

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 <u>UNLV Folio</u>. For more information about the evaluation process, refer to the <u>Annual Evaluations website</u>.

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.



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.

F O L I O
University of Nevada, Las Vegas has
initiated a review on your behalf.
VIEW CASE
Viewing your case will allow you to view requirements, read instructions, and submit your packet online.
Hello,
We wanted to inform you that your 2020 annual evaluation case is ready to view in UNLV Folio. Before submitting your packet materials, be sure your Profile and Activities sections are up to date for the calendar year January 2020 through December 2020. This information will become your Faculty Annual Achievement Report (FAAR) vita, which is submitted as part of your packet.
Viewing your case will allow you to view requirements, read instructions, and submit your packet online.
If you have any questions, please contact the UNLV Folio Support Desk by emailing UNLVFolio@unlv.edu or calling 702-895-4457.
Best,
The Office of Faculty Affairs
Powered by Interfolio Support

Figure 1

Entering Your Profile and Achievement Information

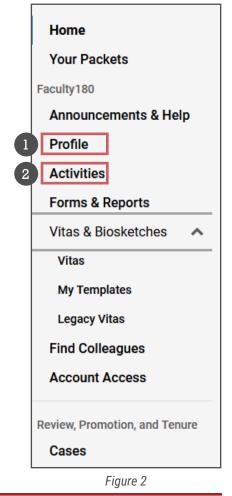
One of the most important things you will need to do is ensure you have entered and/or updated your profile and activity achievements that occurred during the calendar year for which you are being evaluated.

Profile Information

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



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

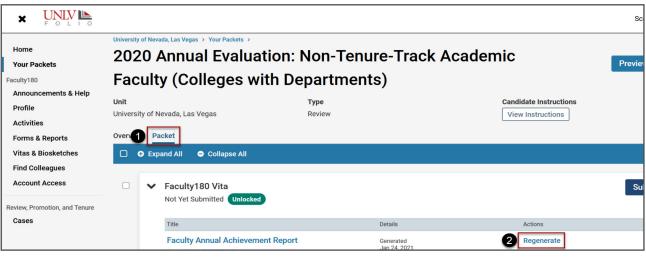
Once all of your **Profile** and **Activities** information have been updated for the review period, you will want to regenerate your vita before submitting your packet. Doing this will pull in any new data into your vita that you may have entered since the last time your vita was generated.

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.

-						
	F O L I O					Scarlet Gr
	Home	Your Packets				
1	Your Packets Faculty180	Active				
	Announcements & Help	Packet	Туре	Status	Due Date	
	Profile	Epidemiology and Biostatistics	Tenure	Not Submitted	-	View
	Activities	T&P - Sandbox				_
	Forms & Reports	University of Nevada, Las Vegas	Review	Not Submitted	- 2	View
	Vitas & Biosketches	2020 Annual Evaluation: Non-Tenure-Track Academic Faculty (Colleges with Departments)				
	Find Colleagues					
	Account Access					
	Review, Promotion, and Tenure	Completed				
	Cases	Packet	Туре	Responded	Completed	

Figure 3

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





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).

	Sc	arlet Gray 💊
Home Your Packets	Expand All Collapse All Spring 2020 - Fair 2020 2 attachments included	
aculty180 Announcements & Help Profile Activities Forms & Reports	Not Yet Submitted Unlocked Submit	of O uired Files acket.
Vitas & Biosketches Find Colleagues Account Access	Supplemental Materials 0 Added No files have been added yet.	dd

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.

,		
Add Supple Optional	emental Materials	^
Choose Exis 1	Add New File	
Upload	Video Webpage	
	Drag & Drop your files anywhere or	
	2 Browse To Upload	
		Add Cancel

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.

Your Packets Faculty180	Faculty (Colleges v	with Departments)			
Announcements & Help	Unit	Туре			
Profile	University of Nevada, Las Vegas	Review			
Activities	University of Nevada, Las Vegas	Review			
Forms & Reports	Overview Packet				
Vitas & Biosketches	1 Preview Sections Submit Section	ons 🕒 Expand All 🗢 Collapse All			
Find Colleagues	2				
Account Access V Faculty180 Vita					
Review, Promotion, and Tenure Not Yet Submitted Unlocked					
Cases	Title	Details			

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.

(ets	University of Nevada, Las Vegas > Your Packets > 2020 Annual Evaluation: Non-Tenure-Track Academic					
	Faculty (Colleges with Departments)					
ements & Help	Unit Universi	ty of Ne	wada, Las Vegas	Type Review		Candidate View Inst
Reports	Overview	w Pac	ket			
osketches 1	Preview Sections Submit Sections 🗢 Expand All 🗢 Collapse All					
agues	2					
otion, and Tenure	 Faculty180 Vita Not Yet Submitted Unlocked 					
	Title Details Actio					
		Faculty Annual Achievement Report Generated Reg Spring 2020 - Fall 2020 2 attachments included Jan 28, 2021				

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).

University of Nevada, Las Vegas > Cases > Scarlet Gray		Send Case 🗸 Case Options 🗸
Unit University of Nevada, Las Vegas	Template 2020 Annual Evaluation: Non-Tenure-Track Academic Faculty (Colleges with Departments)	Status Select Status
Case Materials Case Details Search case materials by title	2 Read Case	
Expand All Collapse All	± D	Download 🖸 Share 🐗 Settings 🗮 Move

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).

University of Nevada, Las Vegas > Cases > Send Case > Case Option						
Unit University of Nevada, Las Vegas	Template 2020 Annual Evaluation: Non-Tenure-Track Academic Faculty (Colleges with Departments)	Status Select Status				
Case Materials Case Details Reviewing as						
Scarlet Gray change You are the only reviewer at this step. For details on best practices, read our Guide to Reviewing Case Materials.						



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).

	Required Items All required items must be completed before the case can advance to the n Administrator can select to omit the form as a requirement for a user.	ext step. Forms must be completed by the assigned	1 missing user, however a Committee Manager or
	Forms		
	Form Name	Assignee	Actions
	Annual Evaluation Report: Faculty Member Sign-Off 2 required questions	Scarlet Gray	Manage Respondents
L	Annual Evaluation Report: Faculty Member Sign-Off 2 required questions	Scarlet Gray (You)	Fill Out Form



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.

