

Overview

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

Note: If you choose to use the Get Additional Manager feature, do not begin your part of the faculty performance evaluation until you have received notification that the additional reviewers under the Additional Manager Evaluation have completed the evaluation. **Their evaluation comments will not be visible to you if you start the evaluation before theirs is completed.**

(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 Tasks** icon.



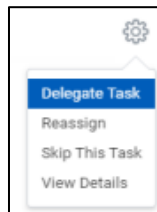
2. Locate and select the **Get Additional Manager Evaluation** task.
3. Select the applicable **Reviewers** by typing their name.
Note: You can select one or more people.
4. Click **Submit**.

Skip the Task

1. From the **Home** screen, click the **My Tasks** icon.
2. Locate and select the **Get Additional Manager Evaluation** task.
3. Towards the top right of the **My Tasks** 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**

Complete Manager Evaluation

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

Important: Do not begin your part of the faculty performance evaluation until you have received notification that the additional reviewers under the Additional Manager Evaluation have completed the evaluation. Their evaluation comments will not be visible to you if you start the evaluation before theirs is completed.

Self-Evaluation

The self-evaluation process is designed to provide an opportunity for self-reflection. Employees answer a series of questions, and their responses display in this section. You will review the Employee's answers, then provide your answers.

1. Read the **Question**.
2. Read the **Employee Evaluation Answer**.
3. Type your response in the **Manager Evaluation Answer** box.
4. Repeat steps 1-3 for each question.

Goals

In this section, Employee goals display along with their reflection of outcomes. Review each goal and Employee Comment. You have an option to enter comments about the goals.

Feedback

In this section, any feedback the Employee has received displays. If they have not received feedback, then the section will be blank. If applicable, carefully review all feedback the Employee has received. Click on the blue hyperlink number to view Feedback.

All Feedback	
Anytime Feedback	1
Requested Feedback	5

Anytime feedback is unsolicited feedback to the employee.

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

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

Note: If requested feedback has not yet been complete, the Dean can still proceed with the FTF Review.

Supporting Documents

In this section, any supporting documentation uploaded by the Employee displays. You have the option to attach any additional supporting documentation.

1. Review the attached **Documents for Review**.
2. **Note:** Continue with the remaining steps if you wish to attach additional documentation.
3. Click **Add**.
4. Click **Attach**.
5. Select the applicable file from your computer.
6. (Optional) Enter a **Comment** to describe the

attachment.

7. Click the **Checkmark** icon to save the attachment.

Note: Repeat these steps if you wish to attach more.

Overall

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

- Review the **Employee Evaluation Comment**, if applicable.
- Select the **Rating** from the drop-down menu:
 - **Meets Expectations (Satisfactory)**
 - **Does Not Meet Expectations:** If the rating selected is **Does Not Meet Expectations**, an improvement plan worked out with the faculty member showing a timeline and process for expectations to be met is to be attached or submitted within a specific time period.
- Type a **Comment** that supports the selected Rating.

Recommendation

In this section, you select a recommendation to reappoint or do not reappoint for the Employee.

Select the **Rating** from the drop-down menu:

- **Reappoint**
- **Do Not Reappoint:** If the rating selected is **Do Not Reappoint**, you must provide a reason why the reappointment has not been met and indicate it clearly either on this form or in an attachment.

The faculty member will be reviewed during the timeframe of the agreed Professional Improvement Plan. Determination of their

reappointment will depend on their successfully meeting the expectations of the Professional Improvement Plan within the specified time period.

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 Tasks “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 faculty member in Workday.**

1. From the Home screen, click the My Tasks icon.
2. Locate and select the **Meet with your Employee** task. 3. Read the **Instructions**.
3. Meet with the Full-Time Faculty member to review their performance evaluation; and provide a due date for them to acknowledge the evaluation. A suggested time frame is five (5) business days.
4. Return to the Workday My Tasks task.
5. Click **Submit**.

Note: The Employee receives a Workday My Tasks task to

acknowledge the review and can view all review details. Once they submit, you receive a Workday My Tasks task to acknowledge the review. **If the Full-Time faculty fails to acknowledge the review two weeks prior to the due date, it is the responsibility of the Dean to notify the Talent Administrator.**

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**

