

Annual Faculty Data Collection Process for Deans

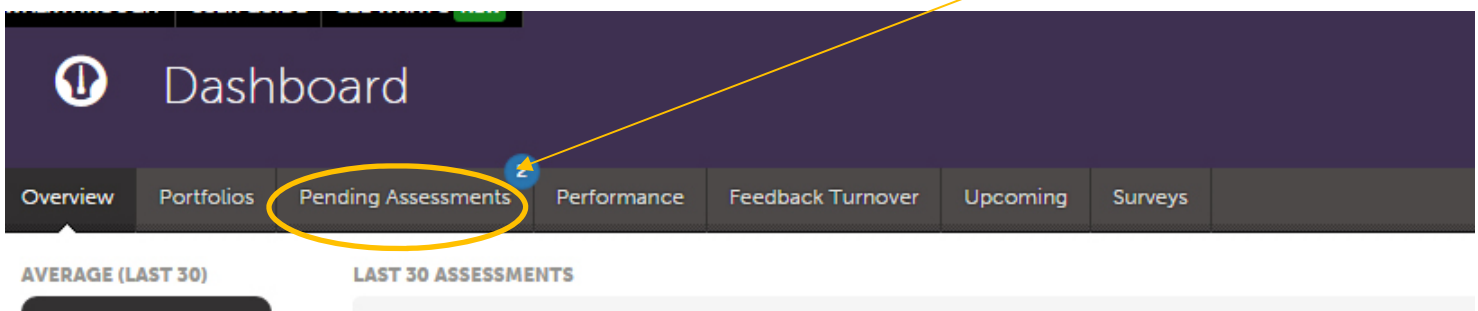
There are three parts to the faculty self-evaluation process for each part faculty must create a separate portfolio:

- 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

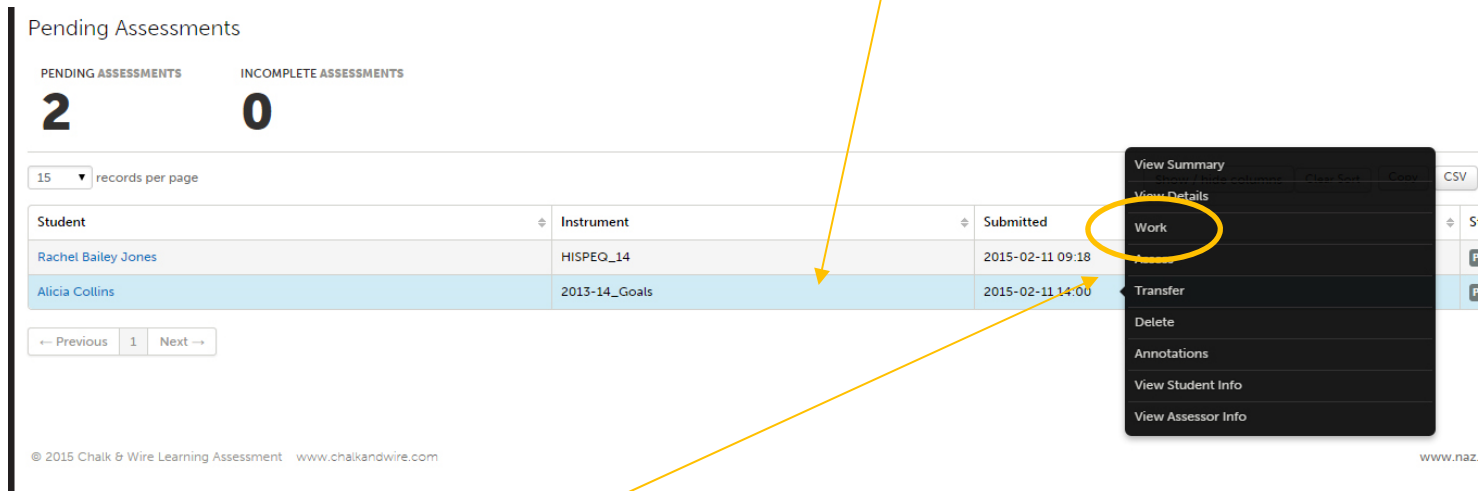
When Chairs transfer the faculty self evaluations you will get an automated email generated from Chalk and Wire letting you know there are portfolios to assess. **Please note:** You are NOT required to assess the portfolios, but rather just to review them. Part A and Part C (if applicable) will be transferred to you. Part B will *not* be transferred to you—it is meant to be a private discussion between Chairs and the faculty.

To begin:

1. Log into Chalk and Wire by selecting “Portfolio@Naz (P@N)” from the “Quicklinks” drop down menu on the www.naz.edu homepage.
2. 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.
3. When you log in you will start from your “Dashboard” - click the button labeled “Pending Assessments” (the number in the blue circle indicates how many pending portfolios you have waiting).



4. A list will populate of pending assessments listed by faculty name. Click on the submission you would like to view and a list of menu options comes up.



Student	Instrument	Submitted
Rachel Bailey Jones	HISPEQ_14	2015-02-11 09:18
Alicia Collins	2013-14_Goals	2015-02-11 14:00

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5. Choose “Work” from the list of options.

6. The submitted portfolio will come into view.

Contents

Information for 2014-15 Part A: Faculty Data ...

- I. Courses
- II. Advising
- III. Reassignments
- IV. Committees, Task Forces
- V.a. Conferences, Conference Presentations
- V.b. Publications, Exhibits & Performances
- VI. Community Service

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

III. Reassignments

Click the form below and enter your data in the fields provided. You can tab or click to navigate between form fields. Once you have entered the information hit the green "Save" button at the bottom. Then scroll to the top and hit "Close Form" to close the form. To visit a different section of the portfolio click "Table of Contents" in the purple section above or on the book icon in the section of gray.

IMPORTANT: Once ALL forms are complete in each section and are saved/closed:

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

<input checked="" type="checkbox"/>	Form 2014-15 Part A: Faculty Data Sheet_III. Reass...
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For more information contact Alicia Collins acolli63@naz.edu
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7. Section (A) is a clickable table of contents to navigate to the different portfolio areas. Section (B) is an attached form within the portfolio—click it to read the contents.
8. When you are done reviewing the portfolio information simply close your web browser. Anytime you wish to revisit submitted faculty self evaluations simply follow the steps outlined on page one of this help document.

Questions? Contact Alicia Collins at 585-389-2633 or acolli63@naz.edu.