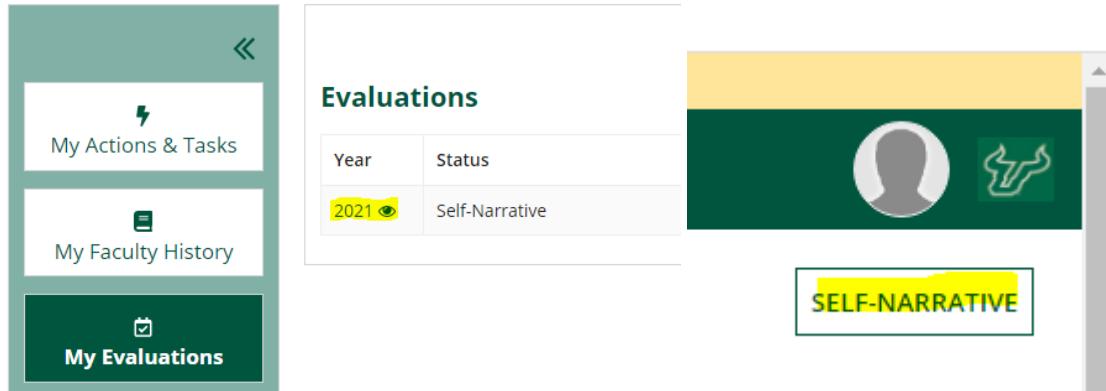


Faculty

What’s changed for Faculty?

- a) Evaluations can be accessed via the Archivum Faculty Portal / *My Evaluations*.

Home / Faculty Portal / **My Evaluations**



- b) Annual Evaluation progress will be communicated via e-mail notifications rather than Tasks, much like the rest of FIS. E-mails will contain direct links to the Evaluation.
- c) Faculty can immediately begin work on their Self-Narratives. Evaluation Annual Assignments, whether entered manually or calculated, will be assumed to be Affirmed unless the Faculty marks it otherwise, eliminating an unnecessary step.
- d) To Send Back an Annual Assignment, the Faculty will need to mark it as Not Affirmed. Then they can note the changes they would like to see before sending it back to the unit for consideration.

Assignment Affirmed Not Affirmed

Reason for Send Back *

Teaching should be 10, Service 57. I picked up a course from Mark when he got sick.

83/4000

Please describe how and why your annual assignment should be modified. Note that modifying the Assignment distribution may cause narrative sections to appear or disappear accordingly.

SAVE FOR LATER SUBMIT SELF-NARRATIVE SUBMIT SEND BACK

- e) Evaluations will be editable even while awaiting an Assignment Update.
- f) Annual Assignments will not be directly editable if calculated from Term Assignments. Instead, the underlying Term Assignments will have to be edited, which will update the Annual Assignment.
 - *Currently, an edited underlying Term Assignment can only be Acknowledged. If further edits are required, the Annual Evaluation will have to be Sent Back a second time. We are investigating being able to Acknowledge with Consultation.
- g) Faculty who have Sent Back their Annual Assignment, thus have a pending Assignment Update for their Evaluation, can change their mind and Affirm their original Assignment by marking it so.
- h) Annual Assignments will have to be Affirmed before an Evaluation can be submitted for Review.