

# Complete Chair Evaluation for Part-Time Faculty Performance Review

## Workday Job Aid for Department Chairs

### Overview

Use this job aid as a resource to complete the Department Chair steps of the Part-Time Faculty Performance Review. When a Part-Time Faculty member completes their step of the Performance Review process, you will receive a Workday My Tasks notification to complete. The first task is to *Get Additional Manager Evaluation*. For part-time faculty reviews this task can be skipped. Once this task is submitted, you receive a second task to *Complete Manager Evaluation*.

### (Optional) Get Additional Manager Evaluation

In this task, you have the option to add an additional Manager to review the employee or you can skip this task altogether. Use the sections below based on your decision.

#### Get Additional Manager Evaluation

1. From the **Home** screen, click the **My Task** icon.



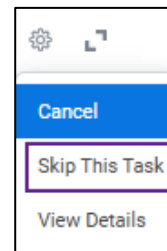
2. Locate and select the **Get Additional Manager Evaluation** task.
3. Select the applicable **Reviewers** by typing their name.  
**Note:** You can select one or more people.
4. Click **Submit**.

#### Skip the Task

1. From the **Home** screen, click the **My Task** icon.
2. Locate and select the **Get Additional Manager Evaluation** task.
3. Towards the top left of the My Task, locate the toolbar and click the **Gear** icon.



4. From the menu, click **Skip This Task**.



5. A confirmation displays asking if you wish to skip this task. Click **OK**.

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## Complete Manager Evaluation

1. From the **Home** screen, click the **My Task** icon.



2. Locate and select the **Manager Evaluation** task.
3. Read the **Instructions** at the top of the page.
4. Select one of the following options:
  - **Go to Guided Editor:** This is the preferred option to ensure each section is completed. Select this option to see each section of the evaluation one at a time. If you select this option, you will need to click **Next** to navigate through each section.
  - **Go to Summary Editor:** Use this option to review or edit what was entered using the Guided Editor. Select this option to see each section of the evaluation all on one page at the same time. If you select this option, you will need to scroll down to navigate through each section.
5. Complete each section of the evaluation. Each section of the evaluation corresponds to the subheadings below. Please follow the instructions for each section as needed.

## Supporting Documents

In this section, you review the supporting documentation uploaded by the Part-Time Faculty member and attach any additional supporting documentation. **Important:** *The Observation Form is required as an attachment.*

1. Review the attached **Documents for Review**.

**Note:** Continue with the remaining steps if you wish to attach additional documentation.

2. Click **Add**.
3. Click **Attach**.
4. Select the applicable file from your computer.
5. (Optional) Enter a **Comment** to describe the attachment.
6. Click the **Checkmark** icon to save the attachment.

**Note:** Repeat these steps for each item you wish to attach.

## Feedback

In this section, any feedback the Part-Time Faculty member has received displays. If they have not received feedback, then the section will be blank. If applicable, carefully review all feedback the Part-Time Faculty Member has received.

Click on the blue hyperlink number to view Feedback.

All Feedback	
Anytime Feedback	<a href="#">1</a>
Requested Feedback	<a href="#">5</a>

**Anytime feedback** is unsolicited feedback to the Employee.

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**Requested feedback** is a request made by the Employee or the Department Chair. An employee can decline a request for feedback. Options to provide feedback can be:

1. Share only with Department Chair.
2. Share only with the employee who is requesting the feedback
3. Share with Others (this will include everyone in the management chain)

### **Evaluation**

In this section, you type answers for a series of evaluation questions. For each section listed below, read the prompt, and type your professionally worded answer. All answers will be visible to the Part-Time Faculty member and any one in the management chain.

- Classroom Observations
- Advising/Counseling Observations
- Instructional Materials
- Student Evaluation

To type a response:

1. Click the **Pencil** icon.
2. In the **Answer** box, type your response.
3. Click the **Checkmark** icon to save your response.

### **Overall**

In this section, you enter the overall rating and any comments.

1. Select the **Rating** from the drop-down menu:
  - **Meets Expectations (Satisfactory)**
  - **Needs Improvement**
  - **Does Not Meet Expectations**
2. Type a **Comment** that supports the selected Rating.

### **Summary**

In this section, you review all information then submit the task.

1. Scroll through each section and review the details.

**Note:** To review an individual section, click **Guide Me**.
2. Click **Submit**.

**Note:** You receive a Workday My Task “To Do” task to complete.

### **Meet with Your Employee**

This is a “To Do” task in Workday. This means you complete two (2) tasks. First, you meet with the Employee to discuss the evaluation. Second, you submit the Workday My Tasks task to indicate it is complete. **Once you submit this task the evaluation is released and visible to the individual in Workday.**

1. From the Home screen, click the My Tasks icon.

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2. Locate and select the **Meet with your Employee** task.
3. Read the **Instructions**.
4. Meet with the Part-Time Faculty member.
5. Return to the Workday My Tasks notification.
6. Click **Submit**.

**Note:** The Employee receives a Workday My Tasks notification to acknowledge the review and can view all review details. Once they submit, you receive a Workday My Tasks notification to acknowledge the review.

## Provide Manager Review Comments (Acknowledge Review)

In this task, you review the Employee's acknowledgement and any comments. Then, you acknowledge the review and, optionally, provide comments.

1. From the Home screen, click the My Tasks icon.
2. Locate and select the **Manager Evaluation** task.
3. Review the **Employee Acknowledgement** section.
4. Under the **Manager Acknowledgement** section, select a **Status**:
  - Acknowledge Review *Without* Comments
  - Acknowledge Review *With* Comments

**Note:** If you select this option, enter a comment.

5. Click **Submit**.

**Note:** The Performance Review is now visible to the Part-Time faculty member in Workday.