Annual Faculty Evaluation Application Admin Guide

- How to access the application: <mark>https://faceval.som.umaryland.edu</mark>
- Support Questions: <mark>help@som.umaryland.edu</mark>

- How to access the the admin portal (Note, by default, only the Senior Department Administrators have access to the admin portal for their respective department. If more admin users need access, please contact the support email above.)
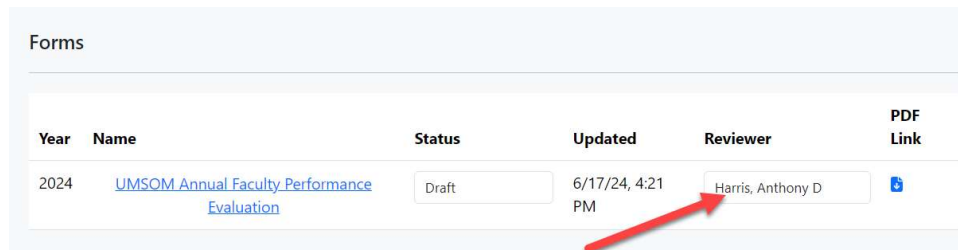
  - Choose your name in the top-right corner of the application and choose Admin
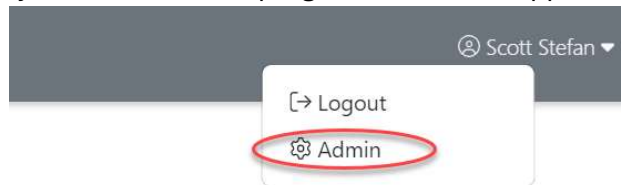
- How to view faculty members assigned to your department.
  - While in the Admin portion of the application, choose Departments on the left-hand side and then choose the search icon (magnifying glass) next to your department.
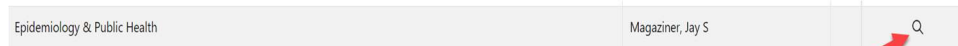
- How to view the reviewer of the application and/or change the reviewer assigned to the faculty member.
  - While in the Department portion of the application, choose the search icon (magnifying glass) next to the faculty member.
  - This will show the details of the faculty member including the reviewer field. To change the reviewer of the faculty member, choose the reviewer field and a drop down list of reviewers for the department while be shown and can be changed if needed.

- How to check the status of a faculty member evaluation progress.
  - While in the Department portion of the application, choose the search icon (magnifying glass) next to the faculty member.
  - This will show the details of the faculty member including the status field.
    - Statuses in the application:

- New – The faculty member has a form assigned, but has not status the self evaluation.
- Draft – The faculty member is currently working on the form and is not complete.
- Complete – The faculty member has completed the self evaluation and notification has been sent via email to the reviewer for evaluation.
- Review Complete – The reviewer has completed the evaulation and signed the form.
- Complete and Signed – The faculty member has reviewed the evaluation by the reviewer and has signed the form.
- How to export out to PDF the evaluation.
  - While in the Department portion of the application, choose the search icon (magnifying glass) next to the faculty member.
  - This will show the details of the faculty member. To export out the evaluation to PDF, choose the PDF icon. This will export out the evaluation to a web based form that can be saved and/or printed to PDF by choosing "print" and then "Microsoft Print to PDF" or "Save to PDF".