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Introduction and Overview
There are a number of steps involved in creating Evaluation Processes that will be used across the institution. The creation of Evaluation Processes enables a workflow, or chain of events, that can occur across peers, departments, or colleges in an evaluation process, such as a Tenure Review Process that requires faculty review from a number of constituents.

Steps in a faculty evaluation process
1. **Establish** the evaluation processes using the Evaluation Processes menu (within the Administration tab). **For the 2015 review period, the UAVitae Implementation Team will complete this step**

2. **Create** faculty evaluations using the Evaluations menu. (Notification is sent to evaluators' homepage Messages.) **For the 2015 review period, the UAVitae Implementation Team will complete this step**

3. **Evaluate** faculty submissions. (On your Home Page, Navigate to “Manage Your Data” -> Evaluations. Click on “Assess evaluations from other faculty or evaluate tem”) **Step completed by Faculty**

4. **Submit** written evaluations by the evaluation author responsible for submitting the written recommendation. Each evaluator will see the evaluation form only if he or she is designated as the evaluation author. This person is typically the chair of the committee (e.g., tenure committee) or the administrator (e.g., chair, dean) responsible for completing the performance evaluation. Evaluators who are not serving as the evaluator author can view faculty credentials but cannot submit a written evaluation. **Step completed by Peer Review Committee Chair and Department Head or Division Chief**

Once completed, the written evaluation results are added to the appropriate section of the evaluated faculty member's Profile Form and can be reported within his or her curriculum vitae.

Planning and Preparation
In order to streamline the creation process, it is recommended that you first plan what you would like your evaluation to cover and incorporate items such as:

- **Time period**: Time periods for activities apply to all sections and cannot differ by section. Meaning, if you are creating an Annual Review and set the review time frame for one year, all activities shown on the CV for review are only for that one-year period. You are not able to review Teaching Activity for one year and Grants for three years, for example.
- **Identify Peer Review Committee**: Faculty selected to conduct Peer Review.
- **Author**: Who will complete the Evaluation Form (Peer Review Committee Chair and Department Head or Division Chief)
- **Department’s evaluation period**: time-frame for faculty to submit evaluations, time-frame for peer review committee to review documentation, time-frame for department chair to complete evaluations

### Unlocking a CV

If a faculty member requests their CV to be unlocked during the Evaluation Period, go to the Evaluation Management Section by clicking on the **Manage Locked CV(s)** hyperlink. Then, select the faculty member to unlock and press Unlock. The CV for the faculty member will now be updated and display updated information and be locked again the next time it is viewed by Evaluators.

### Unsubmitting an Evaluation

From the **Administration > Evaluations** screen, display the Evaluations to select the one that you would like to unsubmit. In the Completed column you will see the number of completed evaluations over the total number of evaluations to be completed. Click on that number to display the submitted evaluations.

The Submitted Evaluations will appear. Select the Evaluation you would like to unsubmit. Click **Unsubmit Selected Evaluations**.

*NOTE: Unsubmitting an Evaluation must be done PRIOR to the end of the Evaluation Period in order to edit it. Once the Evaluation Period ends, in order to edit an evaluation, you must also edit the end date of the Evaluation Period.*
The number of submitted evaluations will now be reset.

To complete an Evaluation that has been Unsubmitted you need to access it through the Manage Your Data > Evaluations area. It will not show up in your Action Items area again.