

Complete Part-Time Faculty Performance Evaluation

Workday Job Aid for Part-Time Faculty

Overview

When a Performance Review is started, you receive a Workday My Tasks task to complete. Use this job aid as a resource to complete the part-time faculty step of the Performance Review process. Once you have completed your part of the performance review form and submit it; it routes to your Department Chair for completion.

Performance Review Evaluation

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



2. Locate and select the **Complete 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 method 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 section to review or edit what you 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 section titles below. Please review the instructions for each section as needed.

Supporting Documents

In this section, you attach supporting documentation such as the observation form, related credentials, and more. **Important:** *The Observation Form is required as an attachment.*

1. Click **Add**.
2. Click **Attach**.
3. Select the applicable file from your computer.
4. (Optional) Enter a **Comment** to describe the attachment.
5. 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 you have received displays. If you have not received any feedback, then this section will be blank. If applicable, carefully review all feedback by clicking the blue hyperlink number.

All Feedback	
Anytime Feedback	1
Requested Feedback	5

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Anytime feedback is unsolicited feedback that has been provided. Requested feedback is a request made by the employee or the Department Chair.

(Optional) You can save received feedback as a PDF or Excel document to your electronic device. Feedback given outside the performance review period can be uploaded into the Supporting Document section.

Evaluation

In this section, evaluation comments for the areas listed below display. **No action is needed on your part.** The Department Chair enters comments in each area of this section.

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

Summary

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

1. Scroll through each section and review the details.
Note: To review an individual section, click **Guide Me**.
2. If you have additional documents to attach in this section, Click **Add**.
3. Select the applicable file from your computer.
4. (Optional) Enter a **Comment** to describe the attachment.
5. Click the **Checkmark** icon to save the attachment.

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

6. Click **Attach**.

7. Click **Submit**.

Note: The form routes to your Department Chair to complete the Evaluation. Your Department Chair will meet with you, then you receive a Workday My Tasks task to Acknowledge the review.

Provide Employee Review (Acknowledge Review)

In this task, you acknowledge the review. Optionally, you can provide comments. Any comments are visible to the Department Chair and HR.

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



2. Locate and select the **Manager Evaluation** task.
3. Under the **Acknowledgement** section, select a **Status**:
 - a. Acknowledge Review Without Comments
 - b. Acknowledge Review With Comments

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

Note: The task routes to your Department Chair and they finalize the review process.