ANNUAL EVALUATION GUIDE FOR FACULTY

▶ Overview

The Nevada System of Higher Education (NSHE) requires all faculty members to be evaluated in writing at least once annually. At UNLV, all full-time academic faculty members (including faculty-in-residence and lecturers) are evaluated for the calendar year (January 1 through December 31) during the first three months of the following year.

The current evaluation process is fully electronic and carried through UNLV Folio.

▶ Annual Evaluation Timeline

Below is a timeline detailing the processes that occur and their respective due date:

- **January 2nd - 29th** - The faculty member completes and submits their Faculty Annual Achievement Report (FAAR), supplemental materials (optional) that may be required by your department, and the COVID-19 Impacts statement (recommended, but optional) to their supervisor (generally the faculty member's Department Chair or Dean).

- **February 1st - 26th** - Supervisors complete the Faculty Annual Evaluation Report and reviews the report with the faculty member. The faculty member should acknowledge the receipt of their Annual Evaluation Report by completing the sign-off form in UNLV Folio within a week of receiving it.

- **March 1st - 15th** - Dean reviews and signs off on the Annual Evaluation Reports for their units. The Dean has the opportunity to print the annual evaluation report and signatures for the unit's records. The Dean then returns the signed annual evaluation to the faculty member and their chair. They also share the completed file with the Office of Faculty Affairs.

- **March 15th** - Deadline for signed Annual Evaluation Reports to be sent to the Office of Faculty Affairs.

- **June 1st** - Deadline for the faculty member and chair to print the annual evaluation report and signatures for their records. After this date, the case may be closed and you will no longer have access to those materials.

▶ Commonly Used Terms

The sections below describe commonly used terms throughout this document.

Case

The vehicle for which the faculty member will upload their review materials and proceed through the review process. A case is created for the faculty member by the Office of Faculty Affairs.

Packet

The collection of materials the faculty member includes when submitting their case for review.

Committee

A user or group of users who can review the faculty members case materials at a given review step.

▶ Accessing Your Case

You can access your case three different ways: email notification, the UNLV Folio dashboard, or by directly navigating to the **Your Packets** page in UNLV Folio.

Email Notification

Once a case has been created, you will receive an email notifying you that your case has been created (see Figure 1). Click the View Case link in the email. You will be directed to UNLV Folio, where you will log in using your ACE credentials.

UNLV Folio Dashboard

Within your UNLV Folio account, cases that have not yet been closed, are referred to as active cases. Active cases will appear on your UNLV Folio home screen. Locate your current Annual Evaluation case in your **Tasks** list and click the link to open and view your case.

Your Packets

From your UNLV Folio account, in the navigation menu, select the **Your Packets** option. Next, locate your current annual evaluation and click the corresponding **View** link to open and view your case.
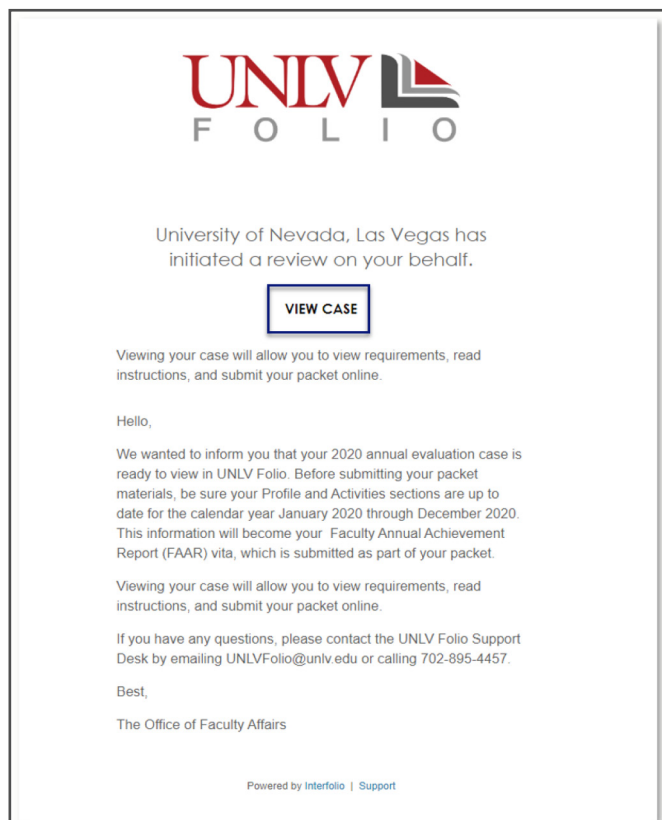

University of Nevada, Las Vegas has initiated a review on your behalf.

VIEW CASE

Viewing your case will allow you to view requirements, read instructions, and submit your packet online.

Hello,

We wanted to inform you that your 2020 annual evaluation case is ready to view in UNLV Folio. Before submitting your packet materials, be sure your Profile and Activities sections are up to date for the calendar year January 2020 through December 2020. This information will become your Faculty Annual Achievement Report (FAAR) vita, which is submitted as part of your packet.

Viewing your case will allow you to view requirements, read instructions, and submit your packet online.

If you have any questions, please contact the UNLV Folio Support Desk by emailing UNLVFolio@unlv.edu or calling 702-895-4457.

Best,

The Office of Faculty Affairs

Powered by Interfolio | Support

Figure 1

▶ Entering Your Profile and Achievement Information

One of the most important things you will need to do is ensure you have entered and/or updated your profile and activity achievements that occurred during the calendar year for which you are being evaluated.

Profile Information

Once logged into your UNLV Folio account, from the navigation menu, you will select the **Profile** option (Figure 2, #1). For each section used in the FAAR, you will want to ensure the information is accurate and up-to-date. For more help with data entry, visit the Reference section at then end of this document.
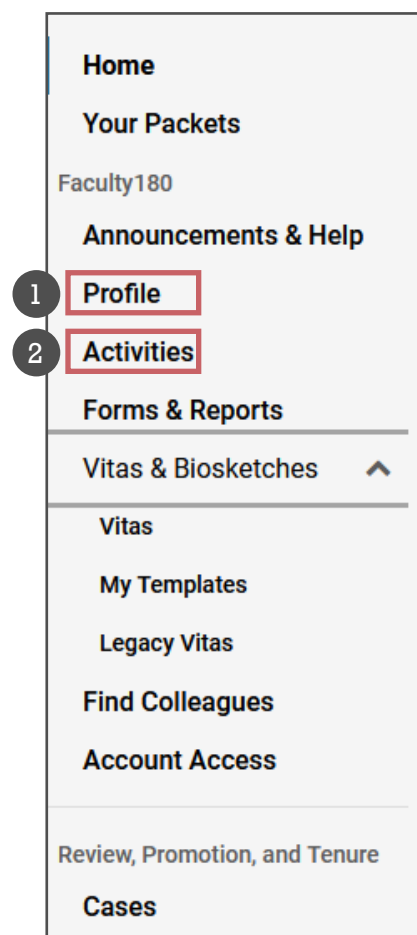
Activity Information

Once logged into your UNLV Folio account, from the navigation menu, you will select the **Activities** option (Figure 2, #2). For each section used in the FAAR, you will want to ensure the information is accurate and up-to-date. For more help with data entry, visit the Reference section at the end of this document.

Figure 2

▶ Preparing Your Annual Evaluation Case for Submission

To prepare your annual evaluation case for submission, you will need to regenerate your vita, add any supplemental materials you want to include or that are required as part of your unit, and fill out the COVID-19 Impacts Statement. Although filling out the impact statement is optional, it is highly recommended and encouraged that you provide a statement. Once you are done with these three things, you can preview the sections before submitting.

Regenerating Your Vita

Once all of your **Profile** and **Activities** information have been updated for the review period, you will want to regenerate your vita before submitting your packet. Doing this will pull in any new data into your vita that you may have entered since the last time your vita was generated.

To regenerate your vita, navigate to the **Your Packets** option (Figure 3, #1), click the **View** link (Figure 3, #2) next to your current annual evaluation packet.
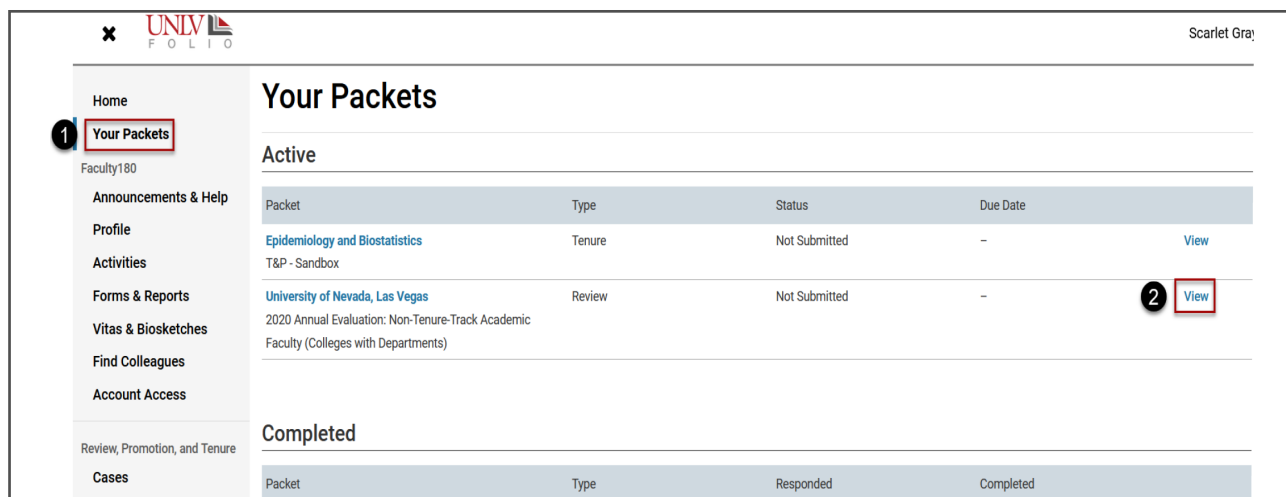
Figure 3

Next, click the **Packet** tab (Figure 4, #1) and then the **Regenerate** link (Figure 4, #2) in the **Faculty180 Vita** section.
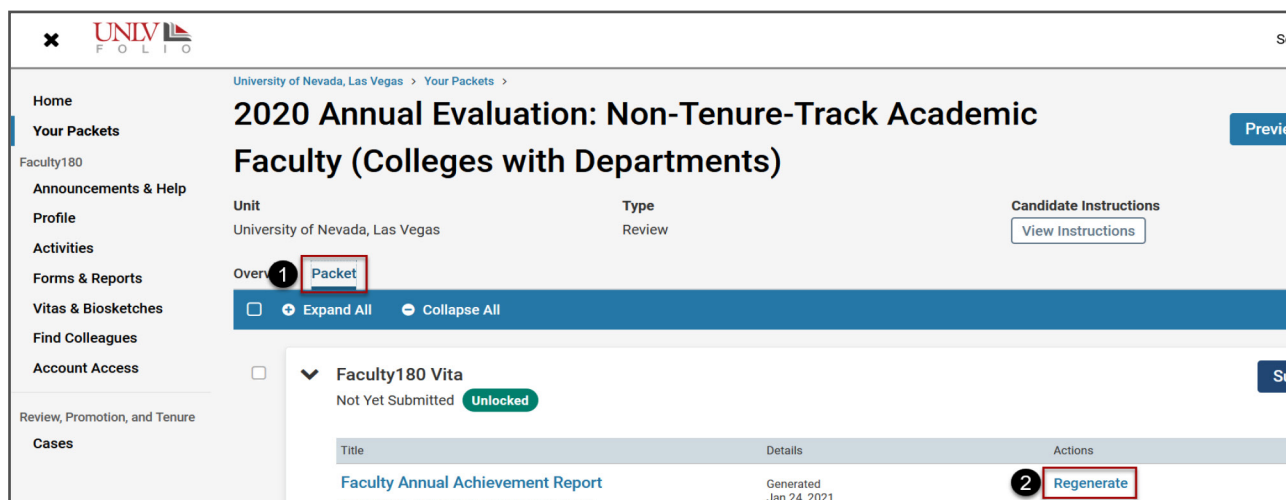
Figure 4

The **Regenerate Vita** window will pop-up. Click the **Regenerate** button and **Yes** to confirm that you want your vita regenerated.

Adding Supplemental Materials

You can add any supplemental materials that you want included as part of your packet or if your unit requires certain materials to be submitted - you can add it to the **Supplemental Materials** section of your packet. Begin by navigating to your packet as discussed in the previous section. Next, in the **Supplemental Materials** section, click the **Add** button (Figure 5).
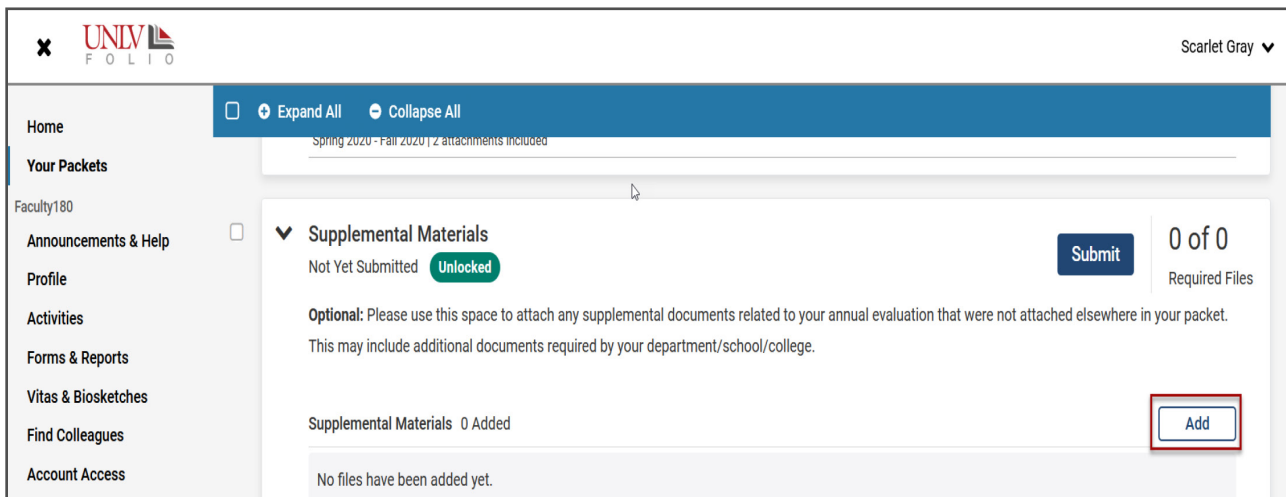

Figure 5

The **Add Supplemental Materials** window will pop up. Click the **Add New File** tab (Figure 6, #1), and **Browse to Upload** button (Figure 6, #2). You will then be able to locate and upload files on your computer. Clicking the **Webpage** tab allows you to link to files on your cloud drive or a URL to a webpage.
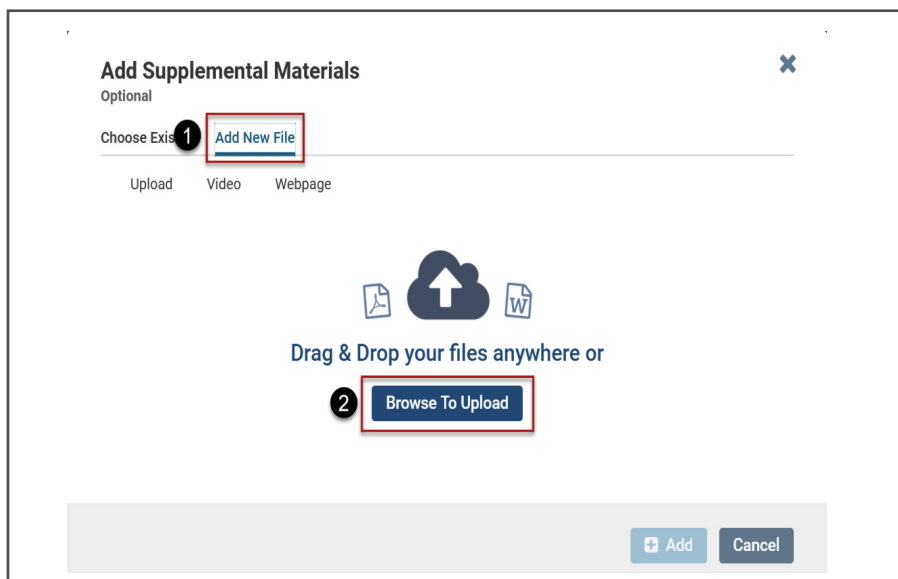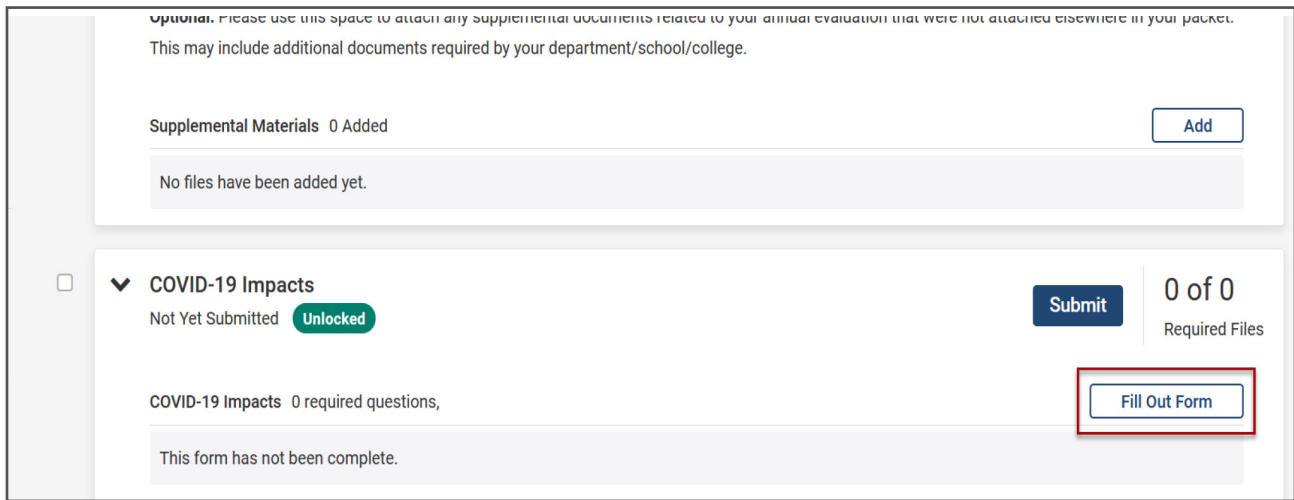
Figure 6

Filling Out Your COVID-19 Impacts Statement

You have the option to provide a COVID-19 Impacts Statement. Begin by navigating to your packet as discussed in the section on regenerating your vita. Next, in the **COVID-19 Impacts** section, click the **Fill Out Form** button (Figure 7).
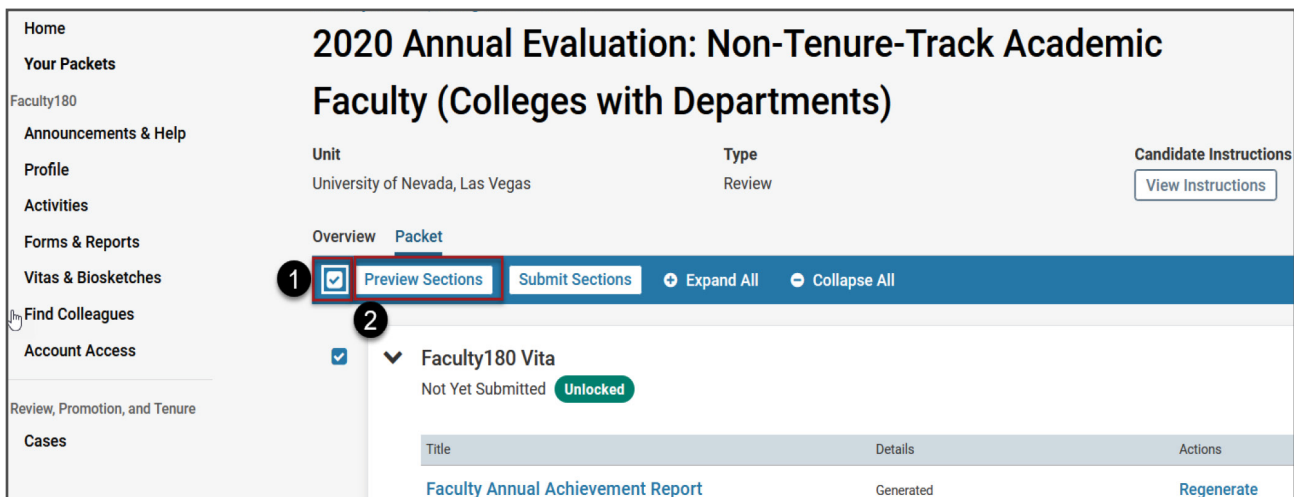

Figure 7

The **COVID-19 Impacts** page opens. In the text box, enter your COVID-19 impact statement. The recommended word count is 1000 words or less. When you're finished, click the **Return to Packet** button. This will save your statement and return you to the **Packet** tab. To avoid system timeout, you are encouraged to click the **Save Responses** button often if you are working on your statement directly in the form. Alternatively, you can copy and paste your statement from a Word document.

Preview Sections

Lastly, you can preview the sections to see how it will appear to those reviewing your case. To preview the sections, select the checkbox in the blue header (Figure 8, #1). Then the **Preview Sections** button will appear (Figure 8, #2). Click the **Preview Sections** button.

Figure 8

▶ Submitting Your Case

Now you're ready to submit your case. Submitting your case is similar to previewing the sections in your case. To submit your case, select the checkbox in the blue header (Figure 9, #1). Then the **Submit Sections** button will appear (Figure 9, #2). Click the **Submit Sections** button.
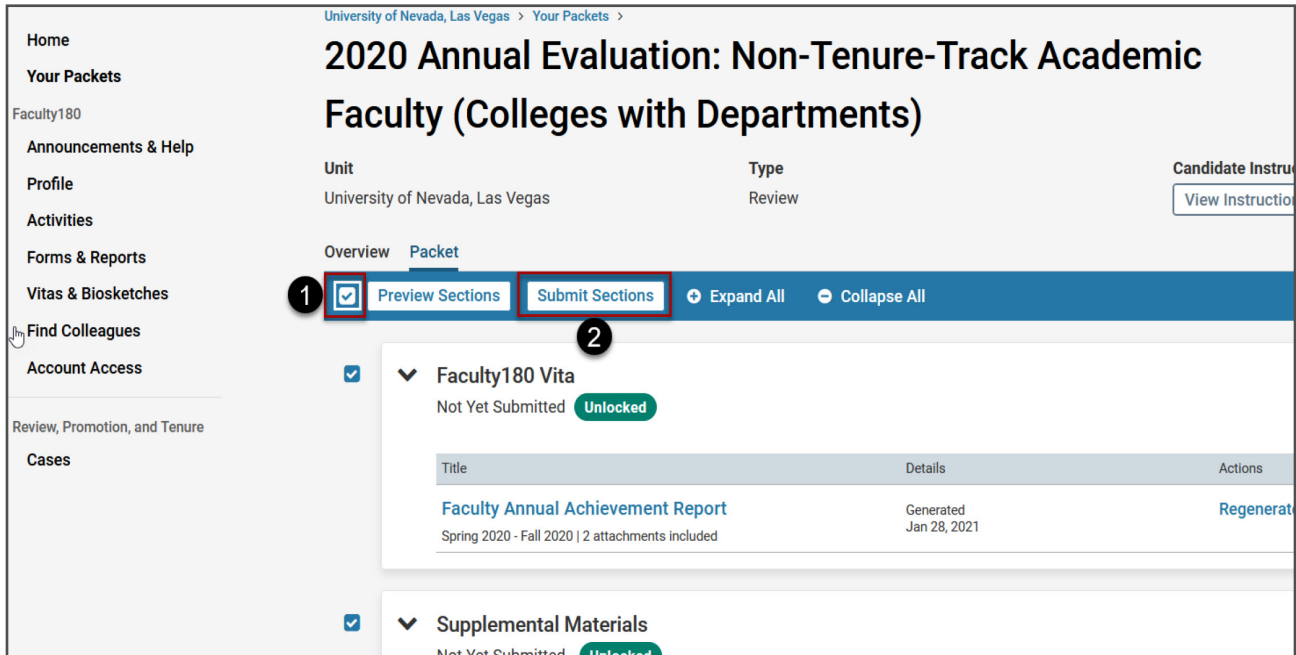
Figure 9

Your case is now at the first step in the review process. Generally, this is a chair/supervisor or a committee responsible for reviewing your FAAR.

▶ Completing the Annual Evaluation Report: Faculty Sign-Off Form

After you have consulted with your chair/supervisor and reviewed your finalized annual evaluation report, then you will complete the sign-off form.

Reviewing Your Annual Evaluation Report

Begin by navigating to your case. After logging into UNLV Folio, click the **Cases** option in the navigation menu on the left side of the page. Your case should be listed on this page. Click on your name to open your case.

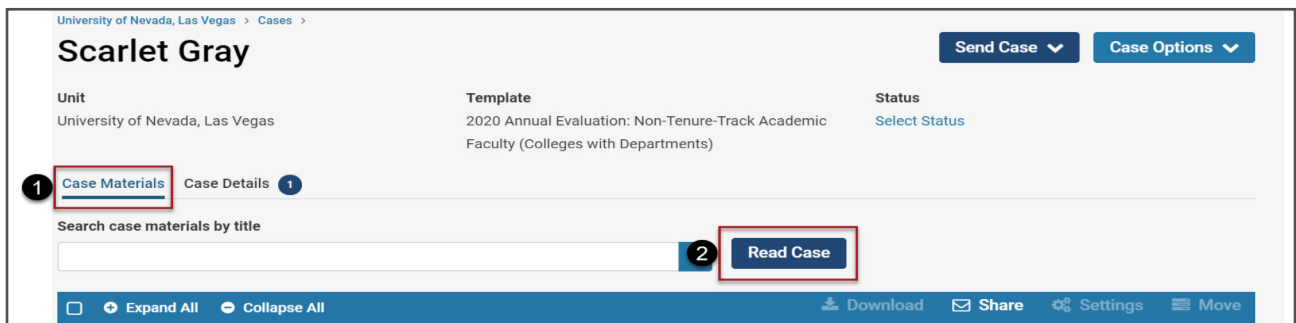Next, from the **Case Materials** tab (Figure 10, #1), select the **Read Case** button (Figure 10, #2).

Figure 10

The UNLV Folio reader will open. In the navigation menu, select the **Annual Evaluation Report Generation &
Consultation** option to expand the section. Once the section is expanded, you will see the **Annual Evaluation
Report** form and can review the finalized report.

To exit the reader, click the blue "x" in the upper right corner of the reader. You will be taken to the **Case
Materials** tab.

Signing the Annual Evaluation Report: Faculty Member Sign-Off Form

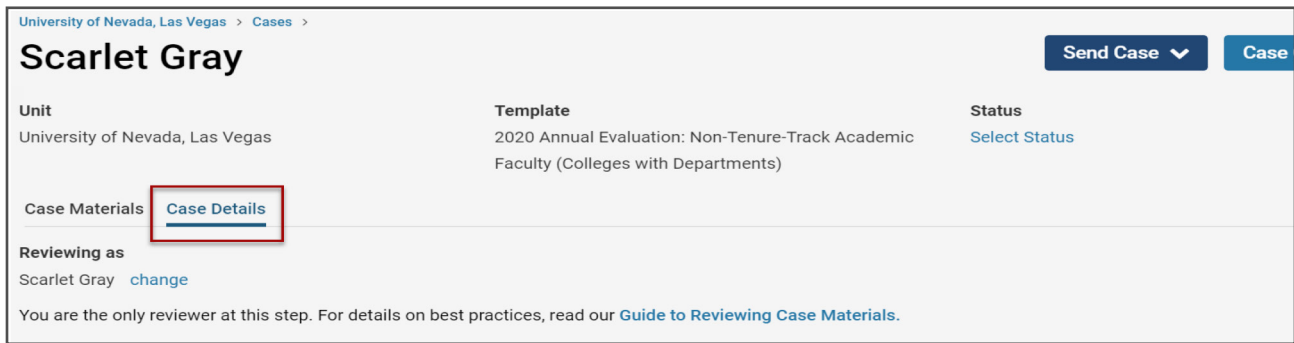From within your case, select the **Case Details** tab (Figure 11).

Figure 11

Here you will first see instructions including a diagram of where your case is in the review process. If you scroll
down further, you will see a **Required Items** section (Figure 12, #1). Select the **Fill Out Form** button next to the
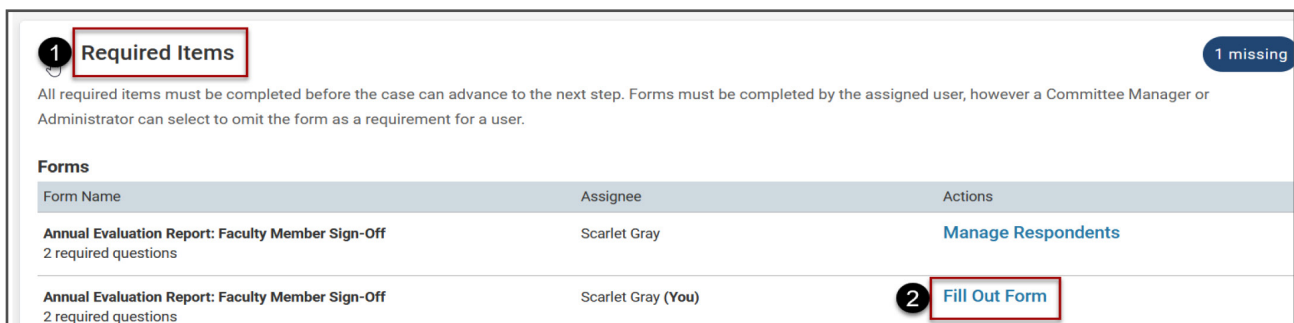**Annual Evaluation Report: Faculty Member Sign-Off** form (Figure 12, #2).

Figure 12

Complete the form by providing your name and the date you are signing the form. When finished, select the
Submit Form button and notify your chair/supervisor that you have completed the form. Your chair/supervisor
can then send the case forward to proceed through the review process of obtaining additional administrative
signatures.

▶ Your Fully Executed Annual Evaluation Report

Once the Dean of your unit has completed their review, the annual evaluation review process is considered to
be complete. At this point, you can access any comments the reviewers have written and download a copy of
the annual evaluation review for your records.

To download a copy, you will return to the **Case Materials** tab and select the **Read Case button**. In the upper
right corner of the reader, select the **Download** button and choose the **Download Packet** option. Next, check
the **Select All** checkbox to obtain a copy of your entire packet submission as well as the review forms. Lastly,
click the **Download PDF** button. When the PDF is ready, you will receive an email with a link to the document.

At this point, you can save the annual evaluation report to your computer, or other place where you store important documents. You will also be able to retrieve these materials from the **Home** page in UNLV Folio. Printing these materials *must be done by June 1st*. After this date, the case will be closed and you may not have access to these materials.

Need more Help?

> Check out the UNLV Folio Resources page

> Email UNLV Folio Support

> Book a one-on-one consultation with the UNLV Folio Support Team