

## Annual Faculty Self Evaluation Instructions

*Click the links below to navigate to specific instructions.*

- Logging into Chalk and Wire to access your evaluation templates
- Three parts to faculty self evaluation: Part A-Faculty Data Sheets, Part B-Goals and Objectives, and Part C-Narrative
- Creating “Part A-Faculty Data Sheets” portfolio
- Submitting a portfolio
- How to revisit previous year’s or partially complete portfolios
- Creating “Part B– Goals and Objectives for [next year]” portfolio
- Creating “Part C: Narrative” portfolio

**Need help?**

Contact Laura Putnam

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## Annual Faculty Self-Evaluation Process

To begin:

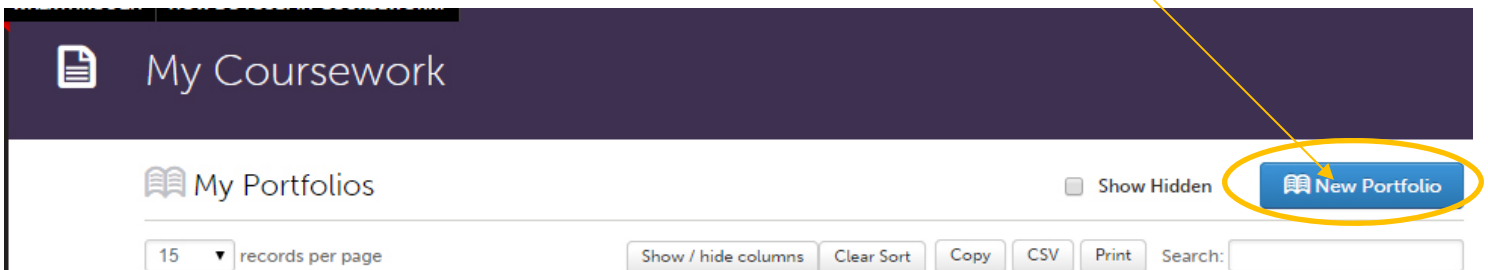
- Log into Chalk and Wire by selecting “Portfolio@Naz (P@N)” from the “Quicklinks” drop down menu on the [www.naz.edu](http://www.naz.edu) homepage.
- Your user name is what comes before the “@” in your Nazareth email, ex: acolli63 and your password is Nazareth#### (replace #s with the last four digits of your social security number). Forget your password? Use the forgot password link and enter your @naz.edu email address for a reset link to be emailed to you.

There are three parts to the faculty self-evaluation process for each part you are required to do you must create a separate portfolio:

- Part A-Faculty Data Sheets-this is completed by **ALL** faculty
- Part B-Goals and Objectives for [current year] - this is completed by **ALL** faculty
- Part C-Narrative– this is **ONLY** completed by all non-tenured faculty and tenured faculty on their given schedule (see your Chair if you are unsure whether you should complete this).

### Part A-Faculty Data Sheets (ALL faculty complete)

1. Log into P@N as outlined above.
2. Click on the black bar labeled “Menu” on the left side of the screen.
3. Next, choose “Work” then choose “My Coursework.” Next click the blue button labeled “New Portfolio.”



4. Give your portfolio a name (suggested: [current year] LAST NAME, FIRST NAME Part A: Faculty Data Sheets) and choose “[current year] Part A: Faculty Data Sheets” from the “Table of Contents” drop down list. Then click “Create” to create the portfolio template you need to complete for Part A.

## Part A-Faculty Data Sheets continued...

5. You will now see the Table of Contents template for Part A of the faculty self-evaluation process.

### 2014-15 Part A: Faculty Data Sheets

Enable Table of Contents Edit Mode

- 2014-15 Part A: Faculty Data Sheets
  - I. Courses
  - II. Advising
  - III. Reassignments
  - IV. Committees, Task Forces
  - V.a. Conferences, Conference Presentations
  - V.b. Publications, Exhibits & Performances
  - VI. Community Service

Navigate to each section of the portfolio by clicking on the individual section name.

Example: Below is the “I. Courses” section. To navigate back to the entire Table of Contents click on the link for “TABLE OF CONTENTS” at the top of the purple background or the book icon in the grey background.

6. Within each individual table of contents section you will find a form to complete– click the form name to open it and enter your data in the fields provided.

**FORM** 2014-15 Part A: Faculty Data Sheet\_I. Courses

LAST UPDATED

### I. Teaching Activities

**NEW**

If directed by your Department Chair, complete the following record of the courses you taught in Summer B 2013.

**\*Enter your data within the form fields, you can use the tab key to advance to the next field or click where you would like to input data.**

	Course Number	Course Title	Enrollment	New Preparation (Yes or No)	If related to Civic Eng please describe below	
1	Course 1	ENGL 101	English Intro	15	No	n/a

## Part A-Faculty Data Sheets continued...

7. Once you have completed the form (or wish to save progress and come back to it later) click the green “Save” button at the bottom. Then scroll to the top and click “Close Form.” Be sure to save your work as you complete each section.

Save

8. Continue to the other sections of the table of contents in Part A to work on other forms or you can log out and come back later (see instructions for revisiting a portfolio below).

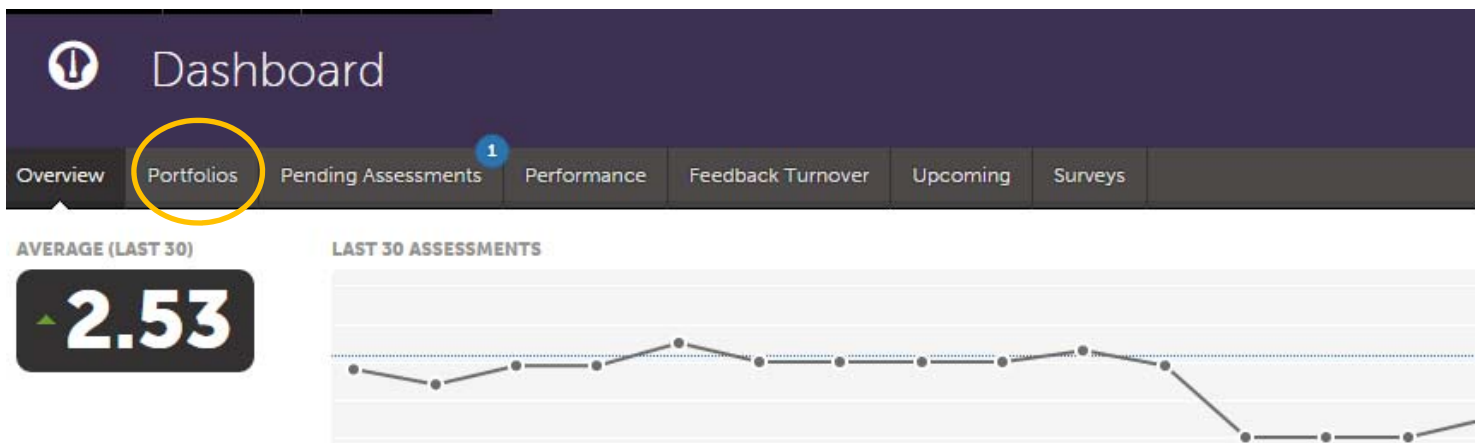
### 9. IMPORTANT: ONCE ALL FORMS AND SECTIONS ARE COMPLETE AND SAVED/CLOSED:

- Click the green submit button.
- Type in the name of your Chair on the following page and select it from the drop down list.
- Click the blue submit button to send it to the Chair.
- Note: Submitting sends the ENTIRE portfolio with ALL forms—please only submit Part A ONE TIME to avoid duplicates.

✓ SUBMIT

### How to I revisit a partially completed portfolio or a completed portfolio from previous years?

1. To revisit your in progress portfolio (or review previous year’s completed portfolios) log into P@N. When you log in you will always begin on your “dashboard” - click on “Portfolios” and a list of your portfolios will come up.



2. Open your desired portfolio from the list by clicking on the name of your portfolio in blue lettering. You can now edit or review the portfolio you chose.

## Portfolio Progress

View:

Recently Edited

▶ 2014-15 Collins, Alicia Part A: Faculty Data Sheets

GROUP

Full-Time Faculty

TOC

2014-15 Part A: Faculty Data Sheets

MODIFIED

2015-02-11

▶ XZ

GROUP

Full-Time Faculty

TOC

2013-14 Part A: Faculty Data Sheets

MODIFIED

2015-02-09

▶ Core Portfolio

GROUP

Core

TOC

Uncommon Core 2014

MODIFIED

2015-02-04

## Part B:Goals and Objectives (ALL faculty complete)

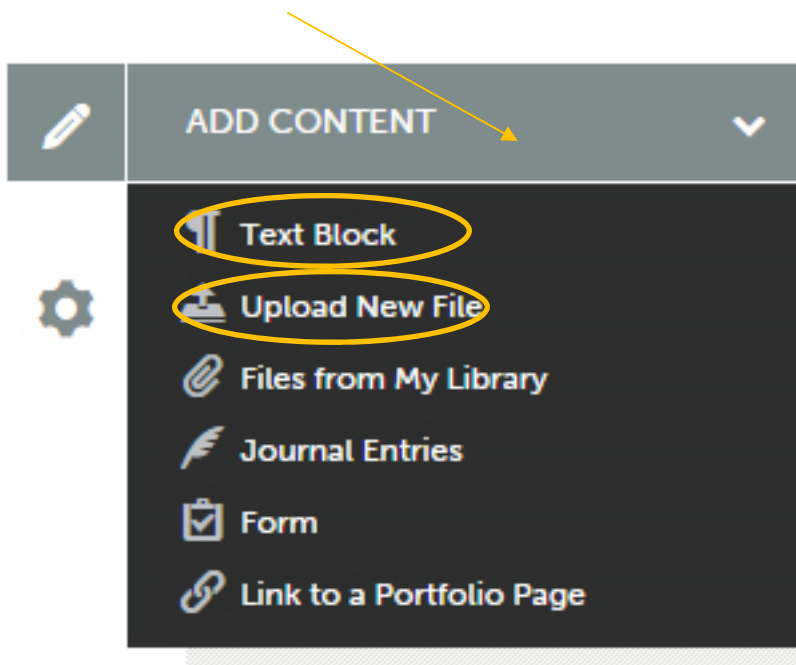
**Note: The same basic process utilized in creating and entering information for Part A is used in Part B.**

1. Create your next portfolio by following steps #1-3 outlined in “**Part A:Faculty Data Sheets.**”
2. Give your portfolio a name (suggested: [current year] LAST NAME, FIRST NAME Part B: Goals and Objectives ) and choose “[current year] **Part B: Goals and Objectives for [next year]**” from the “Table of Contents” drop down list. Then click “Create” to create the portfolio template you need to complete for Part B.
3. Follow steps #6-9 outlined in “**Part A:Faculty Data Sheets.**”

**Note:** These are formative goals. If agreed upon by yourself and your Chair, you may create these on paper to ensure confidentiality.

## Part C:Narrative (non-tenured and tenured faculty as scheduled—see your Chair with questions)

1. Create your next portfolio by following steps #1-3 outlined in “**Part A:Faculty Data Sheets.**”
2. Give your portfolio a name (suggested: [current year] LAST NAME, FIRST NAME Part C:Narrative ) and choose “[current year] **Part C:Narrative**” from the “Table of Contents” drop down list. Then click “Create” to create the portfolio template you need to complete for Part C.
3. This portfolio does not have forms to fill out like Part A and Part B. There are two different ways to add your narrative.
4. From the table of contents list choose “Narrative.”
5. Click on the “Add Content” drop down menu.



6. Choose “Text Block” to open a text function and type (or copy/paste) your text into the box that opens. Be sure to click “Save” and then “Close” once your narrative is complete.

**Or**

6. Choose “Upload New File” to upload your narrative as an attachment (this is similar to attaching a file to an email). Click on “Add files...” to locate the file and click “Open” to attach it. Then click “Start Uploading All” - once the file is attached a green check mark will appear. It is then safe to click “Close.”

7. Once your narrative is in the portfolio follow the submission process step #9 as outlined in “Part A-Faculty Data Sheets” to submit your narrative to the Chair and Dean.

**NOTE:** Your evaluation should address your goals and quality and success of your endeavors. It should also include suggestions for maintaining or improving your performance, the relationship between your goals and those of the department and college, and future contributions and activities you may wish to undertake.