

► Overview

The Nevada System of Higher Education (NSHE) requires all faculty members to be evaluated in writing at least once annually. At UNLV, all full-time academic faculty members (including faculty-in-residence and lecturers) are evaluated for the calendar year (January 1 through December 31) during the first three months of the following year.

The current evaluation process occurs within [UNLV Folio](#). For more information about the evaluation process, refer to the [Annual Evaluations website](#).

► Commonly Used Terms

The section below describes commonly used terms throughout this document.

Case

The vehicle for which the faculty member will upload their review materials and proceed through the review process. A case is created for the faculty member by the Office of Faculty Affairs.

Packet

The collection of materials the faculty member includes when submitting their case for review.

Committee

A user or group of users who can review the faculty member's case materials at a given review step.

► Annual Evaluation General Timeline

Below is a general timeline detailing the processes that occur in [UNLV Folio](#):

- **January** - Faculty member reviews/regenerates their Faculty Annual Achievement Report (FAAR) and submits their case for their supervisor to review.
- **February** - Supervisor completes the Faculty Annual Evaluation Report form and reviews it with the faculty member. The faculty member should acknowledge the receipt of their Annual Evaluation Report by completing the sign-off form.
- **March 1 - 15** - Dean reviews the Annual Evaluation Reports, provides their sign-off, and sends the cases forward to the Office of Faculty Affairs.
- **March 15** - Due date for deans to submit the Annual Evaluation Reports to the Office of Faculty Affairs.
- **June 1** - Deadline to download (and save) the fully executed annual evaluations from UNLV Folio before the cases are closed. The fully executed annual evaluation record consists of the following sections:
 - Annual Evaluation Report with the Chair/Supervisor Sign-off
 - Faculty Member Sign-off
 - Dean Sign-off
 - Other items, if applicable (for example, rejoinder and/or peer review materials)

► Accessing Your Case

You can access your case three different ways: email notification, the UNLV Folio dashboard, or by directly navigating to the **Your Packets** page in UNLV Folio.

Email Notification

Once a case has been created, you will receive an email notifying you that your case has been created (Figure 1). Click the View Case link in the email. You will be directed to UNLV Folio, where you will log in using your ACE credentials.

UNLV Folio Dashboard

Within your UNLV Folio account, cases that have not yet been closed, are referred to as active cases. Active cases will appear on your UNLV Folio home screen. Locate your current Annual Evaluation case in your **Tasks** list and click the link to open and view your case.

Your Packets

From your UNLV Folio account, in the navigation menu, select the **Your Packets** option. Next, locate your current annual evaluation and click the corresponding **View** link to open and view your case.

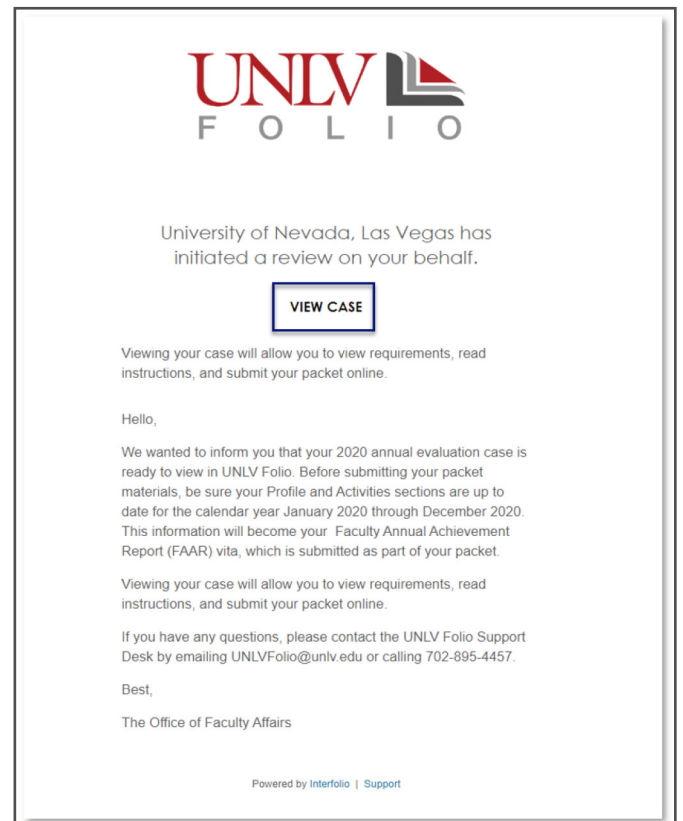


Figure 1

► Entering Your Profile and Achievement Information

One of the most important things you will need to do is ensure you have entered and/or updated your profile and activity achievements that occurred during the calendar year for which you are being evaluated.

Profile Information

Once logged into your UNLV Folio account, from the navigation menu, you will select the **Profile** option (Figure 2, #1). For each [section used in the FAAR](#), you will want to ensure the information is accurate and up-to-date. For more help with data entry, visit the Reference section at the end of this document.

Activity Information

Once logged into your UNLV Folio account, from the navigation menu, you will select the **Activities** option (Figure 2, #2). For each [section used in the FAAR](#), you will want to ensure the information is accurate and up-to-date. For more help with data entry, visit the Reference section at the end of this document.

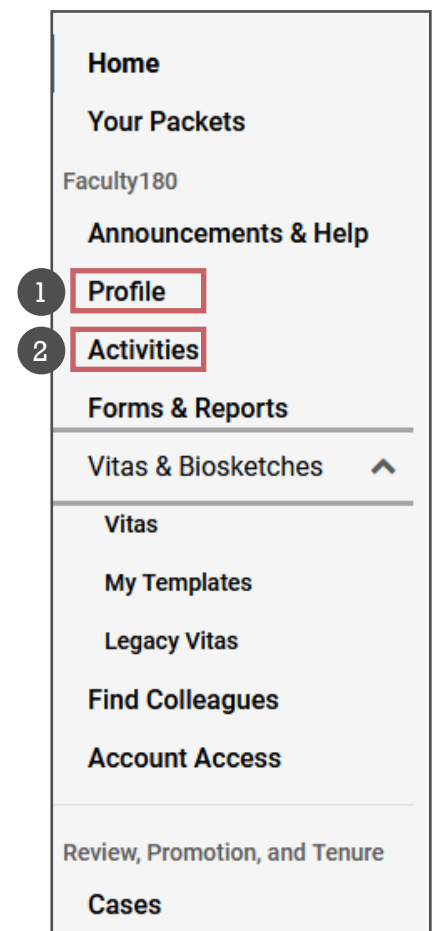


Figure 2

► Preparing Your Annual Evaluation Case for Submission

To prepare your annual evaluation case for submission, you will need to regenerate your vita and add any supplemental materials you want to include or that are required as part of your unit. Although filling out the impact statement is optional, it is highly recommended and encouraged that you provide a statement. Once you are done with these three things, you can preview the sections before submitting.

Regenerating Your Vita

Once all of your **Profile** and **Activities** information have been updated for the review period, you will want to regenerate your vita before submitting your packet. Doing this will pull in any new data into your vita that you may have entered since the last time your vita was generated.

To regenerate your vita, navigate to the **Your Packets** option (Figure 3, #1), click the **View** link (Figure 3, #2) next to your current annual evaluation packet.

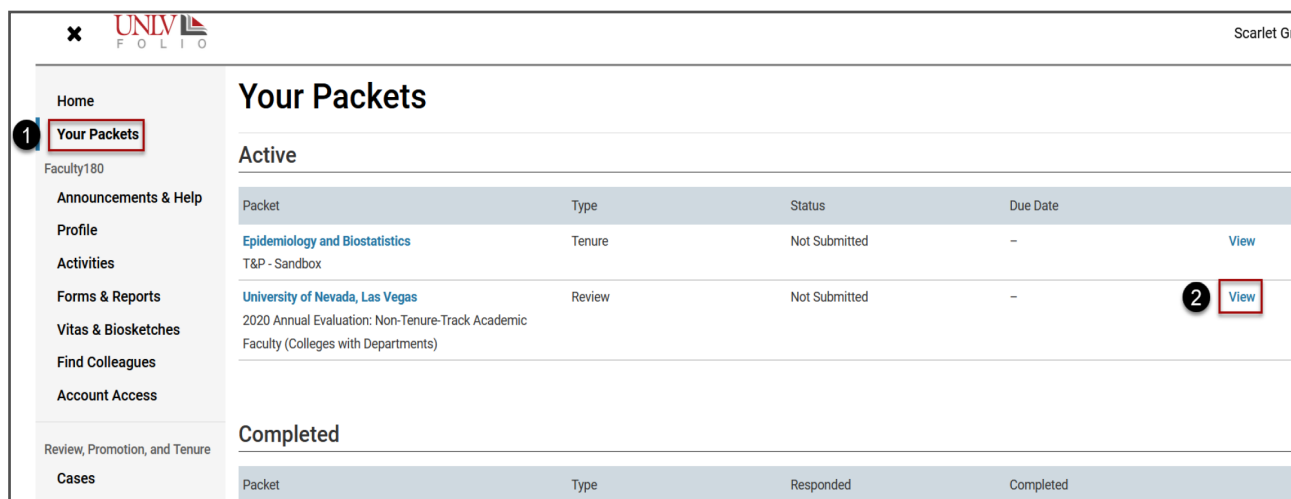


Figure 3

Next, click the **Packet** tab (Figure 4, #1) and then the **Regenerate** link (Figure 4, #2) in the **Faculty180 Vita** section.

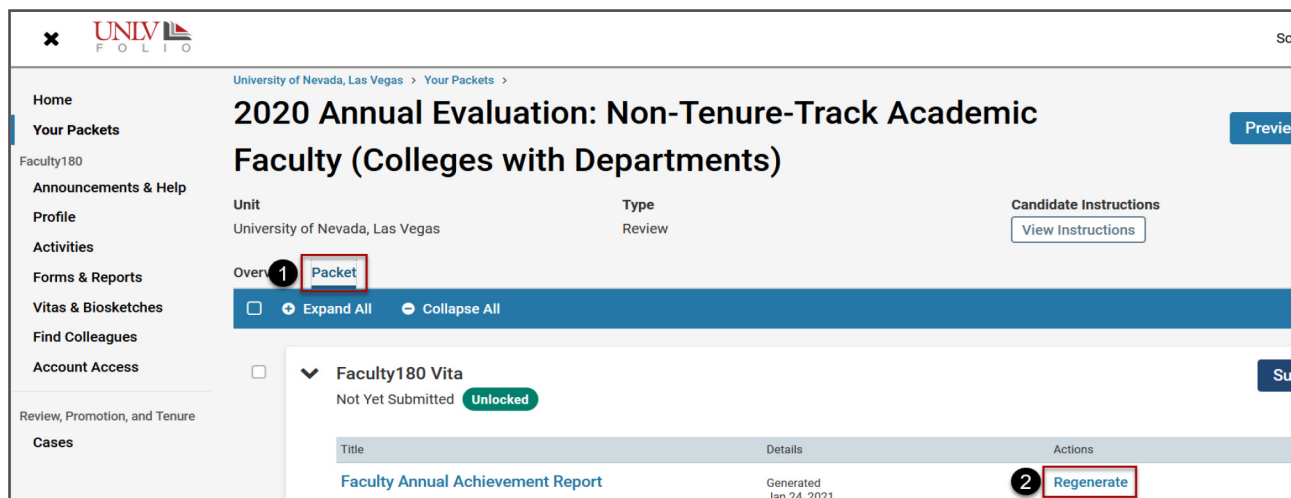


Figure 4

The **Regenerate Vita** window will pop-up. Click the **Regenerate** button and **Yes** to confirm that you want your vita regenerated.

Adding Supplemental Materials

You can add any supplemental materials that you want included as part of your packet or if your unit requires certain materials to be submitted - you can add it to the **Supplemental Materials** section of your packet. Begin by navigating to your packet as discussed in the previous section. Next, in the **Supplemental Materials** section, click the **Add** button (Figure 5).

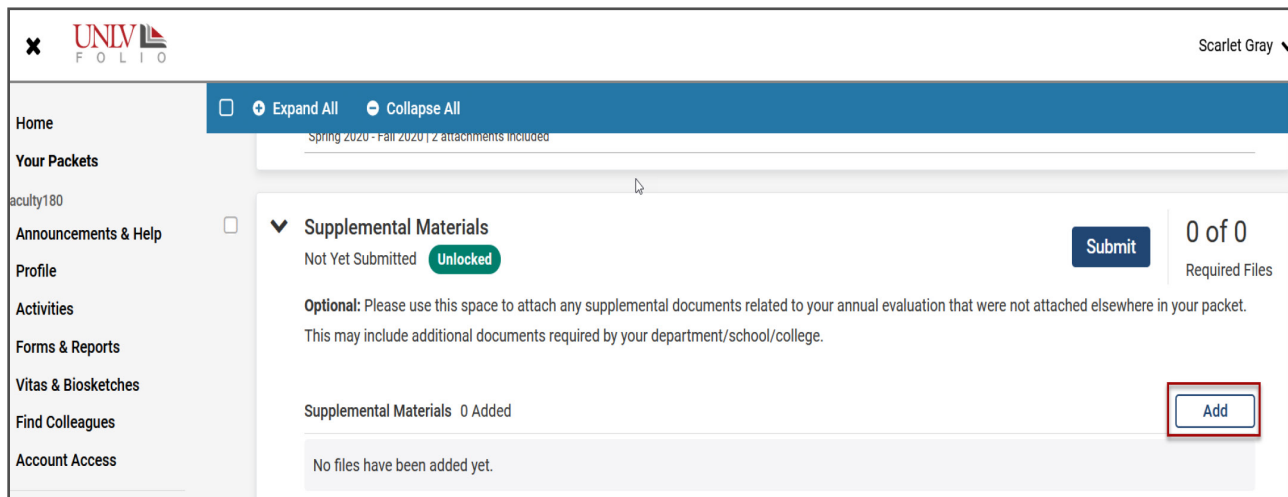


Figure 5

The **Add Supplemental Materials** window will pop up. Click the **Add New File** tab (Figure 6, #1), and **Browse to Upload** button (Figure 6, #2). You will then be able to locate and upload files on your computer. Clicking the **Webpage** tab allows you to link to files on your cloud drive or a URL to a webpage.

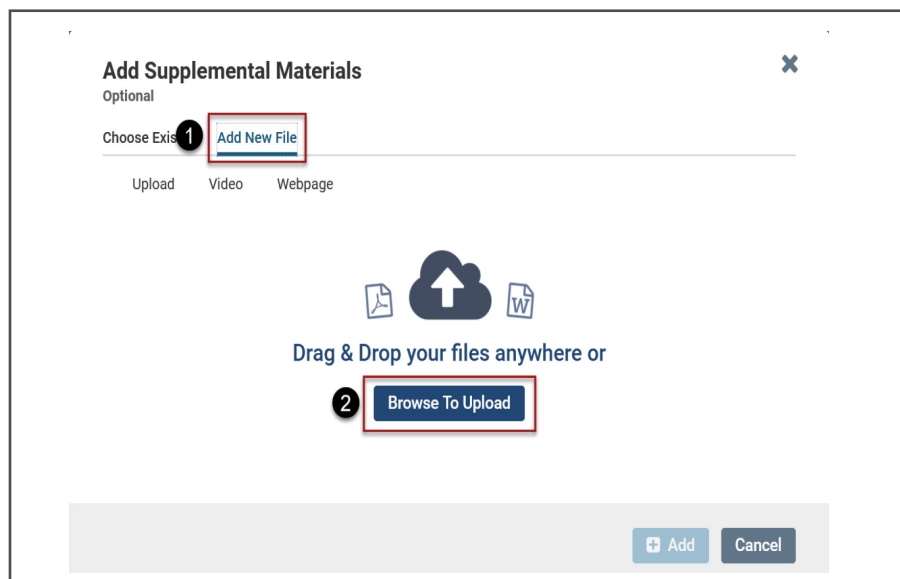


Figure 6

Preview Sections

Lastly, you can preview the sections to review how it will appear to those reviewing your case. To preview the sections, select the checkbox in the blue header (Figure 7, #1). Then the **Preview Sections** button will appear (Figure 7, #2). Click the **Preview Sections** button.

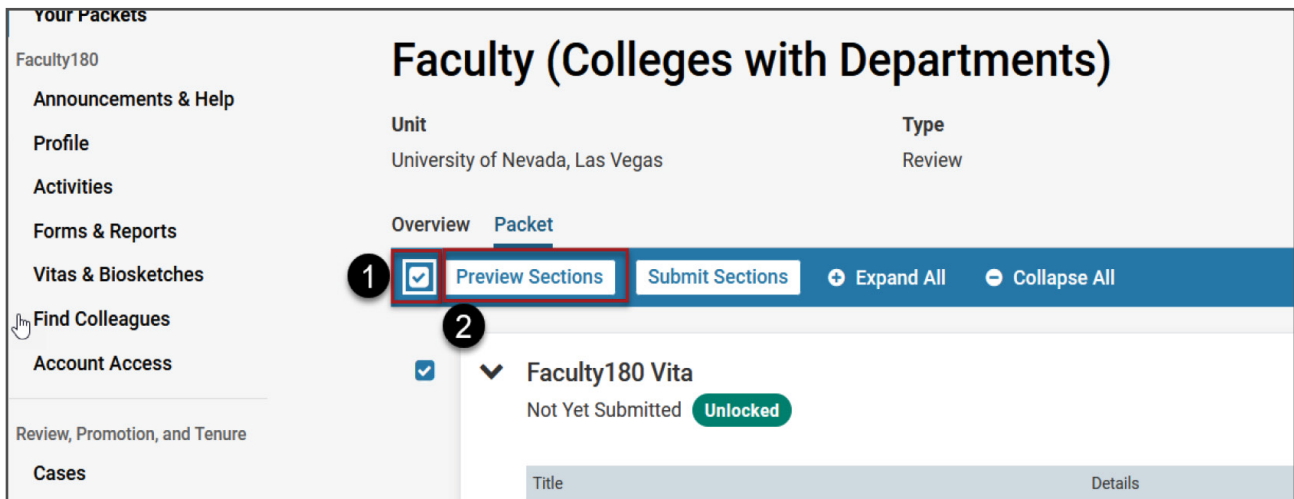


Figure 7

▶ Submitting Your Case

Now you're ready to submit your case. Submitting your case is similar to previewing the sections in your case. To submit your case, select the checkbox in the blue header (Figure 8, #1). Then the **Submit Sections** button will appear (Figure 8, #2). Click the **Submit Sections** button.

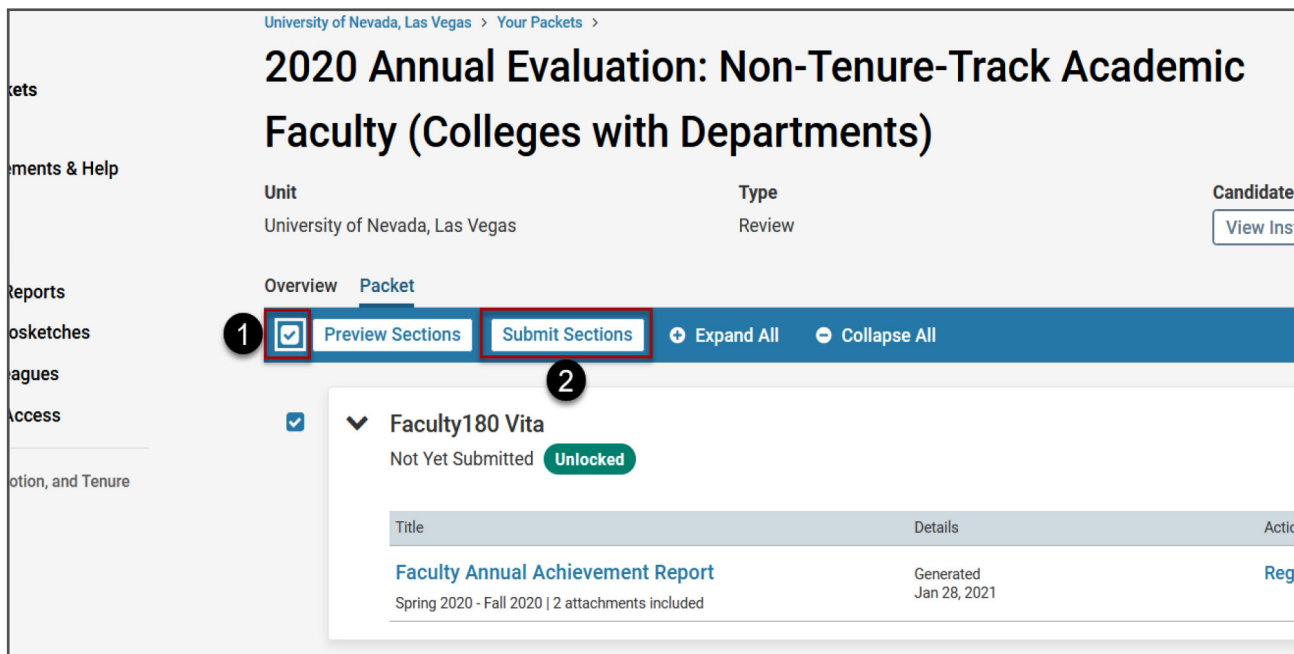


Figure 8

Your case is now at the first step in the review process. Generally, this is a chair/supervisor or a committee responsible for reviewing your FAAR.

▶ Completing the Annual Evaluation Report: Faculty Sign-Off Form

After you have consulted with your chair/supervisor and reviewed your finalized annual evaluation report, then you will complete the sign-off form.

Reviewing Your Annual Evaluation Report

Begin by navigating to your case. After logging into UNLV Folio, click the **Cases** option in the navigation menu on the left side of the page. Your case should be listed on this page. Click on your name to open your case.

Next, from the **Case Materials** tab (Figure 9, #1), select the **Read Case** button (Figure 9, #2).

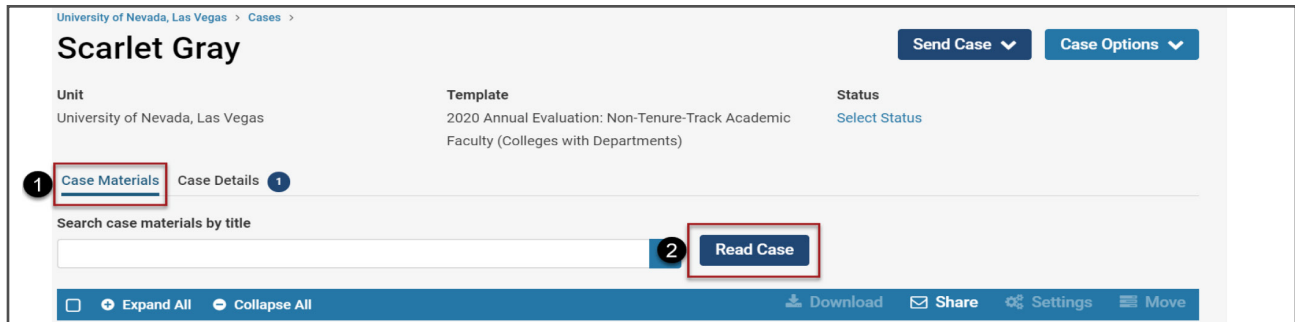


Figure 9

The UNLV Folio reader will open. In the navigation menu, select the **Annual Evaluation Report Generation & Consultation** option to expand the section. Once the section is expanded, you will find the **Annual Evaluation Report** form and can review the finalized report.

To exit the reader, click the blue “x” in the upper right corner of the reader. You will be taken to the **Case Materials** tab.

Signing the Annual Evaluation Report: Faculty Member Sign-Off Form

From within your case, select the **Case Details** tab (Figure 10).

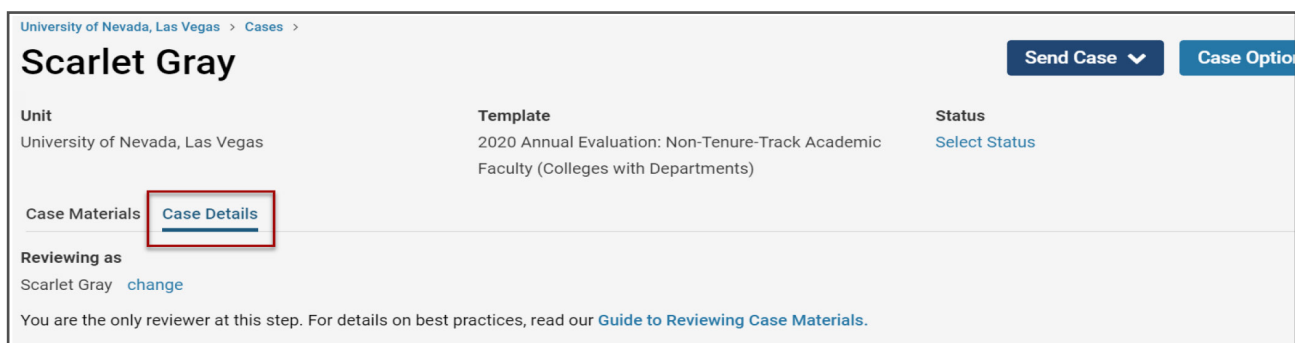


Figure 10

Here you will first find instructions including a diagram of where your case is in the review process. If you scroll down further, you will find a **Required Items** section (Figure 11, #1). Select the **Fill Out Form** button next to the **Annual Evaluation Report: Faculty Member Sign-Off** form (Figure 11, #2).

1 Required Items 1 missing

All required items must be completed before the case can advance to the next step. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

Forms

Form Name	Assignee	Actions
Annual Evaluation Report: Faculty Member Sign-Off 2 required questions	Scarlet Gray	Manage Respondents
Annual Evaluation Report: Faculty Member Sign-Off 2 required questions	Scarlet Gray (You)	2 Fill Out Form

Figure 11

Complete the form by providing your name and the date you are signing the form. When finished, select the **Submit Form** button and notify your chair/supervisor that you have completed the form. Your chair/supervisor can then send the case forward to proceed through the review process of obtaining additional administrative signatures.

► Your Fully Executed Annual Evaluation Report

Once the Dean of your unit has completed their review, the annual evaluation review process is considered to be complete. At this point, you can access any comments the reviewers have written and download a copy of the annual evaluation review for your records.

To download a copy, you will return to the **Case Materials** tab and select the **Read Case button**. In the upper right corner of the reader, select the **Download** button and choose the **Download Packet** option. Next, check the **Select All** checkbox to obtain a copy of your entire packet submission as well as the review forms. Lastly, click the **Download PDF** button. When the PDF is ready, you will receive an email with a link to the document.

At this point, you can save the annual evaluation report to your computer, or other place where you store important documents. You will also be able to retrieve these materials from the **Home** page in UNLV Folio. Printing these materials **must be done by June 1st**. After this date, the case will be closed and you may not have access to these materials.

Need more Help?

- > Check out the [UNLV Folio Resources page](#)
- > Email [UNLV Folio Support](#)
- > [Book a one-on-one consultation](#) with the UNLV Folio Support Team