

Fill-Out Evaluation for a Faculty Member

This functionality allows Program Administrators to fill-out evaluations for Faculty members. It is highly recommended that all capable Faculty members perform this function themselves.

To use this functionality, click on the 'Fill-out Evaluation for a Faculty Member' link from the main 'Evaluations' page (as an Administrator) and then select the applicable Faculty member. All of the outstanding evaluation requests will then be displayed. Click on the evaluation you wish to enter and complete the evaluation form. Only forms that have been delivered to the Faculty evaluator will appear as selections for the Program Administrator.

Note: An audit trail will be kept to identify which evaluations were completed by an Administrator on behalf of a Faculty member.