

Annual Evaluations

Archivum's Faculty Information System (FIS)

This tutorial will take you through the steps of the Evaluation Process based on your role.

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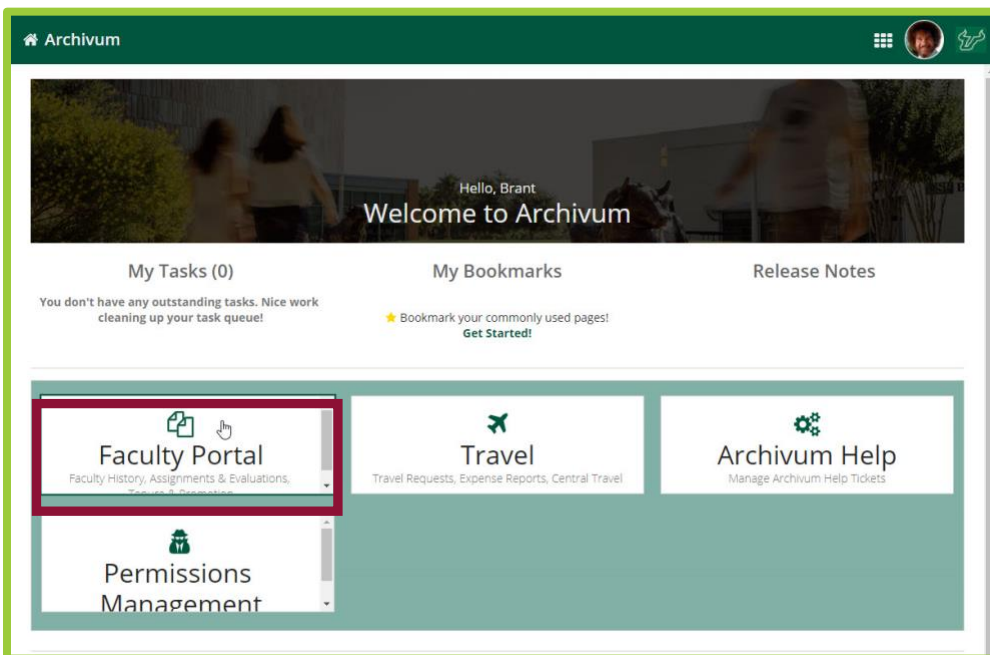
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Logging In

Everyone logs into the FIS through Archivum, which is accessed at the **my.usf.edu** portal.



This will open the Homesites Dashboard. Everyone’s dashboard has a similar look, but the items within differ depending on the roles you have within USF. Select **Faculty Portal** to get into the Faculty Information System.

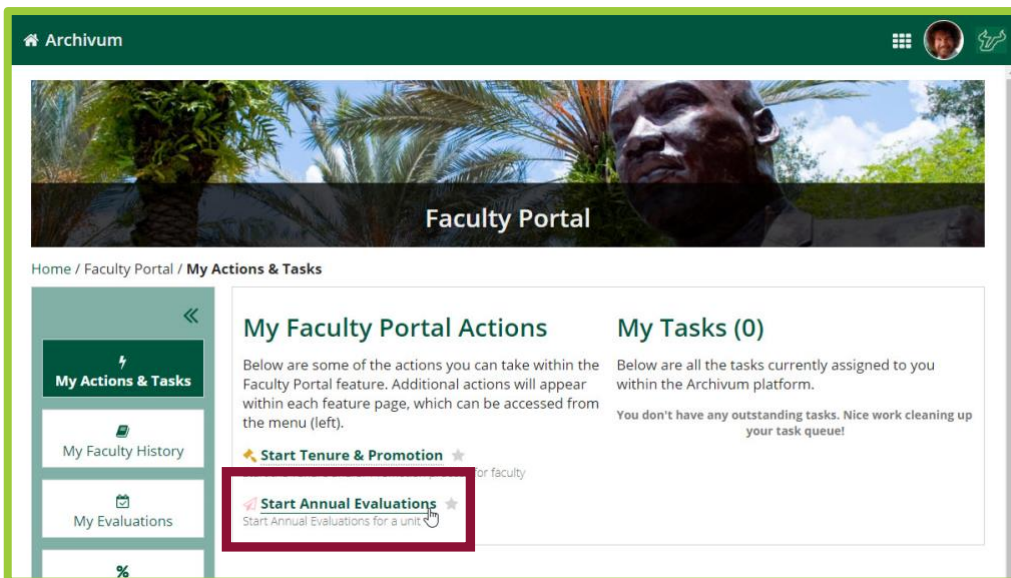


Unit Administrator

Start Annual Evaluations

As the Unit Administrator, which could be a college or department liaison or a department chair, you are tasked with starting annual evaluations.

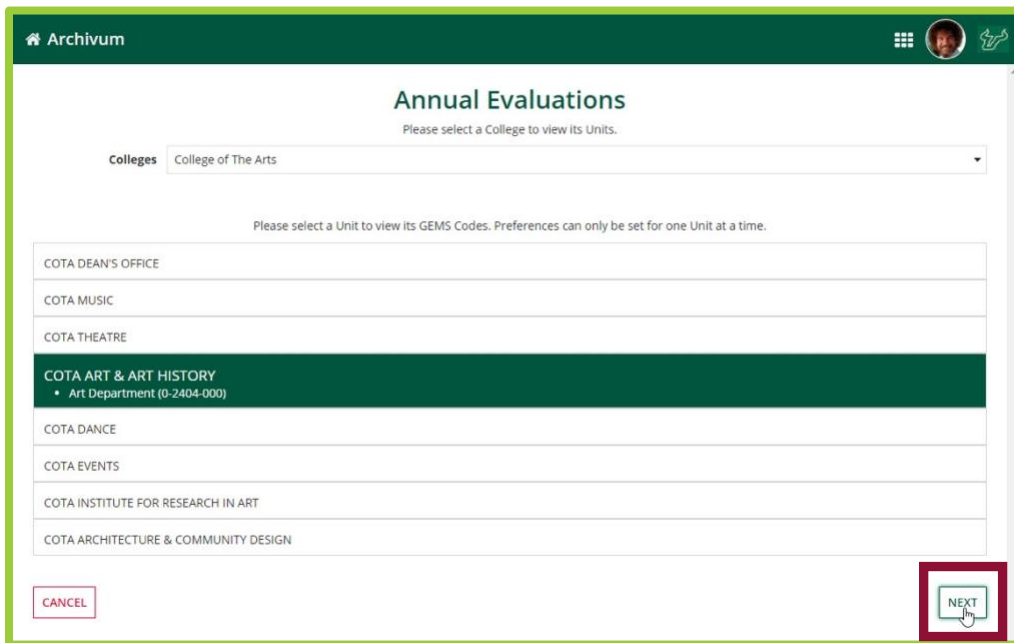
Under **My Faculty Portal Actions**, select **Start Annual Evaluations**



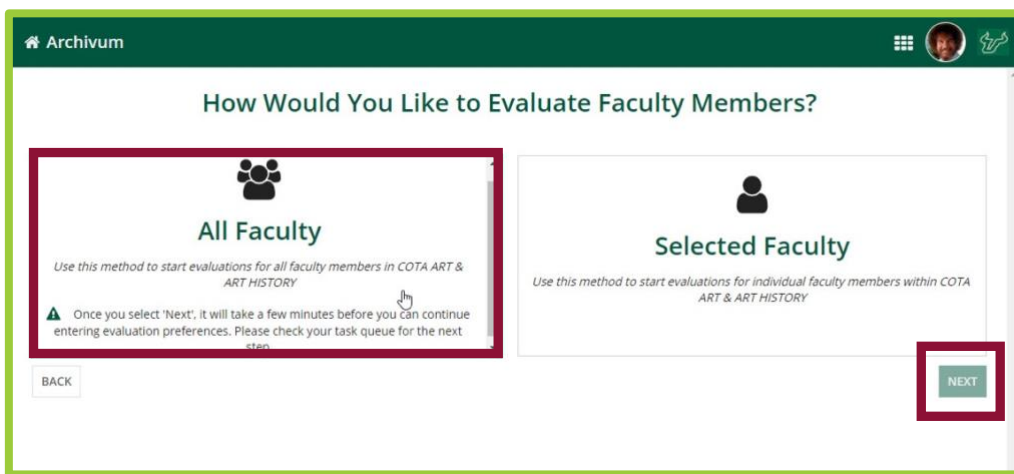
Select the college from the dropdown list.



Select a Unit to view its GEMS Codes. Preferences can only be set for one Unit at a time.
Select **Next**.



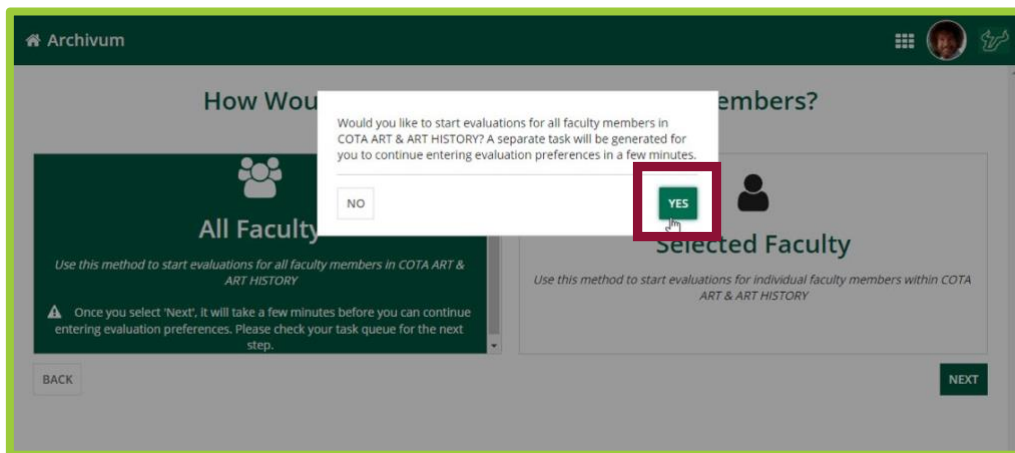
On this screen, you have two options for selecting faculty. Select **All Faculty** to include all faculty from that Unit OR Click **Selected Faculty** to choose individual faculty you would like to include.



Here we will select **All Faculty** followed by **Next**

The message informs you of your choice and that a Task will be generated for you that you must navigate to in order to continue with the evaluations process.

Select **Yes** to continue.

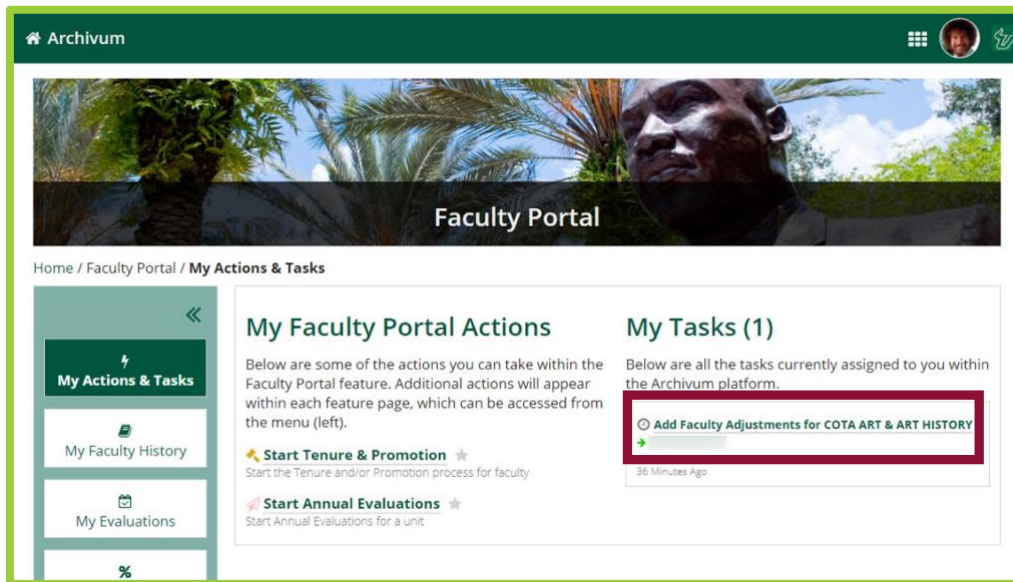


Please note that it may take up to 15 minutes for the task to be generated. A Task Email will also be automatically sent to you.

Accessing the Task

There are two options to view the task. You can either click the **View Task** button in the email notification or navigate to the Faculty Portal to view your Tasks under My Tasks.

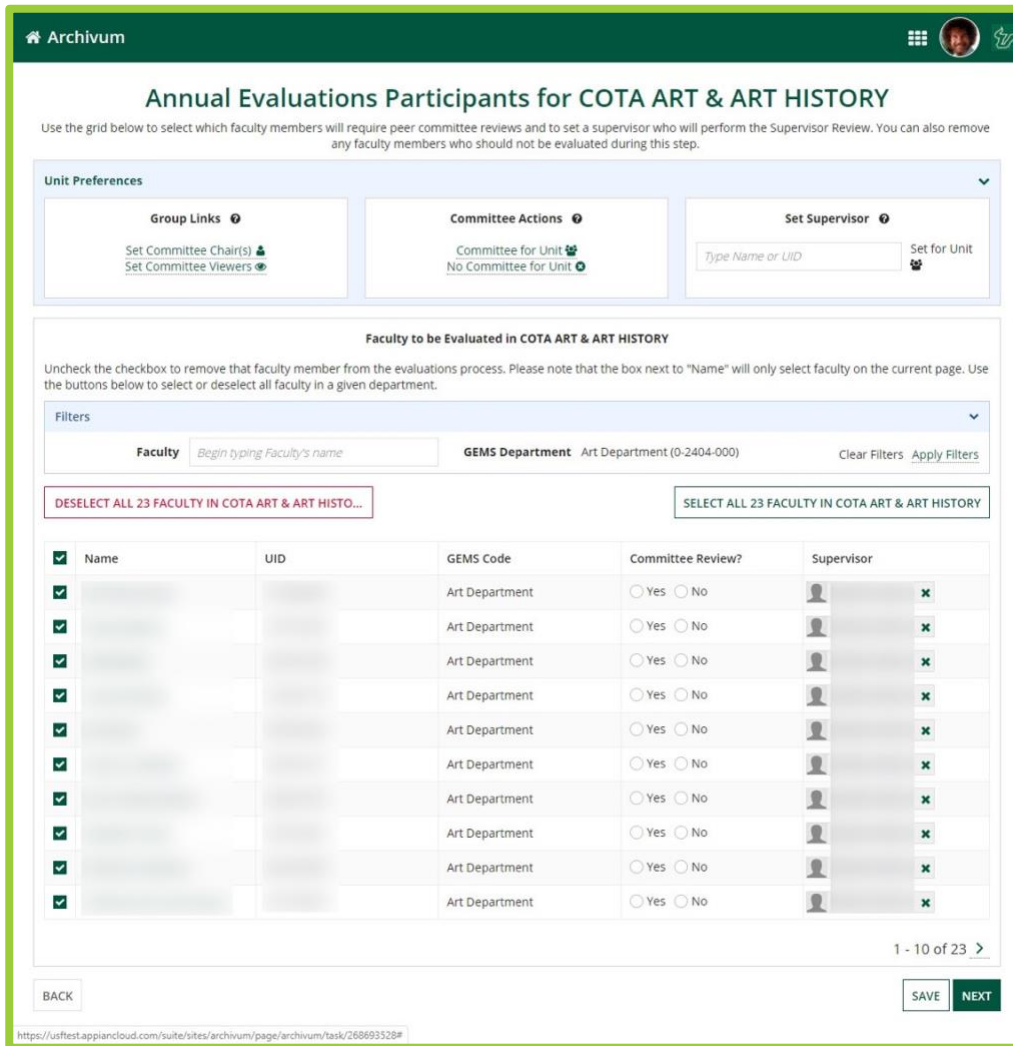
Select the **Add Faculty Adjustments** link for the unit.



The screenshot shows the Faculty Portal interface. At the top, there is a navigation bar with 'Archivum' on the left and a user profile icon on the right. Below the navigation bar is a banner image with the text 'Faculty Portal'. Underneath the banner, the breadcrumb path reads 'Home / Faculty Portal / My Actions & Tasks'. The main content area is divided into two columns. The left column is a sidebar menu with a back arrow at the top and four items: 'My Actions & Tasks' (highlighted in green), 'My Faculty History', 'My Evaluations', and a percentage icon. The right column contains two sections: 'My Faculty Portal Actions' and 'My Tasks (1)'. The 'My Faculty Portal Actions' section has a sub-header and a description, followed by two action items: 'Start Tenure & Promotion' and 'Start Annual Evaluations'. The 'My Tasks (1)' section has a sub-header and a description, followed by a single task item: 'Add Faculty Adjustments for COTA ART & ART HISTORY', which is highlighted with a red box. Below this task item, it says '36 Minutes Ago'.

Setting Unit Preferences and Faculty Adjustments

On this screen, you are tasked with Setting Unit Preferences and refining the faculty selection list.



Annual Evaluations Participants for COTA ART & ART HISTORY

Use the grid below to select which faculty members will require peer committee reviews and to set a supervisor who will perform the Supervisor Review. You can also remove any faculty members who should not be evaluated during this step.

Unit Preferences

- Group Links**
 - Set Committee Chair(s)
 - Set Committee Viewers
- Committee Actions**
 - Committee for Unit
 - No Committee for Unit
- Set Supervisor**
 - Type Name or UID
 - Set for Unit

Faculty to be Evaluated in COTA ART & ART HISTORY

Uncheck the checkbox to remove that faculty member from the evaluations process. Please note that the box next to "Name" will only select faculty on the current page. Use the buttons below to select or deselect all faculty in a given department.

Filters: Faculty GEMS Department Art Department (0-2404-000) Clear Filters Apply Filters

DESELECT ALL 23 FACULTY IN COTA ART & ART HISTO... SELECT ALL 23 FACULTY IN COTA ART & ART HISTORY

<input checked="" type="checkbox"/>	Name	UID	GEMS Code	Committee Review?	Supervisor
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	Art Department	<input type="radio"/> Yes <input type="radio"/> No	[Redacted] ✕
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	Art Department	<input type="radio"/> Yes <input type="radio"/> No	[Redacted] ✕
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	Art Department	<input type="radio"/> Yes <input type="radio"/> No	[Redacted] ✕
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	Art Department	<input type="radio"/> Yes <input type="radio"/> No	[Redacted] ✕
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	Art Department	<input type="radio"/> Yes <input type="radio"/> No	[Redacted] ✕
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	Art Department	<input type="radio"/> Yes <input type="radio"/> No	[Redacted] ✕
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	Art Department	<input type="radio"/> Yes <input type="radio"/> No	[Redacted] ✕
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	Art Department	<input type="radio"/> Yes <input type="radio"/> No	[Redacted] ✕
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	Art Department	<input type="radio"/> Yes <input type="radio"/> No	[Redacted] ✕
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	Art Department	<input type="radio"/> Yes <input type="radio"/> No	[Redacted] ✕

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BACK SAVE NEXT

<https://usfest.apiancloud.com/suite/sites/archivum/page/archivum/task/268693528#>

Committee Settings

Let's begin by Setting the Committee Chairs.

Please notice the Question Mark next to Group Links. These are helpful hints to better understand what is required of the section. Simply hover over the Question Mark to view the hint.



Archivum

Annual Evaluations Participants for

Use the grid below to select which faculty members will require peer committee reviews and to select any faculty members who should not be evaluated.

Unit Preferences

Group Links ⓘ

Set Committee Chair(s) 👤

Set Committee Viewers 👁

Committee Action

Committee for Unit

No Committee for Unit



Archivum

Annual Evaluations Participants for

Use the grid below to select which faculty members will require peer committee reviews and to select any faculty members who should not be evaluated.

Unit Preferences

Group Links ⓘ

Use the links to manage the members of the groups shown. Right click and select "Open in New Tab." If any faculty are selected for Peer Committee Evaluation, there must be at least one member in each group.

Committee Action

Committee for Unit

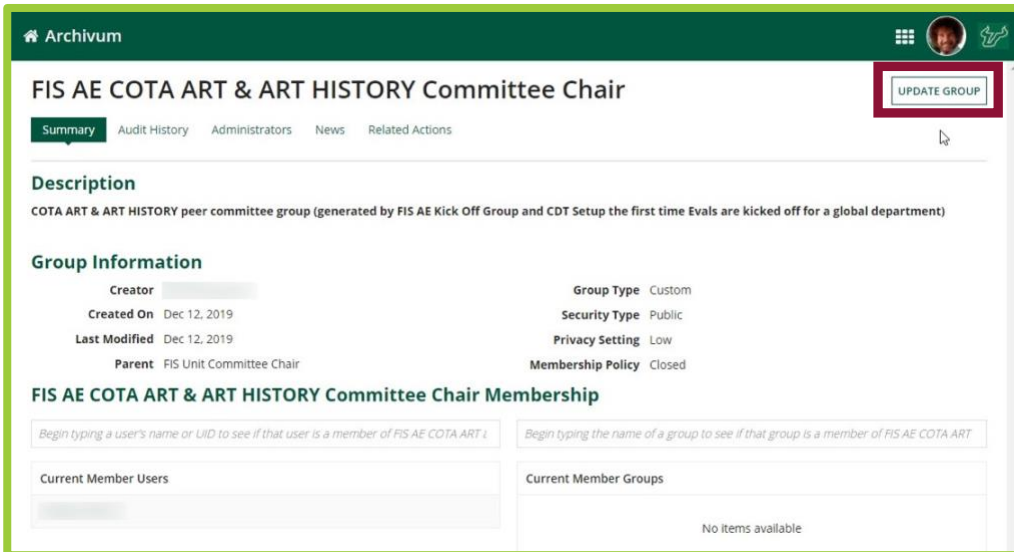
No Committee for Unit

Faculty to be Evaluated in COTA

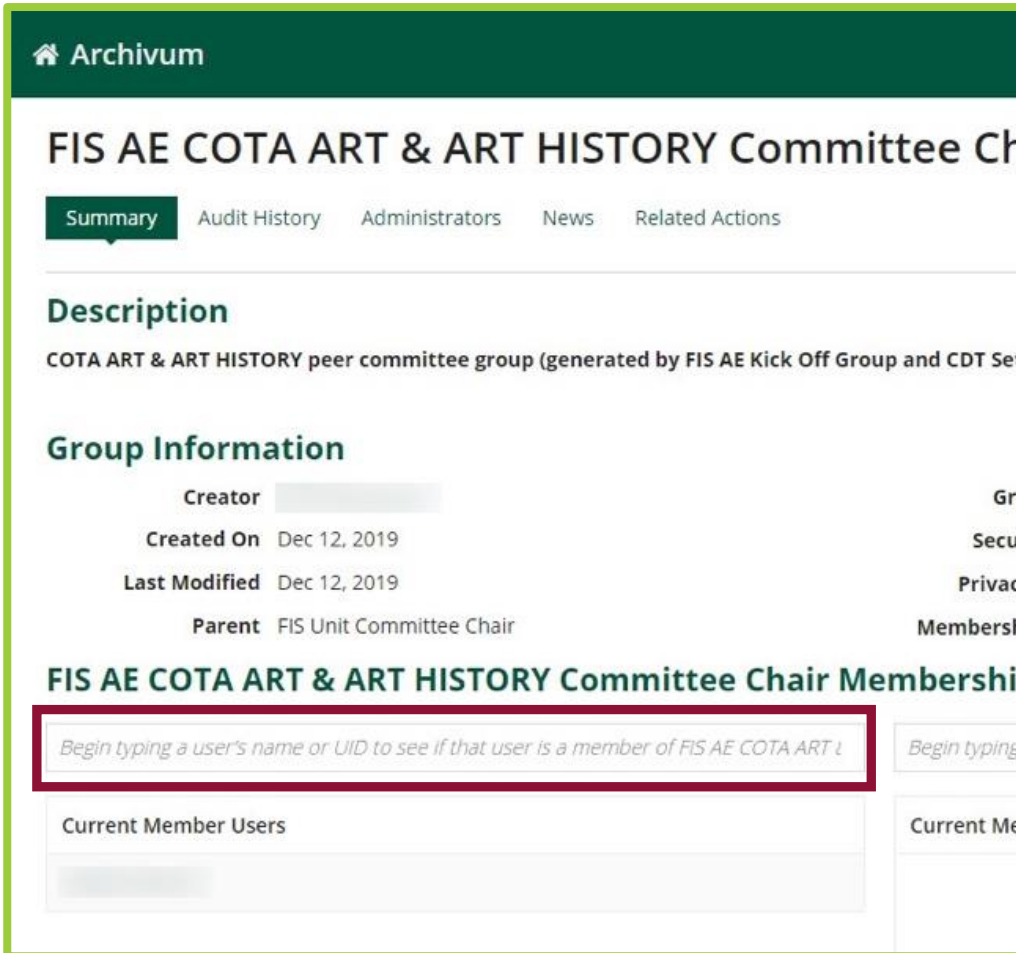
Now select **Set Committee Chairs**. Here you can view existing group memberships.



Select **Update Group** to make modifications.



Enter a name or U-Number to search for individuals. Remember, names may be case sensitive.



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FIS AE COTA ART & ART HISTORY Committee Chair

Summary | Audit History | Administrators | News | Related Actions

Description

COTA ART & ART HISTORY peer committee group (generated by FIS AE Kick Off Group and CDT Set

Group Information

Creator	[Redacted]	Group	[Redacted]
Created On	Dec 12, 2019	Security	[Redacted]
Last Modified	Dec 12, 2019	Privacy	[Redacted]
Parent	FIS Unit Committee Chair	Memberships	[Redacted]

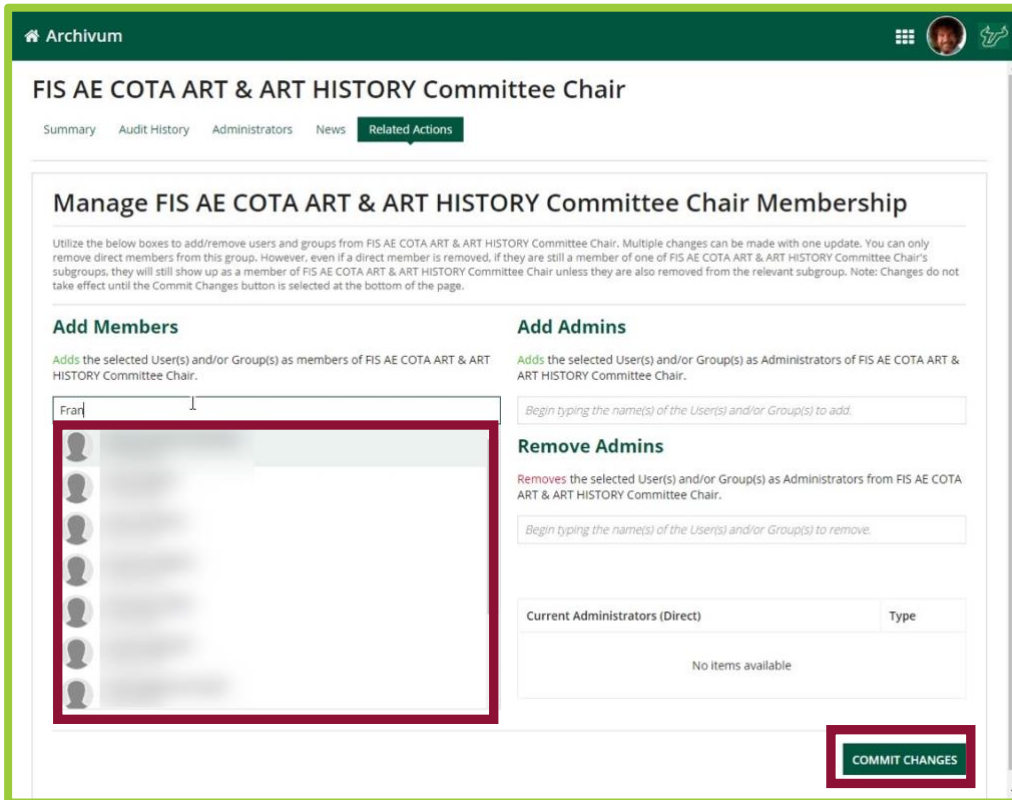
FIS AE COTA ART & ART HISTORY Committee Chair Memberships

Begin typing a user's name or UID to see if that user is a member of FIS AE COTA ART & ART HISTORY Committee Chair

Current Member Users

[Redacted]

Select the desired individual(s) from the list.



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FIS AE COTA ART & ART HISTORY Committee Chair

Summary Audit History Administrators News **Related Actions**

Manage FIS AE COTA ART & ART HISTORY Committee Chair Membership

Utilize the below boxes to add/remove users and groups from FIS AE COTA ART & ART HISTORY Committee Chair. Multiple changes can be made with one update. You can only remove direct members from this group. However, even if a direct member is removed, if they are still a member of one of FIS AE COTA ART & ART HISTORY Committee Chair's subgroups, they will still show up as a member of FIS AE COTA ART & ART HISTORY Committee Chair unless they are also removed from the relevant subgroup. Note: Changes do not take effect until the Commit Changes button is selected at the bottom of the page.

Add Members

Adds the selected User(s) and/or Group(s) as members of FIS AE COTA ART & ART HISTORY Committee Chair.

Add Admins

Adds the selected User(s) and/or Group(s) as Administrators of FIS AE COTA ART & ART HISTORY Committee Chair.

Remove Admins

Removes the selected User(s) and/or Group(s) as Administrators from FIS AE COTA ART & ART HISTORY Committee Chair.

Current Administrators (Direct)	Type
No items available	

COMMIT CHANGES

Select **Commit Changes**.

Repeat this process for **Set Committee Viewers**



Now let's Look at **Committee Actions**.

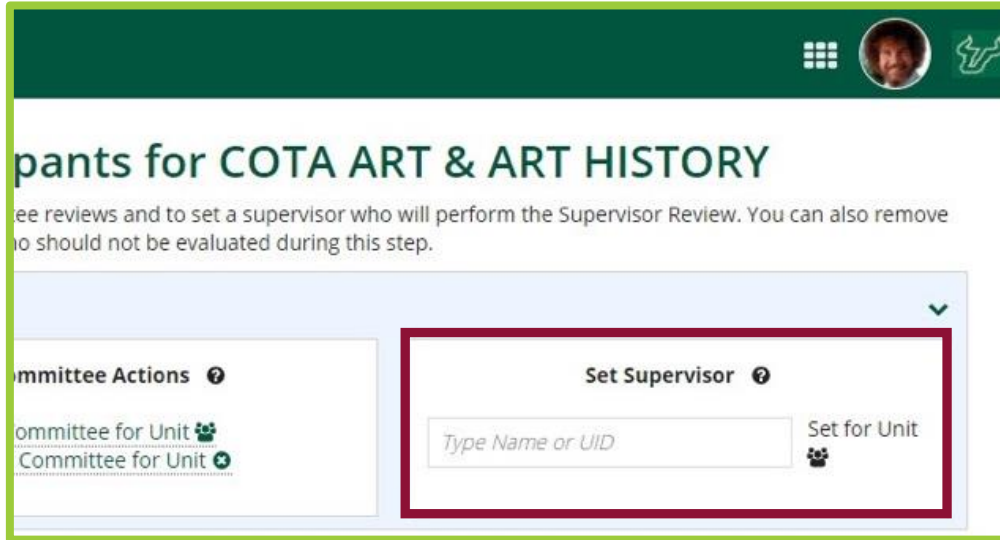


This is a convenience feature which allows you to select all **Yes** or all **No** for **Committee Review**.

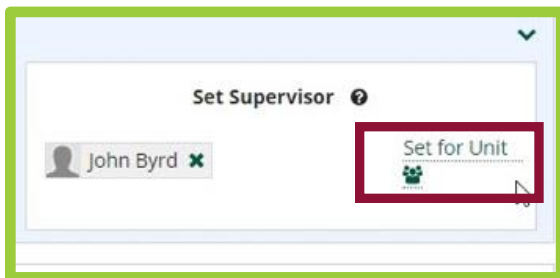
Your choices can still be modified after this step.

Supervisor Settings




Now let's look at **Set Supervisor**. Enter a name or U-Number to search for an individual. Select the desired individual to be the supervisor.



Select **Set for Unit** to apply this supervisor to all the faculty members. Individual faculty member supervisors can still be modified.



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Annual Evaluations Participants for COTA ART & ART HISTORY

Use the grid below to select which faculty members will require peer committee reviews and to set a supervisor who will perform the Supervisor Review. You can also remove any faculty members who should not be evaluated during this step.

Unit Preferences

Group Links

Set Committee Chair(s)

Set Committee Viewers

Committee Actions

Committee for Unit

No Committee for Unit

Set Supervisor

John Byrd

Set for Unit

Faculty to be Evaluated in COTA ART & ART HISTORY

Uncheck the checkbox to remove that faculty member from the evaluations process. Please note that the box next to "Name" will only select faculty on the current page. Use the buttons below to select or deselect all faculty in a given department.

Filters

Faculty GEMS Department Art Department (0-2404-000) Clear Filters Apply Filters

DESELECT ALL 23 FACULTY IN COTA ART & ART HISTO...
SELECT ALL 23 FACULTY IN COTA ART & ART HISTORY

<input checked="" type="checkbox"/>	Name	UID	GEMS Code	Committee Review?	Supervisor
<input checked="" type="checkbox"/>	[blurred]	[blurred]	Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd
<input checked="" type="checkbox"/>	[blurred]	[blurred]	Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd
<input checked="" type="checkbox"/>	[blurred]	[blurred]	Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd
<input checked="" type="checkbox"/>	[blurred]	[blurred]	Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd
<input checked="" type="checkbox"/>	[blurred]	[blurred]	Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd
<input checked="" type="checkbox"/>	[blurred]	[blurred]	Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd
<input checked="" type="checkbox"/>	[blurred]	[blurred]	Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd
<input checked="" type="checkbox"/>	[blurred]	[blurred]	Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd

Selecting Faculty for Evaluation

Now let's look at the faculty listed below.

🏠 Archivum
☰

Annual Evaluations Participants for COTA ART & ART HISTORY

Use the grid below to select which faculty members will require peer committee reviews and to set a supervisor who will perform the Supervisor Review. You can also remove any faculty members who should not be evaluated during this step.

Unit Preferences ▼

Group Links ⓘ

[Set Committee Chair\(s\)](#) ⓘ

[Set Committee Viewers](#) ⓘ

Committee Actions ⓘ

[Committee for Unit](#) ⓘ

[No Committee for Unit](#) ⓘ

Set Supervisor ⓘ

[Set for Unit](#) ⓘ

Faculty to be Evaluated in COTA ART & ART HISTORY

Uncheck the checkbox to remove that faculty member from the evaluations process. Please note that the box next to "Name" will only select faculty on the current page. Use the buttons below to select or deselect all faculty in a given department.

Filters ▼

Faculty **GEMS Department** Art Department (0-2404-000) [Clear Filters](#) [Apply Filters](#)

DESELECT ALL 23 FACULTY IN COTA ART & ART HISTO...
SELECT ALL 23 FACULTY IN COTA ART & ART HISTORY

<input type="checkbox"/>	Name	UID	GEMS Code	Committee Review?	Supervisor	
<input checked="" type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd ✕	<p>Faculty to Remove from Evaluations Process:</p> <ul style="list-style-type: none"> • • • • • • • • • •
<input checked="" type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd ✕	
<input checked="" type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd ✕	
<input checked="" type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd ✕	
<input type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	Pamela Brekka ✕	
<input type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd ✕	
<input type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd ✕	
<input type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd ✕	
<input type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd ✕	
<input type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd ✕	

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SAVE
NEXT

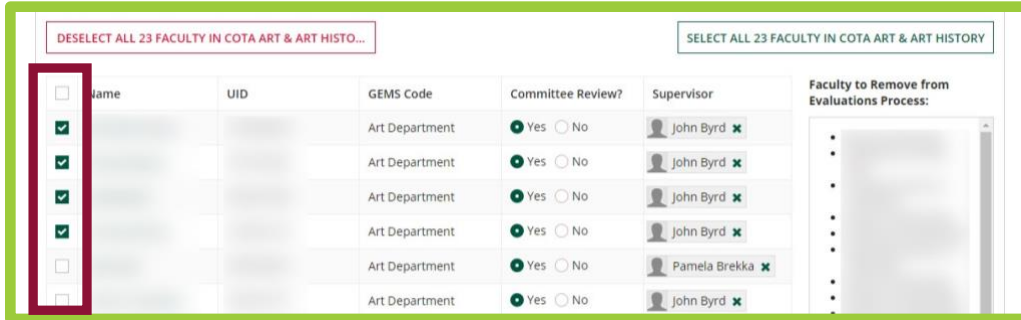
All the faculty members can be selected by clicking the **Select All Faculty** button **or**

All Faculty can be deselected by clicking the **Deselect All Faculty** button.

Annual Evaluations

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Individual faculty members can be added or removed by selecting the appropriate checkbox.

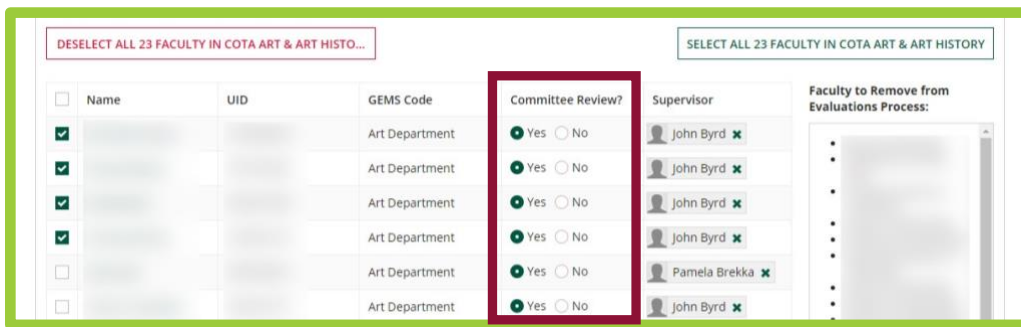


DESELECT ALL 23 FACULTY IN COTA ART & ART HISTO... SELECT ALL 23 FACULTY IN COTA ART & ART HISTORY

<input type="checkbox"/>	Name	UID	GEMS Code	Committee Review?	Supervisor
<input checked="" type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd ✕
<input checked="" type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd ✕
<input checked="" type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd ✕
<input checked="" type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd ✕
<input type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	Pamela Brekka ✕
<input type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd ✕

Faculty to Remove from Evaluations Process:

Committee Review selections can be modified by selecting the appropriate choice.

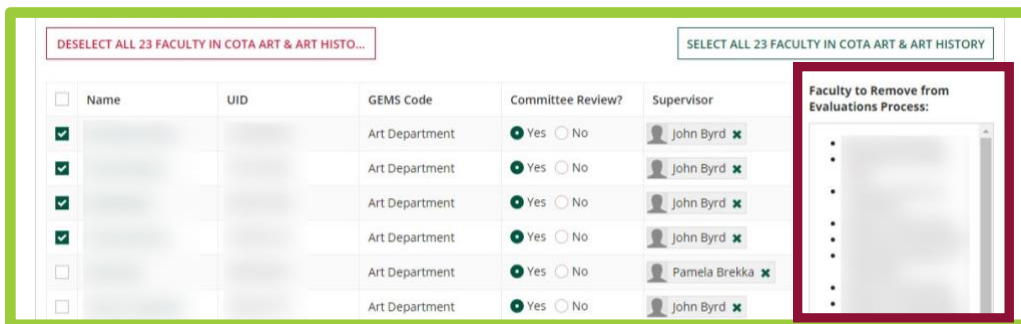


DESELECT ALL 23 FACULTY IN COTA ART & ART HISTO... SELECT ALL 23 FACULTY IN COTA ART & ART HISTORY

<input type="checkbox"/>	Name	UID	GEMS Code	Committee Review?	Supervisor
<input checked="" type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd ✕
<input checked="" type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd ✕
<input checked="" type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd ✕
<input checked="" type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd ✕
<input type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	Pamela Brekka ✕
<input type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd ✕

Faculty to Remove from Evaluations Process:

Faculty to remove from the process are displayed here.

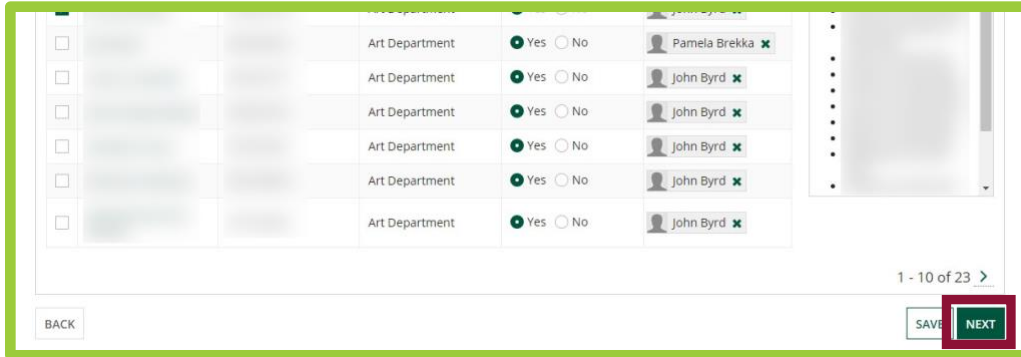


DESELECT ALL 23 FACULTY IN COTA ART & ART HISTO... SELECT ALL 23 FACULTY IN COTA ART & ART HISTORY

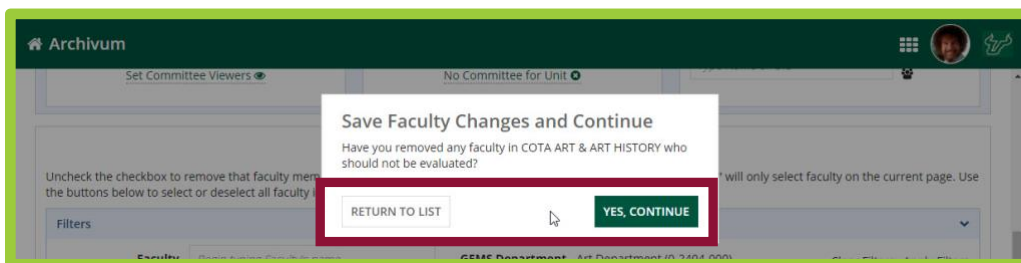
<input type="checkbox"/>	Name	UID	GEMS Code	Committee Review?	Supervisor
<input checked="" type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd ✕
<input checked="" type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd ✕
<input checked="" type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd ✕
<input checked="" type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd ✕
<input type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	Pamela Brekka ✕
<input type="checkbox"/>			Art Department	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Byrd ✕

Faculty to Remove from Evaluations Process:

Once you are satisfied with the selected faculty and supporting criteria, select **Next** to advance the process.



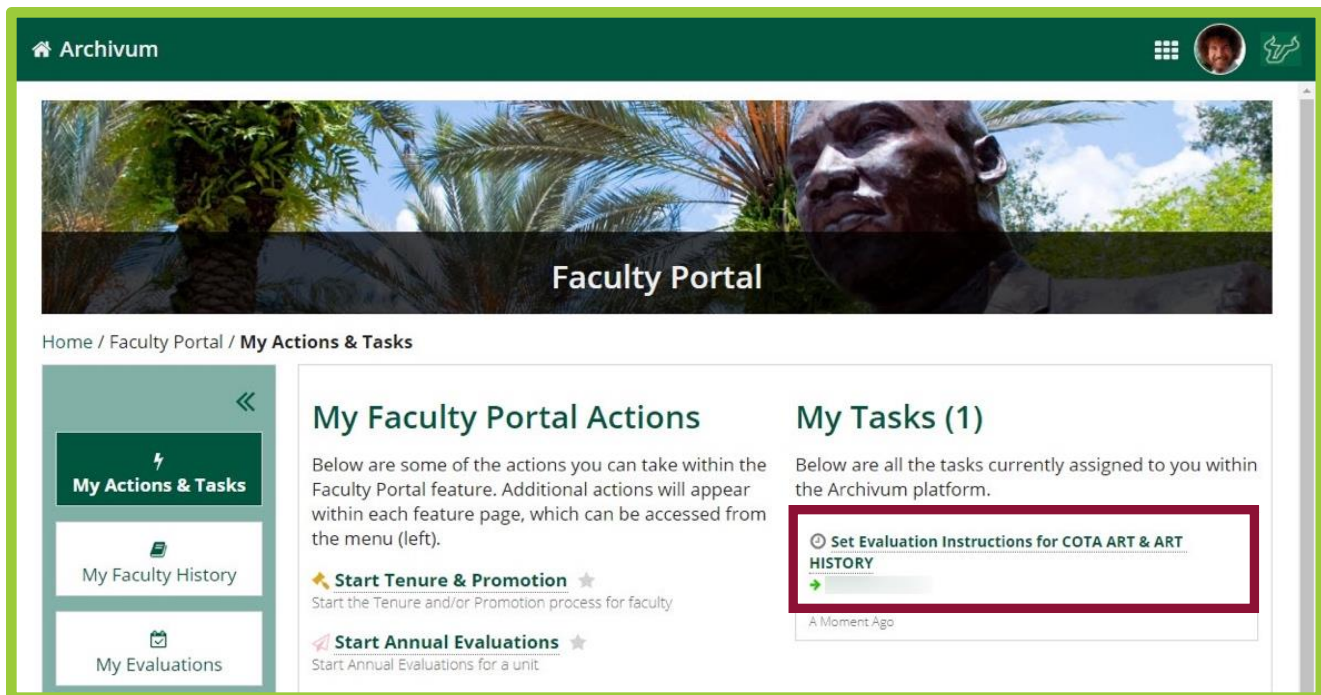
Confirm if you have removed any faculty who should not be evaluated at this time. Select **Yes, Continue** or **Return to List** if you would like to make modifications.



Set Self-Narrative Instructions for Evaluations

The next step is to **Set Self-Narrative Instructions**. You will receive a task email and task notification for this step.

Navigate to the Faculty Portal. Select the **Set Evaluation Instructions** task.



Archivum

Faculty Portal

Home / Faculty Portal / My Actions & Tasks

My Faculty Portal Actions

Below are some of the actions you can take within the Faculty Portal feature. Additional actions will appear within each feature page, which can be accessed from the menu (left).

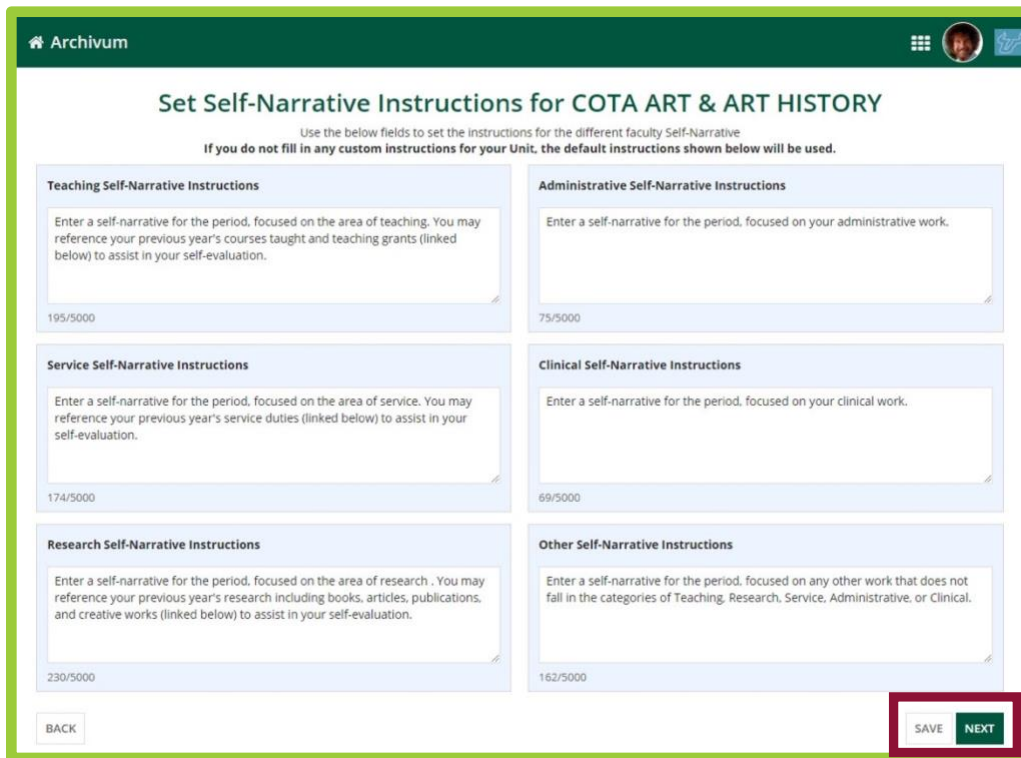
- Start Tenure & Promotion** ★
Start the Tenure and/or Promotion process for faculty
- Start Annual Evaluations** ★
Start Annual Evaluations for a unit

My Tasks (1)

Below are all the tasks currently assigned to you within the Archivum platform.

- Set Evaluation Instructions for COTA ART & ART HISTORY**
A Moment Ago

Enter the appropriate instructions for each section.

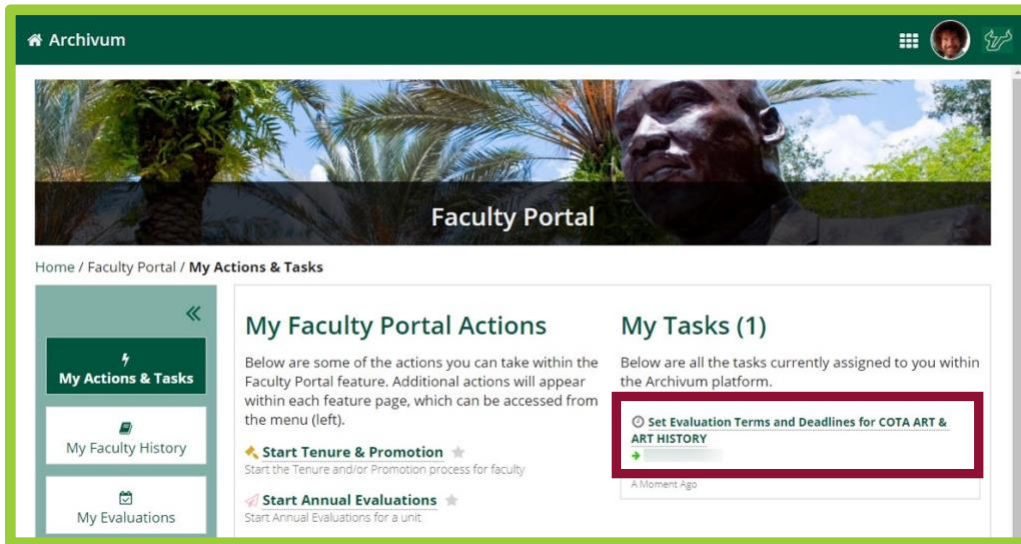


Select **Save** to save your work or **Next** if you are satisfied with all your entries and you are ready to advance the process.

Setting Evaluation Period, Timeline, and Unit Guidelines

The next step is to **Set Evaluation Period, Timeline, and Unit Guidelines**. You will receive a task email and task notification for this step.

Navigate to the Faculty Portal. Select the **Set Evaluation Terms and Deadlines** task.



Archivum

Faculty Portal

Home / Faculty Portal / My Actions & Tasks

My Actions & Tasks

My Faculty History

My Evaluations

My Faculty Portal Actions

Below are some of the actions you can take within the Faculty Portal feature. Additional actions will appear within each feature page, which can be accessed from the menu (left).

- Start Tenure & Promotion**
Start the Tenure and/or Promotion process for faculty
- Start Annual Evaluations**
Start Annual Evaluations for a unit.

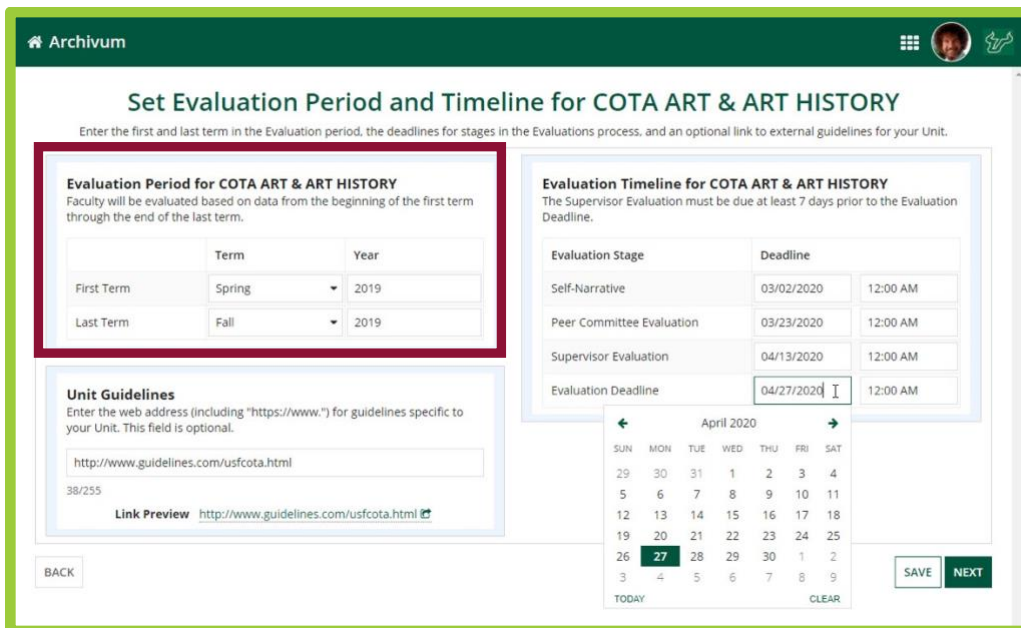
My Tasks (1)

Below are all the tasks currently assigned to you within the Archivum platform.

Set Evaluation Terms and Deadlines for COTA ART & ART HISTORY

A Moment Ago

Set the **Evaluation Period** by selecting the **Term** and entering the **Year**.



Set Evaluation Period and Timeline for COTA ART & ART HISTORY

Enter the first and last term in the Evaluation period, the deadlines for stages in the Evaluations process, and an optional link to external guidelines for your Unit.

Evaluation Period for COTA ART & ART HISTORY

Faculty will be evaluated based on data from the beginning of the first term through the end of the last term.

	Term	Year
First Term	Spring	2019
Last Term	Fall	2019

Evaluation Timeline for COTA ART & ART HISTORY

The Supervisor Evaluation must be due at least 7 days prior to the Evaluation Deadline.

Evaluation Stage	Deadline	
Self-Narrative	03/02/2020	12:00 AM
Peer Committee Evaluation	03/23/2020	12:00 AM
Supervisor Evaluation	04/13/2020	12:00 AM
Evaluation Deadline	04/27/2020	12:00 AM


Unit Guidelines

Enter the web address (including "https://www.") for guidelines specific to your Unit. This field is optional.

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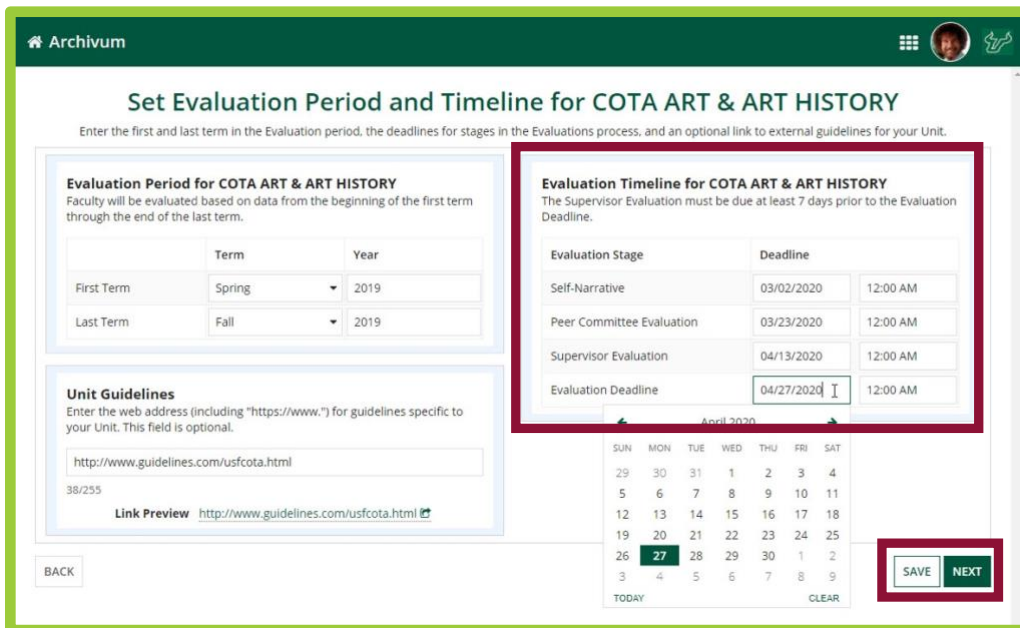
Link Preview <http://www.guidelines.com/usfcota.html>

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SAVE NEXT

Set the **Evaluation Timelines** by entering the Self-Narrative, Peer Committee Evaluation, Supervisor, and Evaluation deadline dates.



Set Evaluation Period and Timeline for COTA ART & ART HISTORY

Enter the first and last term in the Evaluation period, the deadlines for stages in the Evaluations process, and an optional link to external guidelines for your Unit.

Evaluation Period for COTA ART & ART HISTORY
Faculty will be evaluated based on data from the beginning of the first term through the end of the last term.

	Term	Year
First Term	Spring	2019
Last Term	Fall	2019

Unit Guidelines
Enter the web address (including "https://www.") for guidelines specific to your Unit. This field is optional.

http://www.guidelines.com/usfcota.html

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[Link Preview](http://www.guidelines.com/usfcota.html) http://www.guidelines.com/usfcota.html

BACK

Evaluation Timeline for COTA ART & ART HISTORY
The Supervisor Evaluation must be due at least 7 days prior to the Evaluation Deadline.

Evaluation Stage	Deadline	
Self-Narrative	03/02/2020	12:00 AM
Peer Committee Evaluation	03/23/2020	12:00 AM
Supervisor Evaluation	04/13/2020	12:00 AM
Evaluation Deadline	04/27/2020	12:00 AM

April 2020

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

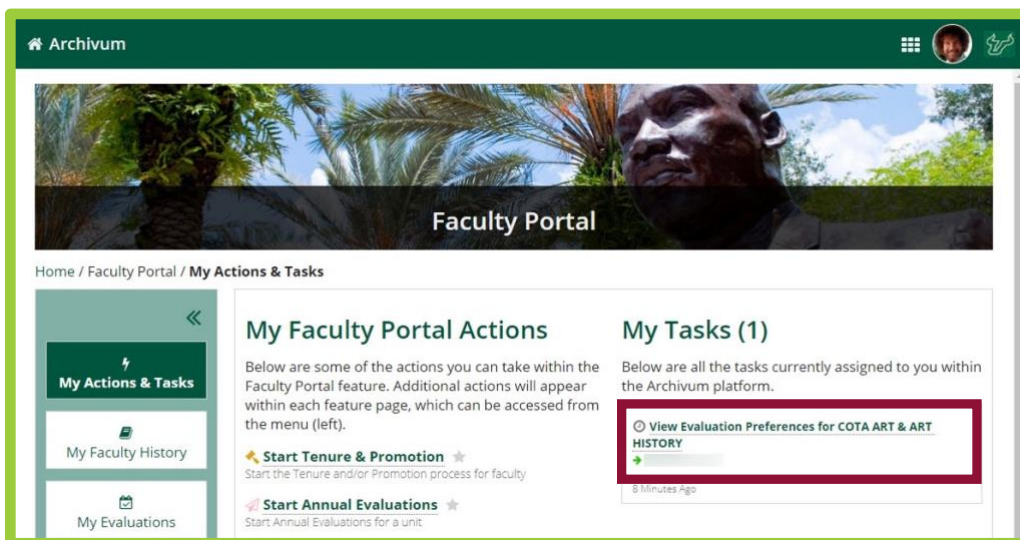
TODAY CLEAR

SAVE NEXT

Select **Save** to save your work or **Next** if you are satisfied with all your entries and you are ready to advance the process.

Review Preferences

The next step is to **Review your Evaluation Preferences**. You will receive a task email and task notification for this step. Navigate to the Faculty Portal. Select the **View Evaluation Preferences** task.



Archivum

Faculty Portal

Home / Faculty Portal / My Actions & Tasks

My Faculty Portal Actions

Below are some of the actions you can take within the Faculty Portal feature. Additional actions will appear within each feature page, which can be accessed from the menu (left).

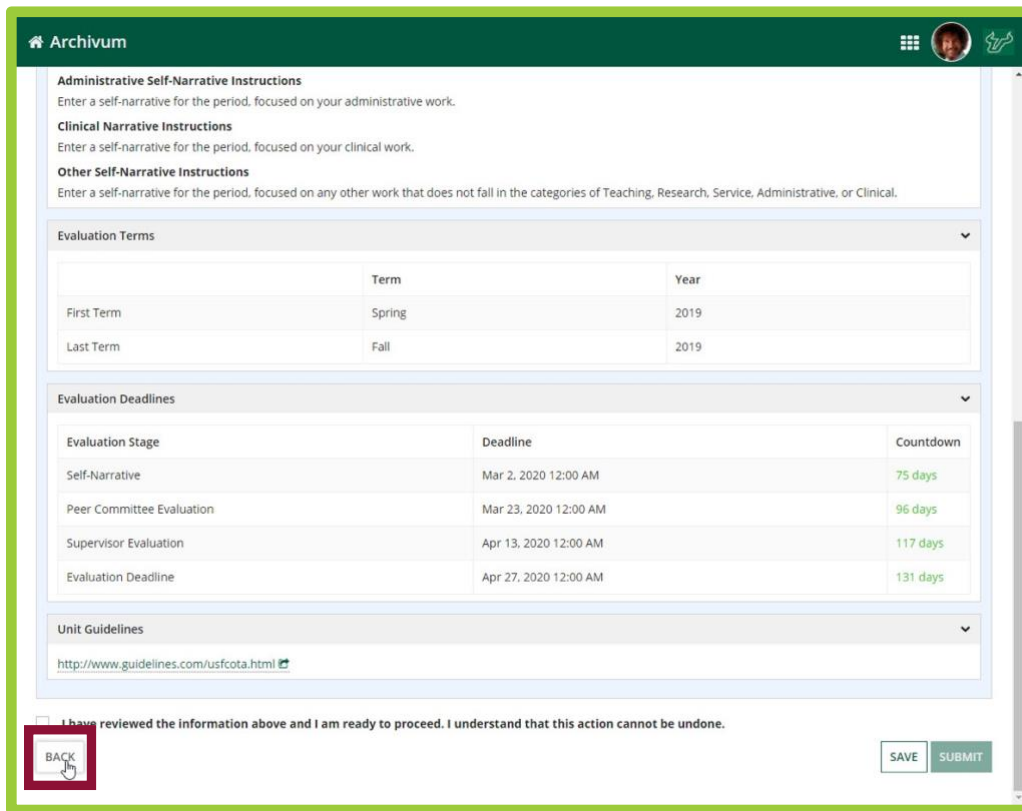
- Start Tenure & Promotion** ★
Start the Tenure and/or Promotion process for faculty
- Start Annual Evaluations** ★
Start Annual Evaluations for a unit

My Tasks (1)

Below are all the tasks currently assigned to you within the Archivum platform.

- View Evaluation Preferences for COTA ART & ART HISTORY**
8 Minutes Ago

This screen allows you to review all the Evaluation Preferences.



Administrative Self-Narrative Instructions
Enter a self-narrative for the period, focused on your administrative work.

Clinical Narrative Instructions
Enter a self-narrative for the period, focused on your clinical work.

Other Self-Narrative Instructions
Enter a self-narrative for the period, focused on any other work that does not fall in the categories of Teaching, Research, Service, Administrative, or Clinical.

Evaluation Terms

	Term	Year
First Term	Spring	2019
Last Term	Fall	2019

Evaluation Deadlines

Evaluation Stage	Deadline	Countdown
Self-Narrative	Mar 2, 2020 12:00 AM	75 days
Peer Committee Evaluation	Mar 23, 2020 12:00 AM	96 days
Supervisor Evaluation	Apr 13, 2020 12:00 AM	117 days
Evaluation Deadline	Apr 27, 2020 12:00 AM	131 days

Unit Guidelines
<http://www.guidelines.com/usfcota.html>

I have reviewed the information above and I am ready to proceed. I understand that this action cannot be undone.

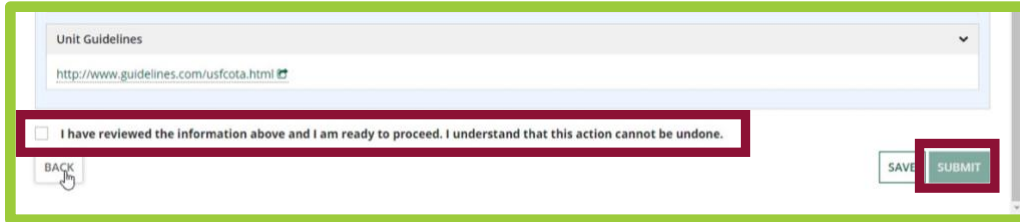
BACK **SAVE** **SUBMIT**

If any sections of the preferences need modification, select **Back** until you reach the page requiring attention.

Make the modification and select **Next** to advance the process.

A new task email and task notification will be generated.

When you are satisfied with the current Evaluation Preferences, **Check** the box acknowledging you have reviewed the information and are ready to proceed.



Unit Guidelines
http://www.guidelines.com/usfcota.html

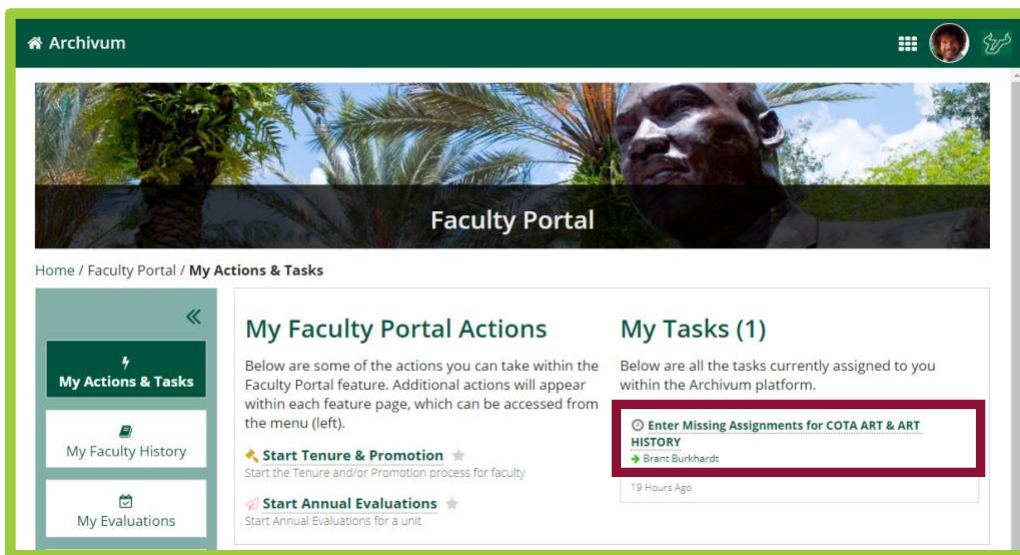
I have reviewed the information above and I am ready to proceed. I understand that this action cannot be undone.

BACK SAVE SUBMIT

Please note that this process cannot be undone. Select **SUBMIT** to advance the process.

Enter Assignments for Faculty

The next step in the evaluation process is to enter the assignments for faculty members. You will receive a task email and task notification for this step. Navigate to the Faculty Portal. Select the **Enter Missing Assignment** task(s).



Archivum

Faculty Portal

Home / Faculty Portal / My Actions & Tasks

My Actions & Tasks

- My Faculty History
- My Evaluations

My Faculty Portal Actions

Below are some of the actions you can take within the Faculty Portal feature. Additional actions will appear within each feature page, which can be accessed from the menu (left).

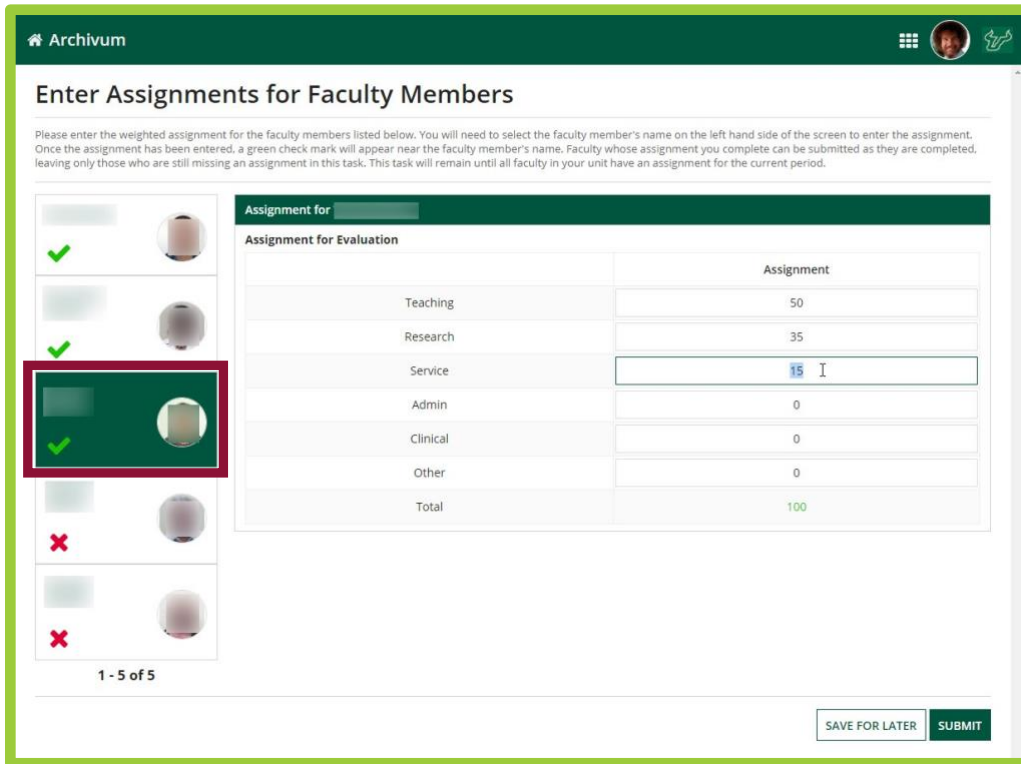
- Start Tenure & Promotion** ★
Start the Tenure and/or Promotion process for faculty
- Start Annual Evaluations** ★
Start Annual Evaluations for a unit

My Tasks (1)

Below are all the tasks currently assigned to you within the Archivum platform.

- Enter Missing Assignments for COTA ART & ART HISTORY**
Brant Burkhardt
19 Hours Ago

Begin to enter assignments by first selecting a faculty member.



Archivum

Enter Assignments for Faculty Members

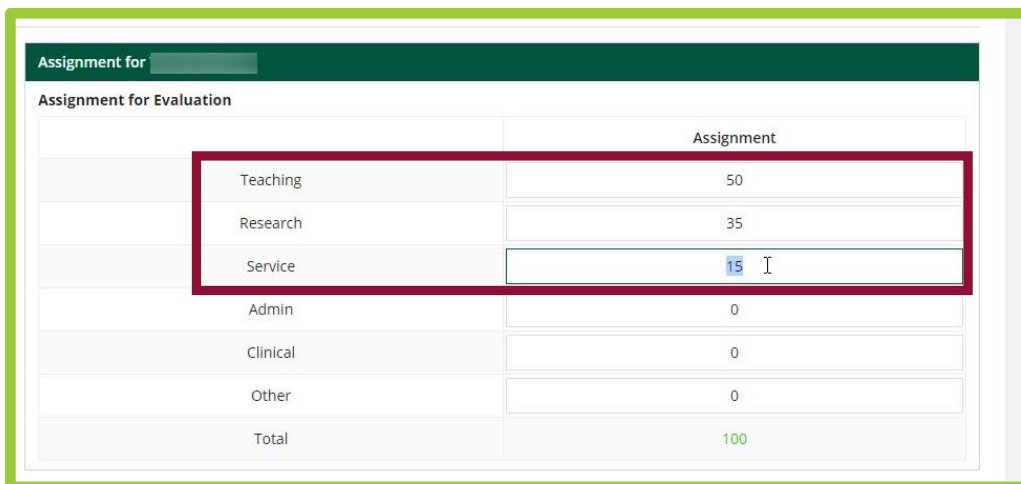
Please enter the weighted assignment for the faculty members listed below. You will need to select the faculty member's name on the left hand side of the screen to enter the assignment. Once the assignment has been entered, a green check mark will appear near the faculty member's name. Faculty whose assignment you complete can be submitted as they are completed, leaving only those who are still missing an assignment in this task. This task will remain until all faculty in your unit have an assignment for the current period.

Assignment for [Name]	
Assignment for Evaluation	
	Assignment
Teaching	50
Research	35
Service	15
Admin	0
Clinical	0
Other	0
Total	100

1 - 5 of 5

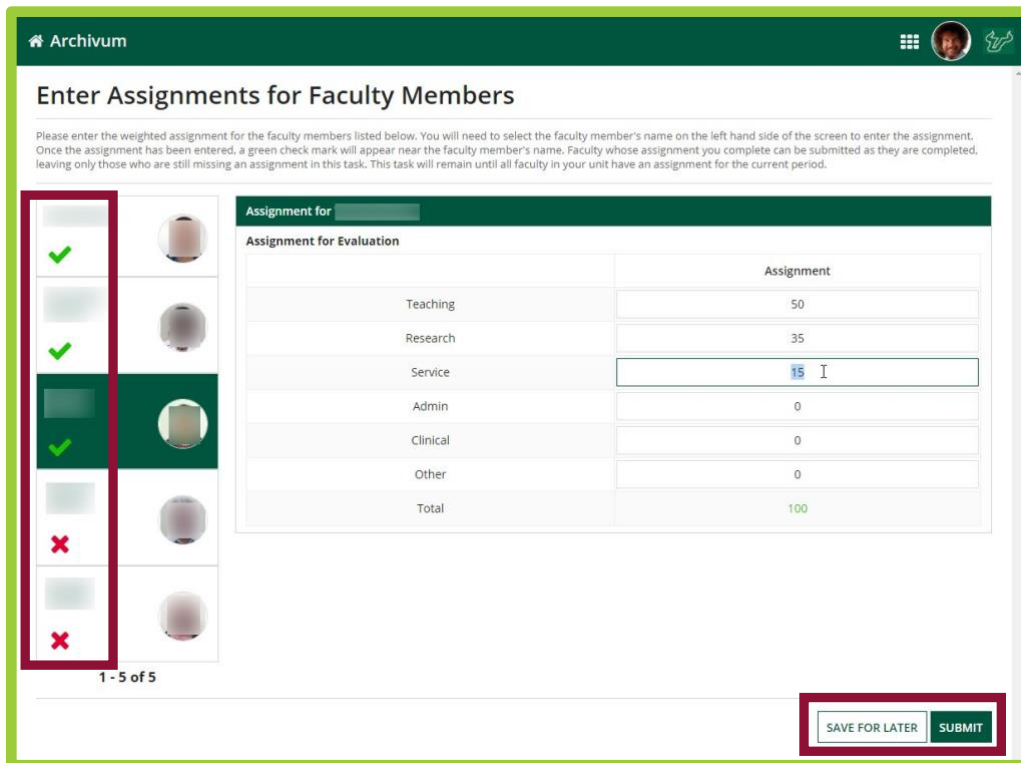
SAVE FOR LATER SUBMIT

Next, enter the assignment for the appropriate category. Assignments must total and not exceed 100.



Assignment for [Name]	
Assignment for Evaluation	
	Assignment
Teaching	50
Research	35
Service	15
Admin	0
Clinical	0
Other	0
Total	100

Repeat this process for each faculty member. A green checkmark will indicate completed assignments. A Red X will indicate incomplete assignments.



Archivum

Enter Assignments for Faculty Members

Please enter the weighted assignment for the faculty members listed below. You will need to select the faculty member's name on the left hand side of the screen to enter the assignment. Once the assignment has been entered, a green check mark will appear near the faculty member's name. Faculty whose assignment you complete can be submitted as they are completed, leaving only those who are still missing an assignment in this task. This task will remain until all faculty in your unit have an assignment for the current period.

Assignment for [Faculty Member Name]	
Assignment for Evaluation	
	Assignment
Teaching	50
Research	35
Service	15
Admin	0
Clinical	0
Other	0
Total	100

1 - 5 of 5

SAVE FOR LATER SUBMIT

Either **Save For Later** to save the existing assignments and have the ability to return at a later time to complete the remaining assignments, or select **Submit** now to initiate the Faculty Affirm Assignment process for the faculty members with completed assignments.

Faculty members with uncompleted assignments will not receive a task or be notified to Affirm Assignment. These faculty member's assignments can be completed at a later time.

At this point in the Evaluations Process, the faculty members with submitted assignments will receive an email task and task notification to Affirm their Assignment.

If the faculty member agrees with their assignment, they will simply affirm the assignment to move to the next step in the process.

If the faculty member disagrees with the assignment, they can send back their assignment with a required comment to describe the reason.

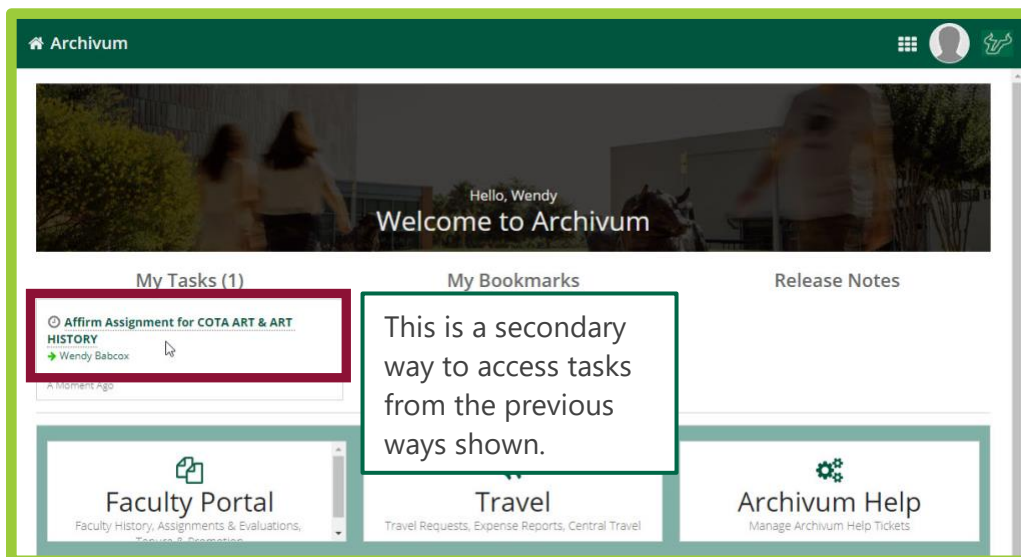
Faculty

Populate Faculty History

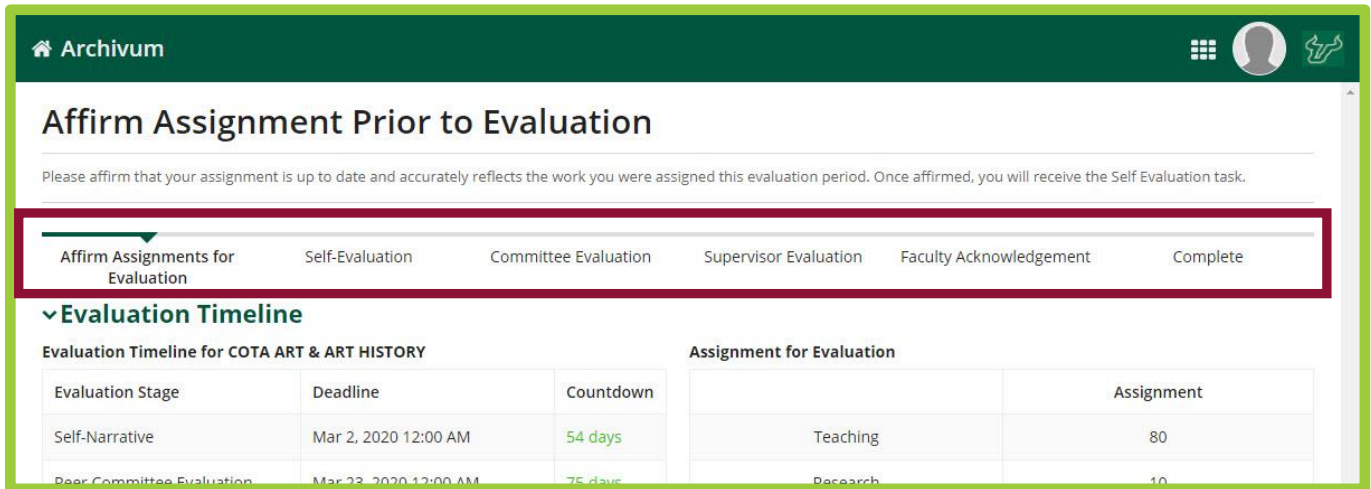
As a faculty member, you have been identified in the Faculty Information System to use the online Annual Evaluations. The first step in Annual Evaluations is to populate your Faculty History. Before continuing this module, please review the Faculty History module to learn about the system and how to work with your Faculty History.

Affirm Assignment

Faculty members receive a task email and task notification in the faculty portal. Navigate to the Faculty Portal in Archivum. Select the **Affirm Assignment** task.



Notice the progress bar indicating where you are in the process.



Affirm Assignment Prior to Evaluation

Please affirm that your assignment is up to date and accurately reflects the work you were assigned this evaluation period. Once affirmed, you will receive the Self Evaluation task.

Progress Bar: Affirm Assignments for Evaluation (Active), Self-Evaluation, Committee Evaluation, Supervisor Evaluation, Faculty Acknowledgement, Complete

▼ Evaluation Timeline

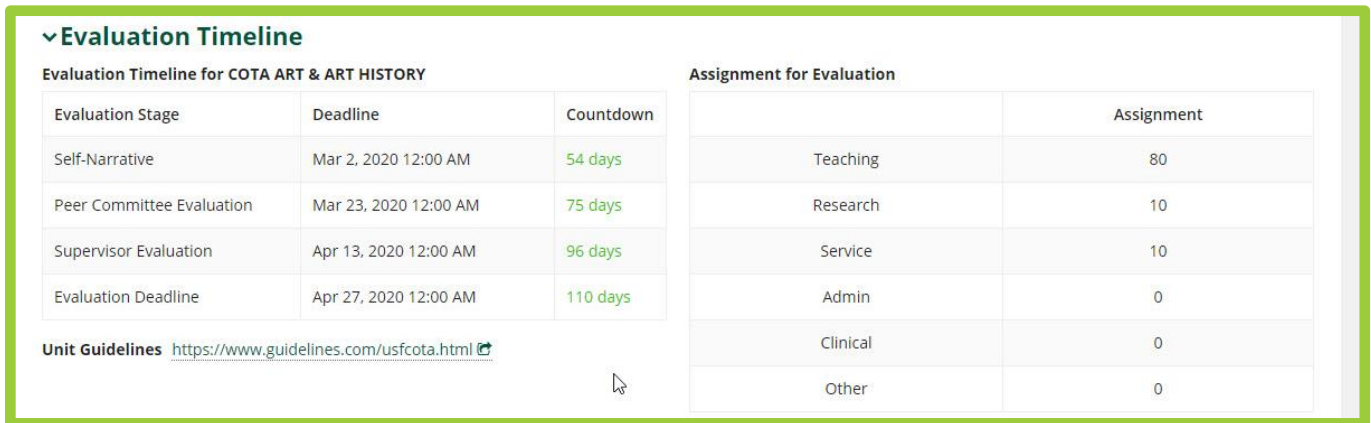
Evaluation Timeline for COTA ART & ART HISTORY

Evaluation Stage	Deadline	Countdown
Self-Narrative	Mar 2, 2020 12:00 AM	54 days
Peer Committee Evaluation	Mar 23, 2020 12:00 AM	75 days

Assignment for Evaluation

	Assignment
Teaching	80
Research	10

Review the **Evaluation Timeline** and **Assignment for Evaluation** categories and percentages.



▼ Evaluation Timeline

Evaluation Timeline for COTA ART & ART HISTORY

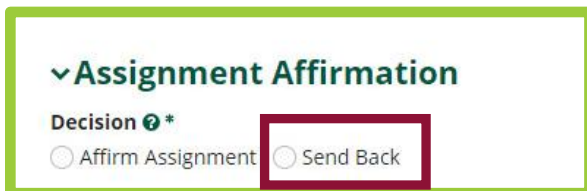
Evaluation Stage	Deadline	Countdown
Self-Narrative	Mar 2, 2020 12:00 AM	54 days
Peer Committee Evaluation	Mar 23, 2020 12:00 AM	75 days
Supervisor Evaluation	Apr 13, 2020 12:00 AM	96 days
Evaluation Deadline	Apr 27, 2020 12:00 AM	110 days

Assignment for Evaluation

	Assignment
Teaching	80
Research	10
Service	10
Admin	0
Clinical	0
Other	0

Unit Guidelines <https://www.guidelines.com/usfcota.html>

If you feel the category and percentages require adjustment, select **Send Back**.

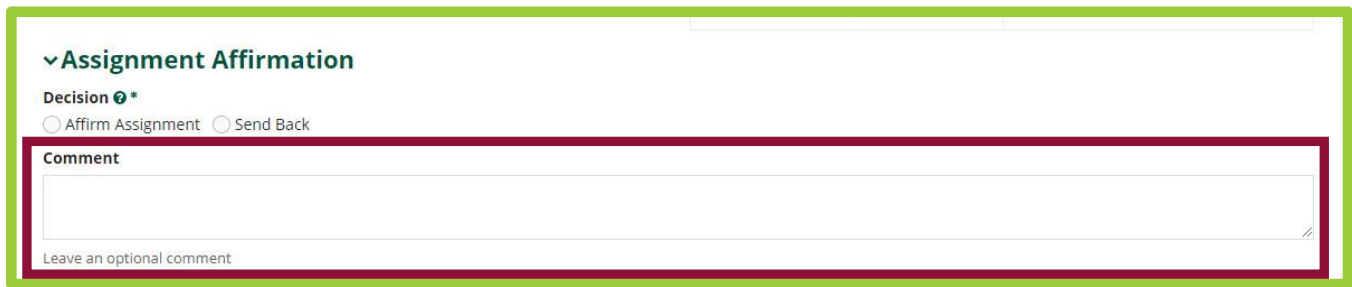


▼ Assignment Affirmation


Decision *

Affirm Assignment Send Back

Add an optional comment.



▼ Assignment Affirmation

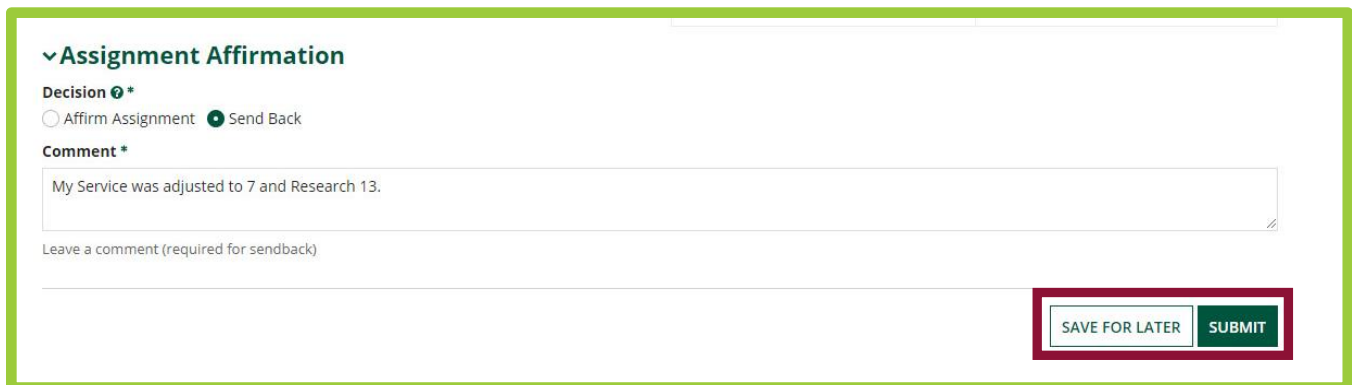
Decision  *

Affirm Assignment Send Back


Comment

Leave an optional comment

Either select **Save for Later** or select **Submit** to send the Assignment back to your Unit Representative for adjustment.



▼ Assignment Affirmation

Decision  *

Affirm Assignment Send Back

Comment *

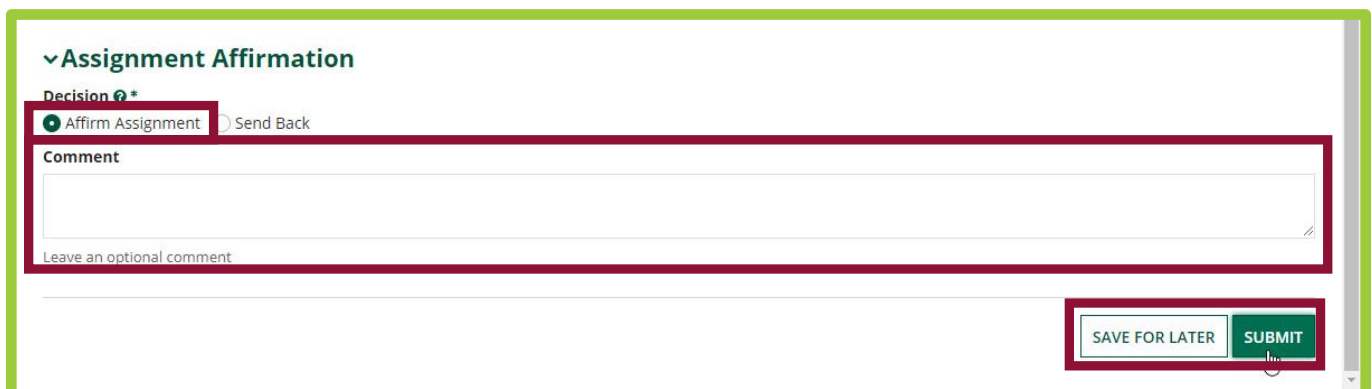
My Service was adjusted to 7 and Research 13.

Leave a comment (required for sendback)


SAVE FOR LATER SUBMIT

The process will repeat until an assignment is agreed upon.

If you are satisfied with the assignment, Select **Affirm Assignment**. Add an optional comment. Select **Submit**.



▼ Assignment Affirmation

Decision  *

Affirm Assignment Send Back

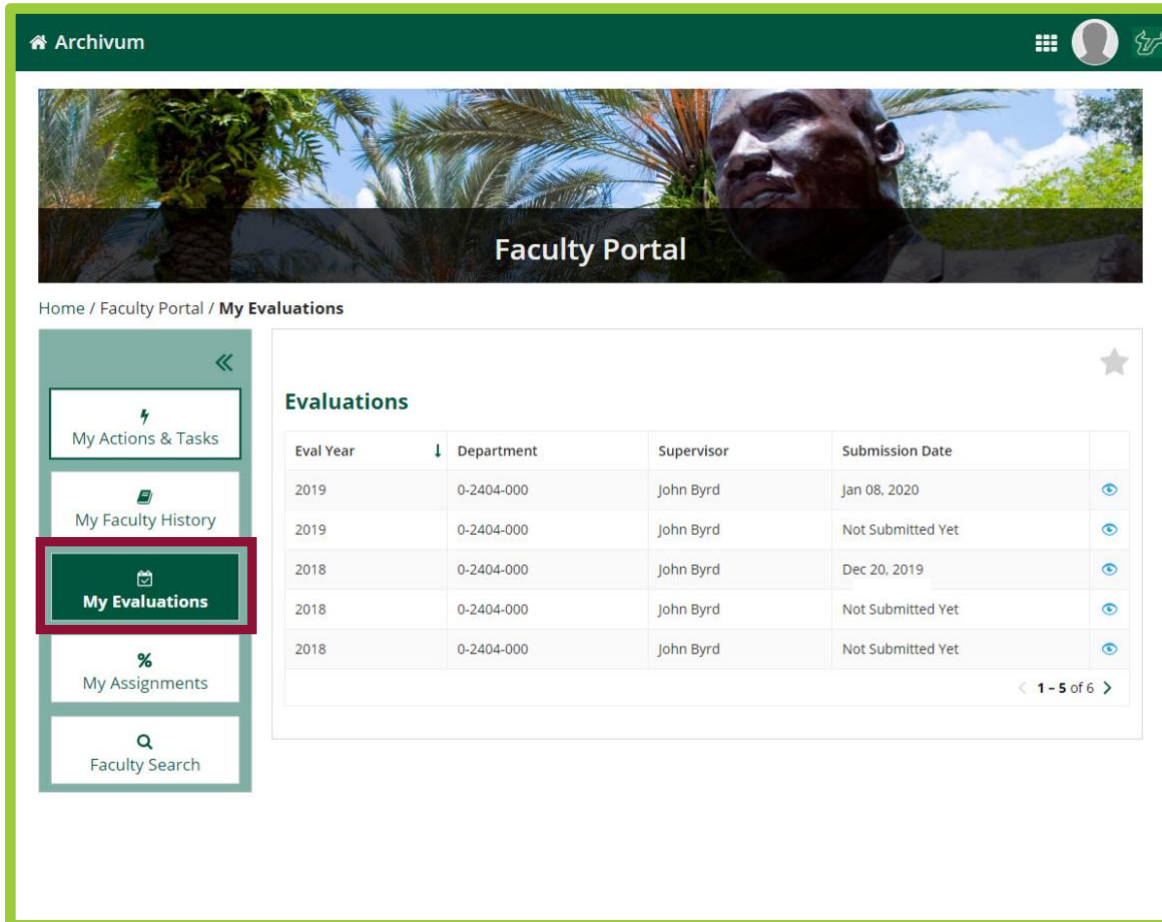
Comment

Leave an optional comment

SAVE FOR LATER SUBMIT

Self-Evaluation

To view your evaluation, navigate to the Faculty Portal. Select **My Evaluations**.



Archivum

Faculty Portal

Home / Faculty Portal / My Evaluations

My Actions & Tasks

My Faculty History

My Evaluations

My Assignments

Faculty Search

Evaluations

Eval Year	Department	Supervisor	Submission Date
2019	0-2404-000	John Byrd	Jan 08, 2020
2019	0-2404-000	John Byrd	Not Submitted Yet
2018	0-2404-000	John Byrd	Dec 20, 2019
2018	0-2404-000	John Byrd	Not Submitted Yet
2018	0-2404-000	John Byrd	Not Submitted Yet

< 1 - 5 of 6 >

Select your evaluation. When working in your evaluation for the first time, you must agree to an Integrity Statement. Please read the Integrity Statement and check the box.



Archivum

Self-Narrative

Use the below form to fill out a Self-Narrative in each of the faculty pillars for the 2019 calendar year.

Integrity Statement

/ checking this box, I agree to respect and protect the integrity of the Annual Evaluations process and to refrain from making any unauthorized disclosures of any of the information or materials to which I am granted access as part of this process.

SIGN INTEGRITY STATEMENT

Select **Sign Integrity Statement**



Archivum

Self-Narrative

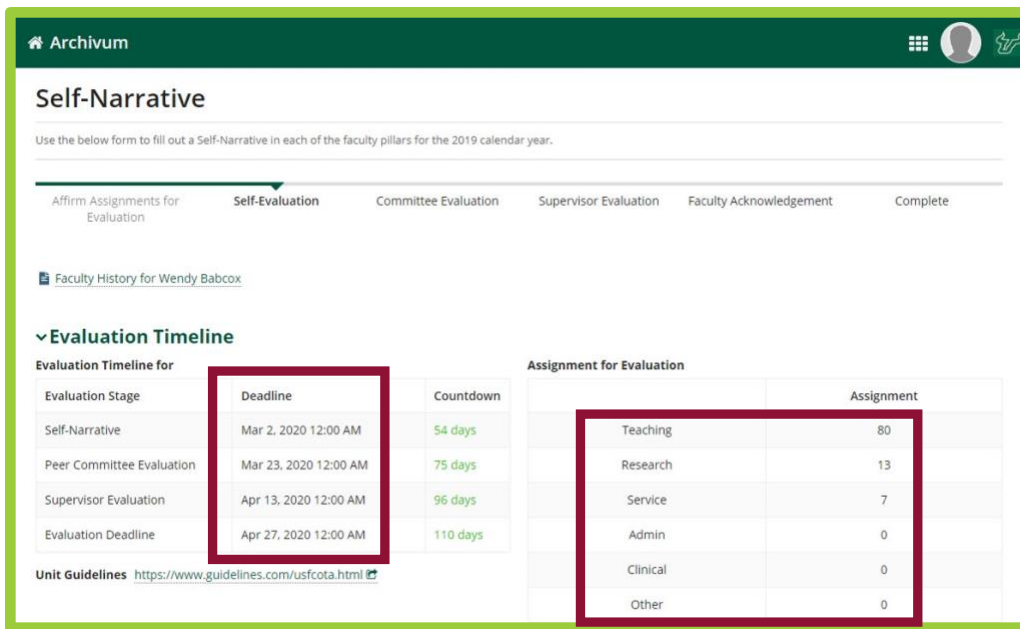
Use the below form to fill out a Self-Narrative in each of the faculty pillars for the 2019 calendar year.

Integrity Statement

By checking this box, I agree to respect and protect the integrity of the Annual Evaluations process and to refrain from making any unauthorized disclosures of any of the information or materials to which I am granted access as part of this process.

SIGN INTEGRITY STATEMENT

On the self-evaluation page, review your due dates and assignments.



Archivum

Self-Narrative

Use the below form to fill out a Self-Narrative in each of the faculty pillars for the 2019 calendar year.

Affirm Assignments for Evaluation | **Self-Evaluation** | Committee Evaluation | Supervisor Evaluation | Faculty Acknowledgement | Complete

Faculty History for Wendy Babcox

Evaluation Timeline

Unit Guidelines <https://www.guidelines.com/usfcota.html>

Evaluation Timeline for			Assignment for Evaluation	
Evaluation Stage	Deadline	Countdown	Assignment	
Self-Narrative	Mar 2, 2020 12:00 AM	54 days	Teaching	80
Peer Committee Evaluation	Mar 23, 2020 12:00 AM	75 days	Research	13
Supervisor Evaluation	Apr 13, 2020 12:00 AM	96 days	Service	7
Evaluation Deadline	Apr 27, 2020 12:00 AM	110 days	Admin	0
			Clinical	0
			Other	0

Then enter your self-ratings and narratives for these categories.

Teaching Evaluation

Rating (Optional)
 N/A 1 1.5 2 2.5 3 3.5 4 4.5 5

Teaching Self Narrative *

Enter a self-narrative for the period, focused on the area of teaching. You may reference your previous year's courses taught and teaching grants (linked below) to assist in your self-evaluation. Limited to 12,000 characters, or approximately 2,400 words.

0/12000

[Show Teaching Work for the 2019 Evaluation Period](#)

Advisees and Mentees

This section is specific for faculty in the College of Public Health.

Advisees and mentees from your faculty record are pre-populated below. You may modify these/add new entries prior to submitting your self evaluation. Once you submit your self evaluation, the entries made here will be available for review during the evaluations process along with the rest of the data contained on this page. Note: updates made here to your advisees/mentees do not impact your current advisee/mentee assignments off your faculty record.

Student	Student's Degree	Advisor?	Mentor?
No Items available			

[+ Add Advisees/Mentees](#)

Research Evaluation

Rating (Optional)
 N/A 1 1.5 2 2.5 3 3.5 4 4.5 5

Research Self Narrative *

Enter a self-narrative for the period, focused on the area of research . You may reference your previous year's research including books, articles, publications, and creative works (linked below) to assist in your self-evaluation. Limited to 12,000 characters, or approximately 2,400 words.

0/12000

[Show Research Work for the 2019 Evaluation Period](#)

Service Evaluation

Rating (Optional)
 N/A 1 1.5 2 2.5 3 3.5 4 4.5 5

Service Self Narrative *

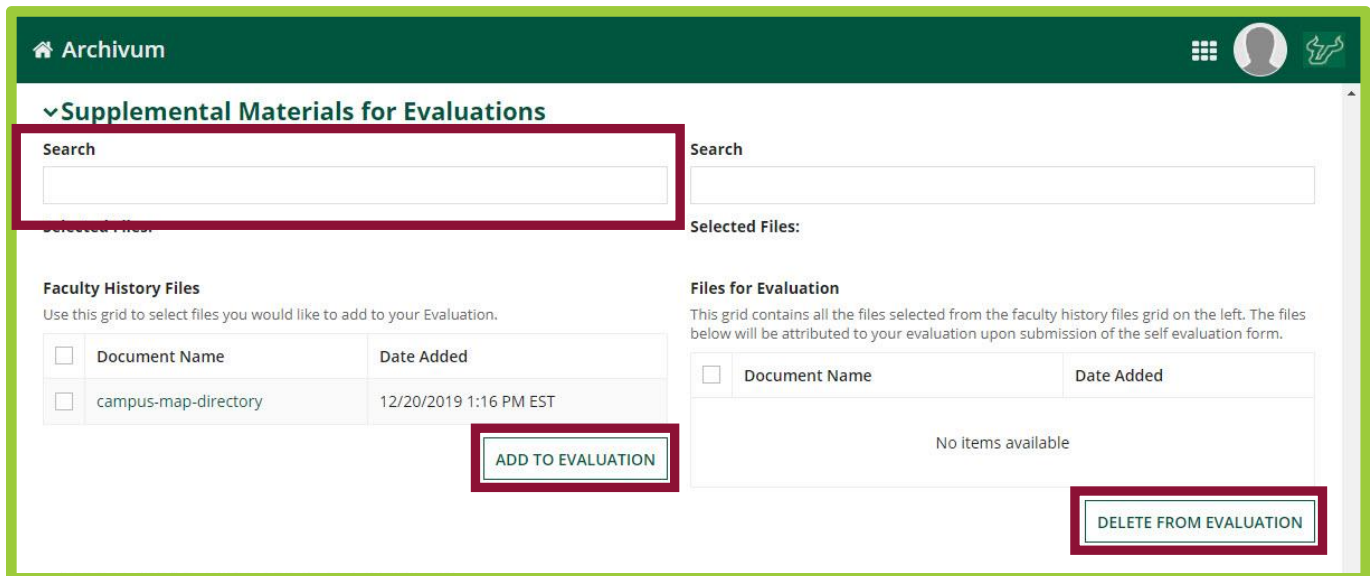
Enter a self-narrative for the period, focused on the area of service. You may reference your previous year's service duties (linked below) to assist in your self-evaluation. Limited to 12,000 characters, or approximately 2,400 words.

0/12000

When entering narratives, please note there is a 12,000 character limit. The size of the text box can be adjusted by clicking and dragging the bottom right corner.

Supplemental Materials

You can add supplemental materials by including files from your faculty history or adding directly. To add files from your faculty history, search for files and then select **Add to evaluation**.



Archivum

Supplemental Materials for Evaluations

Search

Selected Files:

Faculty History Files
Use this grid to select files you would like to add to your Evaluation.

<input type="checkbox"/>	Document Name	Date Added
<input type="checkbox"/>	campus-map-directory	12/20/2019 1:16 PM EST

Files for Evaluation
This grid contains all the files selected from the faculty history files grid on the left. The files below will be attributed to your evaluation upon submission of the self evaluation form.

<input type="checkbox"/>	Document Name	Date Added
No items available		

ADD TO EVALUATION

DELETE FROM EVALUATION

Files can be removed from your self-evaluation by searching and then selecting **Delete from evaluation**. This will only delete files from your self-evaluation and not your faculty history.

Additional files can also be uploaded using the **Upload new files for evaluation** tool. Files added here will also be added to your faculty history.

▼ Upload New Files for Evaluation

Files to Upload

UPLOAD
📁
Drop files here

Documents uploaded here are added to both to your faculty history and your current evaluation. To delete documents you must go to faculty history.

▼ History

Actor	Action	Comment	Timestamp
Wendy Babcox	Assignment Affirmed for Evaluation		1/8/2020 4:57 PM EST
Brant Burkhardt	Assignment Updated for Evaluation	Adjusted the Assignment. Thanks!	1/8/2020 4:56 PM EST
Wendy Babcox	Assignment Sent Back for Evaluation	My Service was adjusted to 7 and Research 13.	1/8/2020 4:35 PM EST

Comment

Once you've finished your self-evaluation you can select **Save for later** or **Submit**.

▼ Upload New Files for Evaluation

Files to Upload

UPLOAD
📁
Drop files here

Documents uploaded here are added to both to your faculty history and your current evaluation. To delete documents you must go to faculty history.

▼ History

Actor	Action	Comment	Timestamp
Wendy Babcox	Assignment Affirmed for Evaluation		1/8/2020 4:57 PM EST
Brant Burkhardt	Assignment Updated for Evaluation	Adjusted the Assignment. Thanks!	1/8/2020 4:56 PM EST
Wendy Babcox	Assignment Sent Back for Evaluation	My Service was adjusted to 7 and Research 13.	1/8/2020 4:35 PM EST

Comment

Leave an optional comment

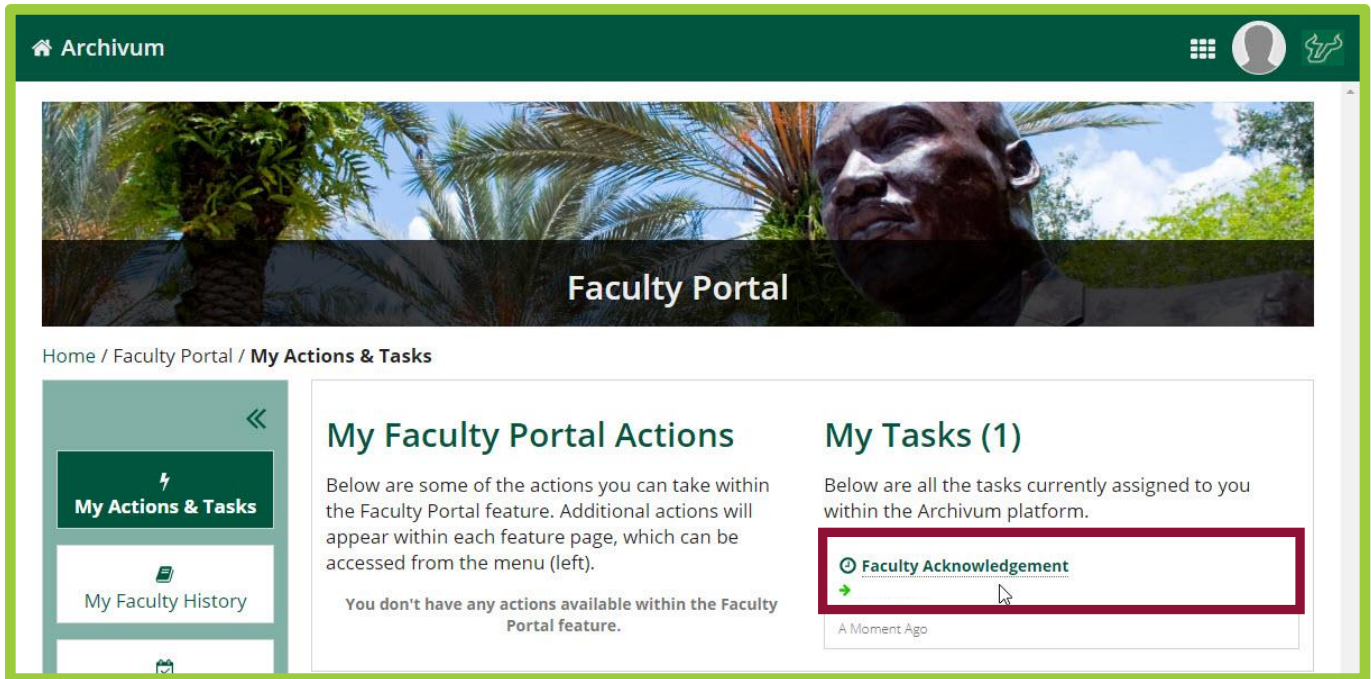
SAVE FOR LATER
SUBMIT

To complete the process, selecting **Submit** will generate a task and notify the next person to perform their part of the process.

For example, if your evaluation process requires a committee, the committee chair will be notified. If your process does not require a committee, your supervisor will be notified.

Acknowledge Evaluation Ratings

Navigate to the Faculty Portal. Select the **Faculty Acknowledgment** task under **My Tasks**.



Archivum

Faculty Portal

Home / Faculty Portal / My Actions & Tasks

My Actions & Tasks

My Faculty History

My Faculty Portal Actions

Below are some of the actions you can take within the Faculty Portal feature. Additional actions will appear within each feature page, which can be accessed from the menu (left).

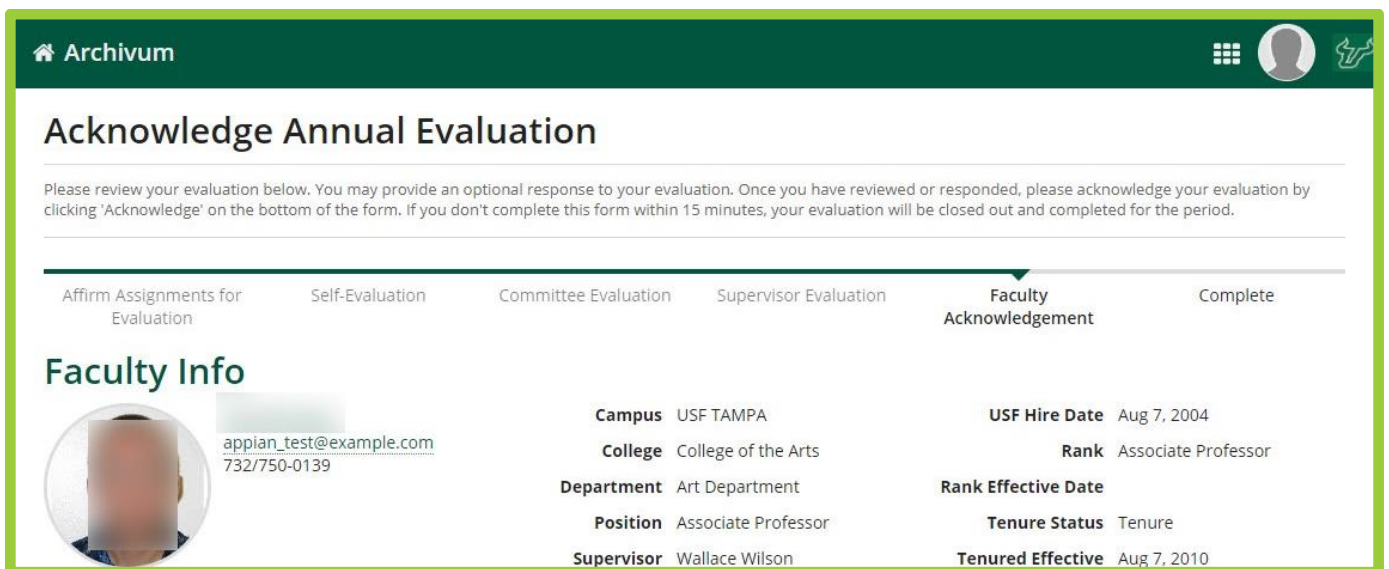
You don't have any actions available within the Faculty Portal feature.

My Tasks (1)

Below are all the tasks currently assigned to you within the Archivum platform.

- [Faculty Acknowledgement](#)
A Moment Ago

Review the evaluation information on this page.




Archivum

Acknowledge Annual Evaluation

Please review your evaluation below. You may provide an optional response to your evaluation. Once you have reviewed or responded, please acknowledge your evaluation by clicking 'Acknowledge' on the bottom of the form. If you don't complete this form within 15 minutes, your evaluation will be closed out and completed for the period.

Affirm Assignments for Evaluation Self-Evaluation Committee Evaluation Supervisor Evaluation **Faculty Acknowledgement** Complete

Faculty Info

	<p>appian_test@example.com 732/750-0139</p>	<p>Campus USF TAMPA</p> <p>College College of the Arts</p> <p>Department Art Department</p> <p>Position Associate Professor</p> <p>Supervisor Wallace Wilson</p>	<p>USF Hire Date Aug 7, 2004</p> <p>Rank Associate Professor</p> <p>Rank Effective Date</p> <p>Tenure Status Tenure</p> <p>Tenured Effective Aug 7, 2010</p>
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▼ Evaluation Timeline

Evaluation Timeline for COTA ART & ART HISTORY

Evaluation Stage	Deadline	Countdown
Self-Narrative	Mar 2, 2020 12:00 AM	47 days
Peer Committee Evaluation	Mar 23, 2020 12:00 AM	68 days
Supervisor Evaluation	Apr 13, 2020 12:00 AM	89 days
Evaluation Deadline	Apr 27, 2020 12:00 AM	103 days

Assignment for Evaluation

	Assignment
Teaching	70
Research	25
Service	5
Admin	0
Clinical	0
Other	0

Unit Guidelines <https://www.guidelines.com/usfcota.html>

▼ Evaluation Narratives

Teaching Self Narrative

I teach excellently.

[Show Teaching Work for the 2019 Evaluation Period](#)

Research Self Narrative

I do excellent research.

[Show Research Work for the 2019 Evaluation Period](#)

Service Self Narrative

I provide excellent service.

[Show Service Work for the 2019 Evaluation Period](#)

Committee Narrative

He does excellent work.

Supervisor Narrative

He really does do excellent work.

▼ Evaluation

Note: Eval ratings may take up to one (1) full business day to appear. If you don't see your ratings after two (2) business days, please contact the help desk.

	Self Rating	Committee Rating	Supervisor Rating
Teaching	5	5	5
Research	5	5	5
Service	5	5	5

▼ History

Actor	Action	Comment	Timestamp
	Submit Supervisor Evaluation		1/9/2020 2:30 PM EST
	Submit Committee Evaluation		1/9/2020 1:56 PM EST
	Submit Self-Evaluation		1/9/2020 1:18 PM EST
	Evaluation Reverted to Self-Evaluation	Reason: I think you understated your research and teaching.	1/9/2020 1:15 PM EST
	Evaluation Reverted to Self-Evaluation	Reason: I think you understated your research and teaching.	1/9/2020 1:15 PM EST

You can include an option response to your acknowledgement of the evaluation in the bottom text box. Once you're finished, select the Acknowledge Evaluation button.

▼ Respond to Evaluation

Provide an optional response to your annual evaluation. Max characters: 12000

0/12000. Your supervisor will be able to view your response.

SAVE FOR LATER
ACKNOWLEDGE EVALUATION

usftest.appiancloud.com/suite/sites/archivum/page/archivum/record/.../summary



Committee Chair


Adding Committee Evaluation

As a committee member you will review the faculty member's evaluation and supplemental materials. As the committee chair you will rate the faculty member and add your committee's narrative to the evaluation.

Log into Archivum and then select the faculty portal. Select the **Enter Evaluations Committee Results** task for the desired faculty member.

Archivum



Hello, Esra
Welcome to Archivum

My Tasks (1)


Enter Evaluation Committee Results for

35 Minutes Ago


My Bookmarks

Bookmark your commonly used pages!
Get Started!


Release Notes



Faculty Portal
Faculty History, Assignments & Evaluations,
Travel & Reservations

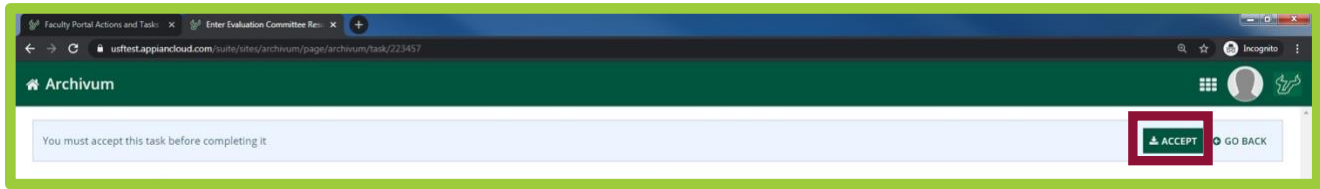


Travel
Travel Requests, Expense Reports, Central Travel

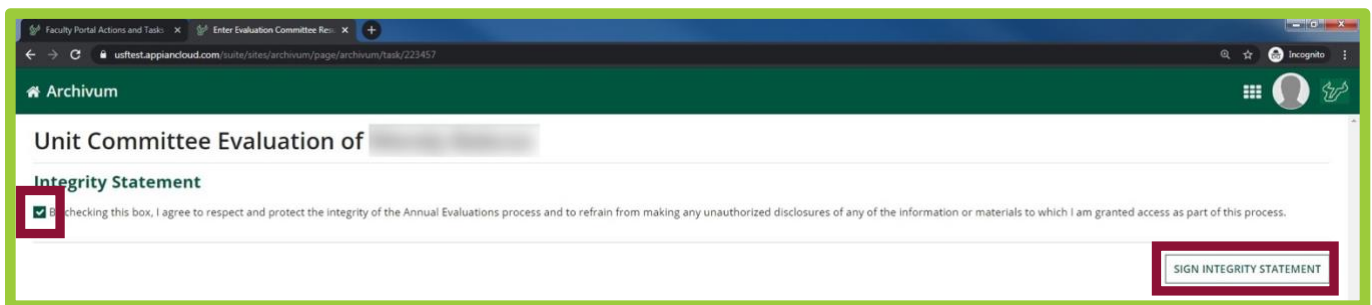


Archivum Help
Manage Archivum Help Tickets

You must accept the task before proceeding.

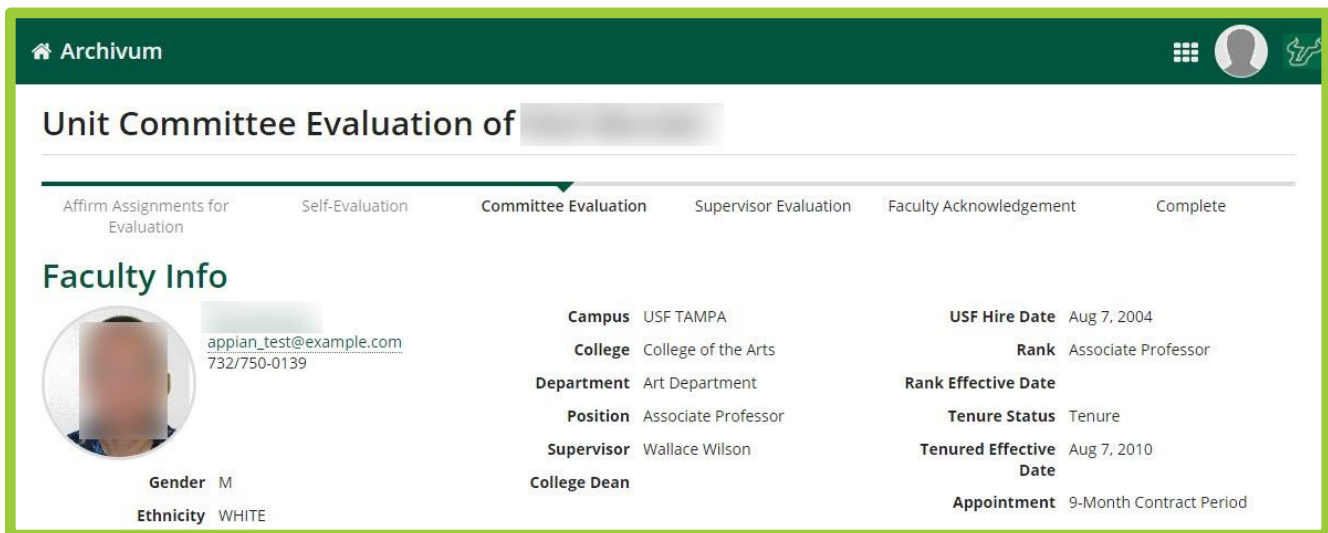


You will then need to agree to an integrity statement by checking the box and selecting **Sign integrity statement**. This will only need to be done for the 1st evaluation completed in the cycle.



Subsequent evaluations will skip this step.

On the evaluation page that appears, make your committee rating selections.



▼ Evaluation

	Self Rating (Optional)	Committee Rating
Teaching	5	<input type="radio"/> 1 <input type="radio"/> 1.5 <input type="radio"/> 2 <input type="radio"/> 2.5 <input type="radio"/> 3 <input type="radio"/> 3.5 <input type="radio"/> 4 <input type="radio"/> 4.5 <input type="radio"/> 5
Research	5	<input type="radio"/> 1 <input type="radio"/> 1.5 <input type="radio"/> 2 <input type="radio"/> 2.5 <input type="radio"/> 3 <input type="radio"/> 3.5 <input type="radio"/> 4 <input type="radio"/> 4.5 <input type="radio"/> 5
Service	5	<input type="radio"/> 1 <input type="radio"/> 1.5 <input type="radio"/> 2 <input type="radio"/> 2.5 <input type="radio"/> 3 <input type="radio"/> 3.5 <input type="radio"/> 4 <input type="radio"/> 4.5 <input type="radio"/> 5

Then fill in the narrative below the rating section.

Committee Narrative *

Please evaluate the faculty member on their performance for the preceding evaluation period.

0/12000

When finished, select **Submit**.

SEND BACK

SAVE FOR LATER

SUBMIT

This will generate a task and notify the supervisor to perform their evaluation.

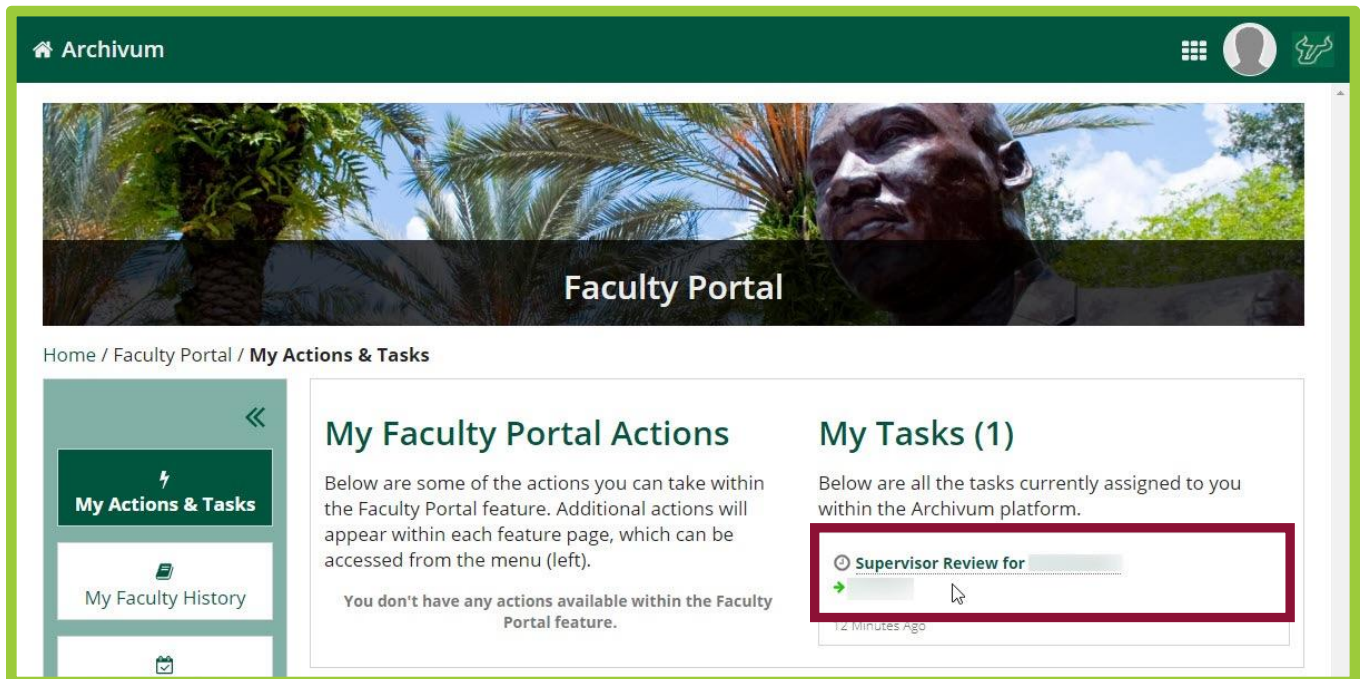
Your part of the process is now complete.

Supervisor

Adding Supervisor Evaluation

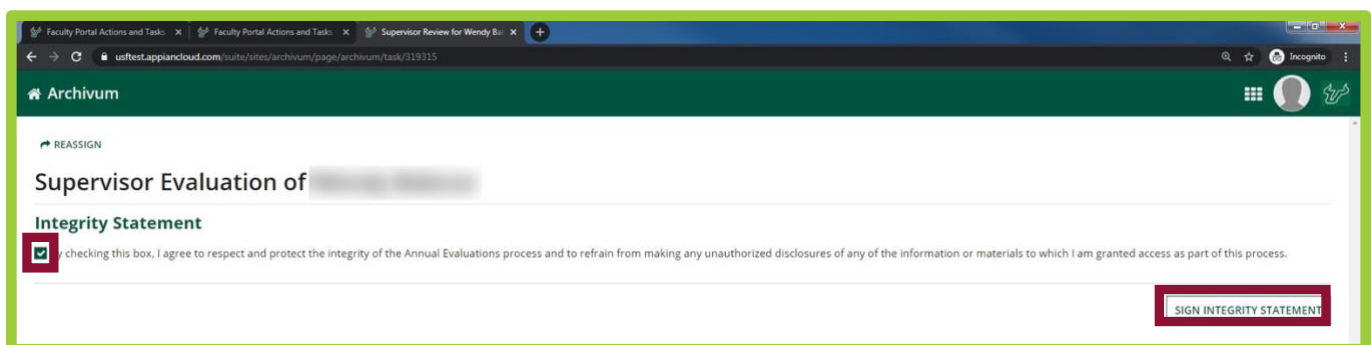
As the Supervisor, you will rate the faculty member and add your narrative to the evaluation.

Navigate to the **Faculty Portal**. Select the **Supervisor Review** task for the desired faculty member.



The screenshot shows the Archivum Faculty Portal interface. The breadcrumb trail is Home / Faculty Portal / My Actions & Tasks. On the left, there is a sidebar with 'My Actions & Tasks' and 'My Faculty History'. The main content area is divided into two sections: 'My Faculty Portal Actions' and 'My Tasks (1)'. The 'My Tasks (1)' section contains a single task: 'Supervisor Review for [redacted]', which is highlighted with a red box. Below the task name, there is a green arrow icon and the text '12 Minutes Ago'.

You must accept the task before proceeding. You will then need to agree to an integrity statement by checking the box and selecting **Sign integrity statement**.





The screenshot shows the Supervisor Evaluation form. The breadcrumb trail is Home / REASSIGN / Supervisor Evaluation of [redacted]. The 'Integrity Statement' section has a checked checkbox and the text: 'By checking this box, I agree to respect and protect the integrity of the Annual Evaluations process and to refrain from making any unauthorized disclosures of any of the information or materials to which I am granted access as part of this process.' A red box highlights the checked checkbox. At the bottom right, there is a button labeled 'SIGN INTEGRITY STATEMENT'.

This will only need to be done for the 1st evaluation completed in the cycle. Subsequent evaluations will skip this step.

On the evaluation page that appears, select the rating for each item.

Archivum





REASSIGN

Supervisor Evaluation of [REDACTED]

Affirm Assignments for Evaluation
Self-Evaluation
Committee Evaluation
Supervisor Evaluation
Faculty Acknowledgement
Complete

Faculty Info



Gender M
Ethnicity WHITE

Campus USF TAMPA
College College of the Arts
Department Art Department
Position Associate Professor
Supervisor Wallace Wilson
College Dean

USF Hire Date Aug 7, 2004
Rank Associate Professor
Rank Effective Date
Tenure Status Tenure
Tenured Effective Date Aug 7, 2010
Appointment 9-Month Contract Period

▼ Evaluation

	Self Rating (Optional)	Committee Rating	Supervisor Rating
Teaching	5	5	<input type="radio"/> 1 <input type="radio"/> 1.5 <input type="radio"/> 2 <input type="radio"/> 2.5 <input type="radio"/> 3 <input type="radio"/> 3.5 <input type="radio"/> 4 <input type="radio"/> 4.5 <input checked="" type="radio"/> 5
Research	5	5	<input type="radio"/> 1 <input type="radio"/> 1.5 <input type="radio"/> 2 <input type="radio"/> 2.5 <input type="radio"/> 3 <input type="radio"/> 3.5 <input type="radio"/> 4 <input type="radio"/> 4.5 <input checked="" type="radio"/> 5
Service	5	5	<input type="radio"/> 1 <input type="radio"/> 1.5 <input type="radio"/> 2 <input type="radio"/> 2.5 <input type="radio"/> 3 <input type="radio"/> 3.5 <input type="radio"/> 4 <input type="radio"/> 4.5 <input checked="" type="radio"/> 5

Supervisor Narrative *

He really does do excellent work.

33/12000

Then fill in the narrative.

Select **Submit** when you're finished. This will generate a task and notify the faculty member to acknowledge the evaluation.

SEND BACK SAVE FOR LATER **SUBMIT**

Your part of the process is now complete.