Annual Faculty Data Collection Process for Chairs

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 faculty submit their self evaluation materials you will get an automated email generated from Chalk and Wire letting you know there are portfolios to assess.

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: acoll63 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.

5. Choose “Assess” from the list of options.
6. The submitted information will be on the top half of the P@N screen with the rubric below it. You will need to click on the “Table of Contents” drop down menu to see the other sections of Part A of the faculty data sheets because it has multiple sections.

IV. Committees, Task Forces

7. There are three different viewing options for the rubric (A) is a row by row view (B) is a full instrument view and (C) is an option to show the rubric description text. **Full instrument view is recommended to avoid missing a rubric row.** Select whichever option you prefer, click it again to deselect it. Score the rubric by clicking directly on the appropriate box (D) and enter in comments (E) per row and/or overall comments (F). **NOTE:** Comments are reflective of a dialogue between the faculty and Chair. “The Chairperson’s evaluations, including an assessment of each performance area defined by the data sheet, should be the basis for continued dialogue between the Chairperson and the faculty member.” (III.B.3.a.iv)

8. When you are done scoring and entering comments click the green “save” (G) button to release your feedback to the faculty member. Note: if your assessment is not complete change “Notify Student” to “No” and “Release Results” into “Held until released.” It will remain in pending assessments until you change the settings.

**Sharing Information with Deans**

When you are done evaluating the faculty data please “Transfer” both Part A: Faculty Data Sheets and Part C: Narrative (if applicable) to the appropriate Dean. **DO NOT TRANSFER Part B: Goals and Objectives**—this is process is meant to be kept between faculty and Chairs.

To transfer click the black “Menu” bar on the left side. Then choose “Assessment” and then “Assess”

Instructions continue on the following page...
Click on the button labeled “Completed Assessments.”

Next, choose the appropriate faculty entry you would like to transfer and click on it in the list. A pop up menu will appear in blank. Choose the “Transfer” option.

Choose the name of the Dean from the Assessor drop down list and then click the blue “Transfer” button.

Need help?
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