On section **C**, **Standard Evaluation Input** (as illustrated on the next page), please enter your evaluation comments in the **Evaluation** field as illustrated below, and then click **SAVE CHANGES** to record your input. If you need to upload a supporting document (e.g., an observation form), please use the **Attachment** field provided.

C Standard Evaluation Input

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Please complete the "Evaluate Adjuncts on Sections" above, enter your evaluation comments here, add any attachments below, then click on SAVE CHANGES at the bottom of this page.

p
28 words

Attachment ?	Type	Lock <small>(faculty cannot delete)</small>
<input type="button" value="Upload File"/> NO FILE UPLOADED	<input type="button" value="Select"/>	<input checked="" type="checkbox"/>

Back on your **evaluations list**, a **Not Submitted** stamp in purple will appear under the **“Evaluation Saved”** column. This indicates that you have entered either the **classification values** and/or **evaluation comments** for that specific faculty member (please see below).

#	Faculty Being Evaluated	Evaluation Saved *	SPC Evaluation	Actions
1	Christy		👁	<input type="button" value="Evaluate"/>
2	Charles		👁	<input type="button" value="Evaluate"/>
<input checked="" type="checkbox"/>	John	✔ Not Submitted	👁	<input type="button" value="Evaluate"/>
<input type="checkbox"/>	Kathleen		👁	<input type="button" value="Evaluate"/>
<input type="checkbox"/>	Koy		👁	<input type="button" value="Evaluate"/>
<input type="checkbox"/>	Lauren		👁	<input type="button" value="Evaluate"/>
<input checked="" type="checkbox"/>	Michael	✔ Not Submitted	👁	<input type="button" value="Evaluate"/>
<input type="checkbox"/>	Michele		👁	<input type="button" value="Evaluate"/>

4. On the first column, place a checkmark next to each completed evaluation that you wish to submit. Alternatively, you can select **all completed evaluations** on your list by placing a **checkmark** in the top checkbox of the first column.

5. Finally, click the **Submit Selected Evaluations** button to complete the evaluation process.

Deans: Your full-time faculty can now log-in and respond to your comments.

Assistant/Associate Deans: Your adjuncts can view your comments but cannot respond at this time. They will be able to reply to your Dean once the **Dean Approval** step is completed.

OPTIONAL: ACCESS YOUR ADMIN

In addition to the standard evaluation list, there is an administration list that indicates when each faculty member submitted their evaluation form. To access this list, follow the “AAA” steps below:

1. Click the **Administration** button located on the left pane.
2. A submenu appears. Click the **Administration** option.
3. Click the **Approve Faculty Input** option on the main screen.

The screenshot shows the Administration interface. On the left sidebar, the 'Administration' menu item is highlighted with a blue bar and a callout '2'. Above it, the 'Administration' submenu is expanded, with 'Administration' selected and a callout '1'. In the main content area, the 'Activity Input' section is expanded, and the 'Approve Faculty Input' button is highlighted with a callout '3'.

Similar to the illustration below, a list of current evaluation processes will appear. Click on the **blue eyeball icon** for the title that corresponds to your evaluation list. You may need to scroll all the way to the right side to see the blue eyeball icon:

i 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.

A screen like the one illustrated below will appear. If necessary, scroll to the far right side of the page and click the top **blue eyeball icon** corresponding to your department name. This will open a screen similar to the one shown below:

i 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	

Your Admin List will look similar to the illustration below:

Administration

Quick

Approve Faculty Input

Details		Faculty
Process	SPC Full-time Faculty Evaluation Form Summer 2020 - Spring 2021	13 Faculty Members Have Been Individually Selected
Form	SPC Full-time Faculty Evaluation Form	
Start Date	2020-12-17 12:00AM	
Due Date		

13 Faculty Selected

[Refresh Report](#)

i 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	2020-05-21 5:29PM Submitted Jennifer				
2	207	Michael	M	College of Education	Full Time	2020-04-30 10:21AM Submitted Michael				
3	202	Robert	H	College of Education	Full Time					

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

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

Faculty name appears here

Emulation Details Exit Emulation

SPC St. Petersburg College

Your name appears here

Quicklinks

Home > Forms & Reports >

Forms & Reports

Annual Faculty Activities

SPC Faculty Evaluation Form

Activity Period: Summer - Spring

Status: Submitted

Mark as Approved Return for Further Input Cancel

JUMP TO SECTION

Click here to expand the modules on the evaluation form

SHOW ALL HIDE ALL

A. ADJUNCT FACULTY INSTRUCTIONAL STRATEGIES

Help ? + ADD VIEW ALL

1. Describe how you engaged your students, managed your courses, and supported your students over the last academic year.
 2. Specifically address the challenges and successes you experienced while teaching.
 3. Include your reflections on your SSI Data and Student Success Rates Data. You may reflect on all of your courses collectively, if you choose.

Narrative Self-assessment Start Semester ACTIONS

In emulation mode, please click **SHOW ALL** to expand all modules on the form. Three options are available for selection:

1. To add a timestamp under the **Evaluator Review Date** column of your Admin List, click **Mark as Approved**. This action serves as a reminder that you have reviewed the corresponding form. **Please note:** Marking as approved is not required and does not constitute evaluating a form.
2. If you believe that any required modules are incomplete, click **Return for Further Input**. This action returns the evaluation form to the faculty member's dashboard for further completion. It is strongly recommended that you notify the faculty member via **phone or email** when returning their form.
3. If you do not need to mark the form as approved or return it for further input, please remember to **exit emulation mode** by clicking **Exit Emulation** in the top-right corner.

To assist your faculty, please share the following **Faculty180 Resource Page**, which includes **login information, tutorials, and submission deadlines**:

<https://facultysupport.spcollege.edu/faculty180/>

Although CETL does not conduct faculty evaluations, this tutorial has been created to guide you through the **SPC faculty evaluation process**. If you or your faculty encounter technical issues in Faculty180, or you need to add/remove faculty on your evaluation list, please send an email to the contact below. Thank you.

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