



Faculty Annual Self-Evaluation and Planning Report: Faculty Success Guide

The following will outline the basic steps a faculty member needs to go through to access and run their Faculty Annual Self-Evaluation and Planning Report.

Once in Faculty Success navigate to the Reports section by selecting the Reports link located in the banner found at the top of the page. A catalog of all available reports will be presented which will include a report(s) listed as “Faculty Annual Self Evaluation and Planning Report”. The specific college associated with the report will also be appended to the end of the report name (ex. College of Business, College of Education, Torreyson Library). Where applicable there will be an additionally available report including any associated summary evaluation and listed with “with Summary Evaluation” appended to report name.

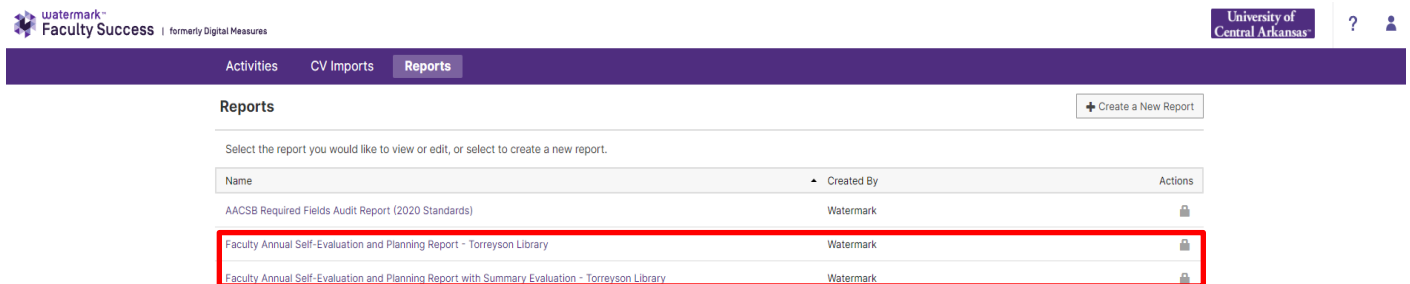


Figure 1 - Report Selection

Once the report has been selected a new page will be presented allowing for specific criteria to be adjusted to return the expected timeframe as well as certain report formatting options.

For your annual meeting with faculty, use the “Faculty Annual Self Evaluation and Planning Report”. Directions to run that report are as follows.

< Run Faculty Annual Self-Evaluation and Planning Report - Torreyson Library
 Download this report's template

1 **Date Range**

Start Date: January 01 2020
 End Date: December 31 2020

2 **Report Options**

a) Citation Style: APA

3 **File Format**

File Format: Microsoft Word (.doc)
Changes made to the Microsoft Word document **will not** be reflected in the system.

Page Size: Letter

Run Report

Figure 2 - Report Criteria

After making the necessary selections select the icon to Run Report in the upper right-hand section of the screen to generate the report.

Once you have had your meeting, please enter in the summary evaluation on the Summary Evaluation screen, which you can see below.

▼ **Faculty Annual Self-Evaluation and Planning Reports**

- Other Instructional, Scholarship, Professional Development, and Service - Not Reported Elsewhere
- Annual Teaching Goals
- Annual Scholarly Goals
- Annual Professional Development Goals
- Annual Service Goals
- Archived Reports
- Summary Evaluation**

After the Summary Evaluation has been entered by the department chair or school director, the “Faculty Annual Self Evaluation and Planning Report with Summary Evaluation” can be ran using the same variables as was used for the regular “Faculty Annual Self Evaluation and Planning Report”.