The Faculty Evaluation Tool (FEC) is a collection of online faculty evaluation forms used to evaluate NSU faculty. The FEC forms replace the need to use the paper forms or the online Faculty Evaluation calculator.

**Some Features:**
- Ability to save and access evaluation ratings for each category.
- Print detailed and summary evaluation forms anytime during the process.
- Both Committee and Department chair evaluations scores are kept anonymous from the other.
- Can evaluate faculty for current and (immediate) previous calendar years.

### FEC Users & Privileges

The following three users are assigned to every department:

<table>
<thead>
<tr>
<th>Admin User:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Is responsible for entering the student evaluation scores, category weights, release times, and calculates the final score.</td>
</tr>
<tr>
<td>• Can manually add faculty members to the system.</td>
</tr>
<tr>
<td>• Can print the entire evaluation form package including detailed and summary forms submitted by both committee and department chair users and summary score form.</td>
</tr>
<tr>
<td>• Can release the hold on the record in the event a faculty evaluation score needs editing.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Committee User:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Is responsible for entering the committee’s collaborative evaluation ratings for each faculty member within their department.</td>
</tr>
<tr>
<td>• Can view/print detailed and summary faculty evaluation forms completed by the committee.</td>
</tr>
<tr>
<td>• Can manually add faculty members to the system.</td>
</tr>
</tbody>
</table>

**NOTE:** The Committee user will not be able to see the individual faculty evaluation ratings submitted by the department chair user.

<table>
<thead>
<tr>
<th>Department Chair User:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Is responsible for entering the department chair’s evaluation ratings for each faculty member within their department.</td>
</tr>
<tr>
<td>• Can view/print detailed and summary faculty evaluation forms completed by the department chair.</td>
</tr>
<tr>
<td>• Can manually add faculty members to the system.</td>
</tr>
</tbody>
</table>

**NOTE:** The department chair user will not be able to see the individual faculty evaluation ratings submitted by the committee user.

The Dean user is assigned to every school/college:

<table>
<thead>
<tr>
<th>Dean User:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Has the privilege to enter student scores, category weights, release times, and calculate the final score for each department chair within their school/college.</td>
</tr>
<tr>
<td>• Is responsible for entering the dean’s evaluation ratings for each department chair within their school/college.</td>
</tr>
<tr>
<td>• Can view/print detailed and summary faculty evaluation forms completed by the department chair user, committee user, and dean user.</td>
</tr>
<tr>
<td>• Can release the hold on the record in the event a faculty evaluation score needs editing.</td>
</tr>
</tbody>
</table>

**Usernames & Passwords**

- Each user has a unique username and password that expires annually.
- Department chairs must submit an email request to yboone@nsu.edu for new username/password for admin, committee and department chair users.
HOW TO USE THIS MANUAL

Instructions are in red text. Numbered steps are indicated by

Notes are in grey text.

You can toggle between this year and last year evaluation results by clicking either of the following buttons from the Main menu window.

Login

1. Enter username
2. Enter password
3. Click Login button.

Change Default Password

4. Enter new password
5. Click Change Password button.

Note: The FEC tool administrator does not have access to your password and can only reset your password. Include (carbon copy) department chair on email request for password reset.
Add Faculty Members to System

6. Click the Link to manually add faculty not listed.

7. Enter the faculty’s name, ranking, employment start-date, NSU email address, NSU 7-digit faculty ID#, and indicate if faculty is tenured.

8. Click the Submit Registration button.
Evaluate Faculty Member

9. Highlight the faculty’s name in the listing on the left screen.

10. Click the Begin Evaluation button on the bottom right of the screen.

Note: If you don’t see the person’s name in the listing in the left screen, check the right screen to see if their name appears. If you see ‘++’ beside their name, their score has been finalized and their name will no longer appear on the left screen. You will need the admin user to release the hold to edit their scores. If you don’t see their name on either the left or the right screen, you will need to add that faculty to the system.

Teaching Category

11. Enter individual ratings for each question in the teaching category.

12. Enter the teaching subcategory ratings.

13. Click the Next button.

Note: Clicking the Next button saves all the ratings in the database. You can logout and return and those values will appear in the form. The teaching category requires all questions be answered. You must complete all answers before you click the Next button.

Scholarly Activity Category

14. Denote which items are required to be evaluated.

15. Enter the individual rating for required items only.

16. Enter the Scholarly Activity sub-category rating.

17. Click the Next button.
If the department chair has already rated any of the non-teaching categories for this faculty member, the items the committee is required to evaluate will be highlighted in yellow and the ‘Items to be Evaluated’ column will be populated. Example above.

**Professional Development & Service Category**

18. Denote which items are required to be evaluated.
19. Enter the individual rating for required items only.
20. Enter the Professional Development & Service sub-category rating.
21. Click the Next button.

**University Service Category**

22. Denote which items are required to be evaluated.
23. Enter the individual rating for required items only.
24. Enter the University Service sub-category rating.
25. Click the Next button.
26. Denote which items are required to be evaluated.
27. Enter the individual rating for required items only.
28. Enter the University Service sub-category rating.
29. Click the Finish button.
30. Click the Back To Main button.

Printing
1. Highlight the Faculty Member’s name from the listing on the left screen.
2. To print the forms containing the individual ratings submitted by the committee: Click View/Print Detailed Evaluation button.
3. To print the forms containing the summary ratings submitted by the committee: Click the View/Print Summarized button.
4. Use your browser’s print function to print: Click File, then Click Print.

Main Menu: If you don’t see the person’s name in the listing in the left screen, however you do see their name (denoted with ‘++’) in the listing on the right screen, their score has been finalized. The admin user can print the detailed and summary forms.

Main Menu: Screenshot of Detailed Evaluation form populated with committee ratings. Use your browser’s print function to print.
Add Faculty Members to System

See Page 3.

Evaluate Faculty Member

1. Highlight the faculty’s name in the listing on the left screen.
2. Click the Begin Evaluation button on the bottom right of the screen.
3. Enter individual ratings for each question in the teaching category.
4. Enter the teaching subcategory ratings.
5. Click the Next button.

Teaching Category

Note: If you don’t see the person’s name in the listing in the left screen, check the right screen to see if their name appears. If you see ‘++‘ beside their name, their score has been finalized. You will need the admin user to release the hold to edit their scores. If you don’t see their name on either the left or the right screen, you will need to add that faculty to the system. See page 4 for instructions.
6. Denote which items are required to be evaluated.
7. Enter the individual rating for required items only.
8. Enter the Scholarly Activity sub-category rating.
9. Click the Next button.

If the department chair has already rated any of the non-teaching categories for this faculty member, the items the committee is required to evaluate will be highlighted in yellow and the 'Items to be Evaluated' column will be populated. Example above.

Professional Development & Service Category

10. Denote which items are required to be evaluated.
11. Enter the individual rating for required items only.
12. Enter the Professional Development & Service sub-category rating.
13. Click the Next button.
University Service Category

14. Denote which items are required to be evaluated.
15. Enter the individual rating for required items only.
16. Enter the University Service sub-category rating.
17. Click the Next button.

Community Service Category

18. Denote which items are required to be evaluated.
19. Enter the individual rating for required items only.
20. Enter the University Service sub-category rating.
21. Click the Finish button.

Print Evaluation Forms

See Page 6.
Enter Student Scores

1. Click the Calculate Final Scores button on the bottom left of the screen.

2. Enter the 4-point scale student evaluation rating for both Teaching-Instructional Delivery and Teaching-Instructional Design.

3. Click on the Submit Student Scores button (saves all student scores in the database).

Calculate Finalize Score/Get Summary Rating

1. Click the Calculate Final Scores button on the bottom left of the screen.
Calculate Finalize Score/Get Summary Rating cont.

2. Find the faculty member, and click the Finalize Score button.

3. Click the Next button.

Category Weights

4. Select the Department’s Discretionary Weights. This column’s total must equal 15%.
5. Select the Faculty’s Discretionary weight. This column’s must equal 10%
6. Select the faculty’s release time. This column’s must equal 0%.
7. Click the Apply Weights button.
Release Hold

1. Click the Calculate Final Scores button.
2. Click the Release Hold button.

Note: Once you release the hold on a faculty member’s record, you will need to finalize the score again. The Release Hold button will not appear if the faculty’s score has not been finalized.

Add Faculty Members to System

See Page 3.

Printing

1. Click the Print Evaluation Forms button.
2. To print the forms containing ratings submitted by the committee user: Click the Print Detailed Committee Forms button or the Print Committee Summary Form button.
3. To print the forms containing ratings submitted by the department chair user: Click the Print Detailed Dept Chair Forms button or the Print Dept Chair Summary Form button.
4. To print the final score form: Click Print Final Score Form button.
5. To print the entire package (committee and department chair forms) including detailed and summary forms: Click the Print Package button.
DEAN USERS

Evaluate Department Chair

1. Click the button labeled Evaluate Department Chairs.

2. Highlight the dept chair’s name in the listing on the left screen of the window.

3. Click the Begin Evaluation button on the bottom right of the screen.

Note: If you don’t see the person’s name in the listing in the left screen, check the right screen to see if their name appears. If you see ‘++’ beside their name, their score has been finalized. You will need the admin user to release the hold to edit their scores. If you don’t see their name on either the left

4. Enter individual ratings for each question in the administrative skills category.

5. Enter the administrative skills subcategory rating.

6. Click the Next button.

Note: You must rate all questions in the teaching category.

Clicking the Next button saves all the ratings in the database. You can logout and return and those values will appear in the form.
7. Enter individual ratings for each question in the teaching category.

8. Enter the teaching subcategory ratings.

9. Click the Next button.

Note: You must rate all questions in the teaching category.

**Scholarly Activity Category**

10. Denote which items are required to be evaluated.

11. Enter the individual rating for required items only.

12. Enter the Scholarly Activity sub-category rating.

13. Click the Next button.

**Professional Development & Service Category**

14. Denote which items are required to be evaluated.

15. Enter the individual rating for required items only.

16. Enter the Professional Development & Service sub-category rating.

17. Click the Next button.
18. Denote which items are required to be evaluated.
19. Enter the individual rating for required items only.
20. Enter the University Service sub-category rating.
21. Click the Next button.

Community Service Category
22. Denote which items are required to be evaluated.
23. Enter the individual rating for required items only.
24. Enter the University Service sub-category rating.
25. Click the Finish button.
26. Click Back to Main button.
Calculate Finalize Score/Get Summary Rating

1. Click the Calculate Final Scores button at the bottom (middle) of the screen.
2. Find the dept chair member, and click the Finalize Score button.

Note: The Finalize Score button will not appear until all of the committee ratings, student scores and the dean ratings have been submitted.

Composite Role Rating

3. Click the Next button.
4 Select the Department’s Discretionary Weights. The column total must equal 15%.

5 Select the Faculty’s Discretionary weight. The column total must equal 10%.

6 Select the faculty’s release time. The column total must equal 0%.

7 Click the Apply Weights button.
Enter Student Scores
1. Click the Calculate Final Scores button at the bottom (middle) of the screen.
2. Enter the 4-point scale student evaluation rating for both Teaching -Instructional Delivery and Teaching-Instructional Design.
3. Click on the Submit Student Scores button (saves all scores within the column in the database).

Release Hold
1. Click the Calculate Final Scores button.
2. Click the Release Hold button.

Note: Once you release the hold on a faculty member’s record, you will need to finalize the score again. The category weights and release times are not saved in the database. The Release Hold button will not appear if the faculty’s score has not been finalized.
View Statistics

1. Click the Back to Main button
2. Click the View Statistics button.
3. To see department report (submitted evaluations): Check all the departments you’d like to see in the report.
4. To see Individual faculty member report: Select the faculty’s name

Note: To see the Summary view, click the Summary View button (top left corner).