

Admin

What’s changed for Admin?

- a) A reminder that USF Annual Evaluations run on a calendar basis from Spring to Fall and should be completed by the deadline set by the Provost’s Office (end of April 2023 for 2022 Evaluations).
- b) The Task-based system prevented more than one open Evaluation per Faculty at a time. (Once Complete, a new Evaluation for the same period *could* be started!) The new RBE prevents starting Evaluations that include an underlying Academic Term covered in a prior Evaluation, but allows multiple open Evaluations per Faculty (for different periods).
- c) There will no longer be a need for IT to batch Close incomplete Evaluations prior to a new cycle. Evaluations will remain in the system until Completed or Closed individually. Prior year evaluations that were Closed due to being incomplete can now be reopened and completed.
- d) Rather than having to **RE**-define Evaluation Periods, Instructions, and Timelines with each set of *Start Annual Evaluations*, those with permissions to start will be able to select an existing Evaluation period, which will automatically reuse the associated Evaluation Start to End Terms, Instructions, and Timeline. Only newly-defined periods will require full data entry. This allows adding a Selected Faculty to a pre-existing All Faculty batch, or starting Evaluations in sets.
- e) Once Evaluations have started (after the setup Tasks), progress will continue with e-mail notifications rather than Tasks, much like Tenure & Promotion and Assignments. E-mails will contain direct links to the Evaluation.
- f) Faculty added to the Evaluation Committee Chair or Member groups will immediately gain access to any Evaluations at Committee Review for that unit. Permissions groups are named *FIS AE <global-department-unit-name> Committee [Chair]*.
- g) Evaluations can be accessed via *My Evaluations* by the Faculty, and via the *Assignments & Evaluations Dashboard* by others.
- h) Those with permissions to Start Annual Evaluations will also be allowed to Manage Evaluation (top right related action on the Faculty’s Evaluation) to edit Peer Committee Review, Supervisor, or Campus, or to send the Evaluation forward or back.
 - i) if uncertain, Evaluations should only be sent *Forward* in consultation with FacultyHelp@usf.edu

Eval #5392 | Manage Evaluation

Edit Evaluation

Is Committee Review? *

Yes No

Supervisor *

Rasim Guldiken ✕

Home Campus *

Tampa ▾

Send Back/Forward

Current Status

Complete

Status *

Complete ▾

---Select a status---

Self-Narrative

Supervisor Evaluation

Faculty Acknowledgement

Complete

Evaluation Closed

Reason *

0/3500

- i) An Evaluation abandoned or started in error can be closed by sending it forward to *Closed* status.

- j) It is required that units complete all Term Assignments per the CBA article 9.3 (6 weeks prior to the start of the term).
- k) The Enter Missing (Annual) Assignments form should no longer be needed. It will remain for exceptional cases.
- l) Annual Assignments can be automatically calculated if the Spring and Fall Term Assignments of the evaluation period are either Complete or Awaiting Acknowledgement.
 - i) Summer Assignments will be included in the calculation, if present.
 - ii) Faculty that started last fall can have their Annual Assignments automatically calculated if they are batched with an Evaluation Period for Fall term only.
- m) To maintain data integrity and consistency between Term Assignments and Evaluation Annual Assignments, Annual Assignments will not be directly editable if automatically calculated. Instead, the underlying Term Assignments will have to be edited, which will update the Annual Assignments.
- n) Term Assignments will be locked from further editing once an associated Annual Evaluation has been submitted for Review or is Complete.