

Directions for Completing the Year-End Faculty Self-Evaluation Form

It is important that you review these written directions **PRIOR** to entering your data. **You should also watch the two minute video tutorial prior to entering your data at: [Video Tutorial](#)**

1. To access the Year-End Faculty-Self Evaluation Form:
 - a. Log in to Moodle using your MyNaz username and password
 - b. Go to the Course Evaluations block on your user Dashboard and click the CoursEval Portal link.
 - c. If you have any un-submitted individual surveys, you will be prompted to complete these evaluations on the homepage by default.

2. The Year-End Faculty Self-Evaluation Form contains three parts:
 - a. Section A - Year-End Data Sheet (**all faculty**)
 - b. Section B – Goals and Objectives for the Upcoming Year (**all faculty**)
 - c. Section C – Narrative Self Evaluation

3. Data can be directly entered into the form or you may cut and paste from a Word document (preferred method). **Please remember to regularly save your work using the Save and Continue button or the Finish Later button at the bottom of the survey. There is no auto save.**

4. This platform requires certain data to be entered in a specific format using the **Rich Text** features below.
These are four of the most common options
 - a. Hard Returns – will separate paragraphs
 - b. Numbering – please enter as directed on the survey (i.e. 1. Text)
 - c. Bolding – use ****text**** (i.e. the text between the ****** will be bold)
 - d. Italic – use **text** (i.e. the text between *** will be italics)

NOTE: For narrative responses, you can simply cut and paste the info into the survey boxes and separate paragraphs with a hard return.

5. **IMPORTANT:** Faculty activity varies greatly and therefore, it is not expected that all faculty will have data to enter for each section or question. This form provides a global perspective of faculty roles and responsibilities. Please enter N/A in those sections or questions that do not apply.

NOTE: Due date to submit your 2021-2022 Year-End Faculty Self Evaluation to your department chair is no later than May 15th.