Evaluations for faculty members

To view your current and historical evaluations:

- After logging into myVITA, go to Evaluations in the left-hand menu.
- Under View / Respond, select the eye icon next to the appropriate year of evaluation.
- Select the eye icon next to the Title of the evaluation step you are interested in viewing. For some this will be a Chair evaluation, others a Dean or Director evaluation depending upon your school or college organizational structure.
For Spring 2018 evaluation period, there are *typically* four steps involved in each evaluation.

- Faculty Self-Report
- Chair Evaluation (after which a chair may meet with each faculty member). For some this will be a Chair evaluation, others a Dean or Director evaluation depending upon your school or college organizational structure.
- Chair Amendment and Workload Distribution (chair can make changes to their original evaluation and sets the Workload Distribution for the upcoming academic year). For some this will be a Chair evaluation, others a Dean or Director evaluation depending upon your school or college organizational structure.
- Faculty Confirmation (faculty member confirms their evaluation by providing and electronic signature and may provide comments)

Attachments to evaluations can be downloaded by selecting the eye icon next to the attachment in the attachments section at the end of the evaluation form.

To complete the Faculty Confirmation:
- After logging into myVITA, go to Evaluations in the left-hand menu.
- Under Perform Evaluations, select the Report next to the Faculty Confirmation of Annual Review.
• Faculty can review evaluations by selecting the eye icon under MU Activity Report and scrolling to the end of the document. The evaluations will be available by selecting the hyperlinks associated with each step of the evaluation process.

<table>
<thead>
<tr>
<th>Process</th>
<th>Title</th>
<th>Type</th>
<th>Faculty Response</th>
<th>Start Date</th>
<th>Due Date</th>
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<td>Chair Evaluation and Workload Distribution</td>
<td>Annual Evaluation</td>
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<td>2018-03-19 00:00:00</td>
<td>2018-05-25 23:59:00</td>
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<td>Chair Evaluation - Annual Review</td>
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<td>2018-05-25 23:59:00</td>
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<td>Faculty Self Report - Annual Review</td>
<td>Annual Evaluation</td>
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<td>2018-04-30 14:00:00</td>
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• To complete the Faculty Confirmation form, the final step of the annual review process, select Report under Actions.

• See sample form on next page.
• Enter any comments that you have, provide an Electronic Signature. Hit Save.
• To submit, you must select the box next to your name and then select Submit Selected Evaluations.
• This is the final step in the evaluation process.
MU Faculty Annual Review Confirmation

If you have any comments that you would like to be included in this year’s evaluation, please provide them below. This is optional. You are required to acknowledge the completion and review of your evaluation by typing your name in the electronic signature prompt below. Once you hit submit, your annual review is complete for this year.

Comments (OPTIONAL)

Provide comments here:
Okay

Faculty Confirmation of Chair/Director Evaluation Feedback

By typing your name below you confirm that an evaluation was completed and you were able to review the written evaluation.

Electronic Signature: Kathy Felts

Attachments

No attachments uploaded.

Add Another

Save  Cancel