

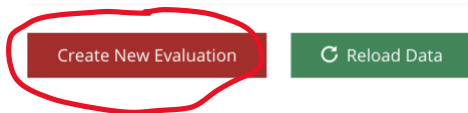
## CHAIR-DIRECTOR Workflow Directions for **PART-TIME** Annual Evaluations (7-1-24)

### Important Notes:

- Chairs/Directors or their designees (Evaluators) initiate annual evaluations for part-time faculty in WKU's workflow system.
- Evaluators should review materials (syllabi, SITES, observations, course materials, etc.) and departmental/college criteria for effective teaching before beginning an evaluation.
- Evaluators will need 800#s for part-time faculty to initiate an evaluation.

1. Go to: <https://app.wku.edu/workflow/>.
2. On that page, click on **Part-time** Faculty Evaluations Dashboard.
3. Log-in with your normal WKU credentials (you may have to do the Duo thing).
4. You will arrive at a screen that looks like this

### Part-Time Faculty Evaluation



5. Click **CREATE NEW EVALUATION**.
6. You will arrive at a screen that looks like this:

### Part-Time Faculty Evaluation

#### Part-Time Faculty Information

WKU ID \*

Validate

Name \*

Position \*

Department \*

Email \*

#### Courses Taught

Course	CRN	Term Code
No Data		

7. Enter the part-time faculty member's 800# and then press the green **VALIDATE** button. You will arrive a page that looks like this:

## Part-Time Faculty Information

WKU ID \*

800841607

Validate

Name \*

Rob Hale

Position \*

Professor

Department \*

Academic Affairs & Provost's Office

Email \*

rob.hale@wku.edu

## Courses Taught

Course	CRN	Term Code
ENG100E-005 (Fa23): INTRO TO COLLEGE WRITING	48425	202330
ENG100E-007 (Fa23): INTRO TO COLLEGE WRITING	48429	202330
ENG105-005 (Fa23): SUPPLEMENTAL WRITING LAB	48426	202330
ENG105-007 (Fa23): SUPPLEMENTAL WRITING LAB	48430	202330

8. Make sure that the correct faculty member's information is auto-populated and that the courses taught are accurate. If not, double-check that you have the correct 800# or contact [amber.scott@wku.edu](mailto:amber.scott@wku.edu) if your faculty member does not appear.
9. Scroll down the page to get to the section that looks like this:

## Teaching Effectiveness

Based on the 5-point scale below, please indicate your score for this part-time faculty member. Departments must base their ratings on their own definition of teaching effectiveness.

Performance Rating \*

- Distinguished
- Skilled
- Baseline
- Unsatisfactory
- N/A

Evaluator Comments \*

10. Select the appropriate performance rating and add your Evaluator Comments into the text box. Some departments may also add requests for documents (i.e., a CV or other documentation for accrediting purposes) in the Evaluator Comments textbox.
11. Click **SUBMIT**. You will see a Success page, and the faculty member and Evaluator will receive an email confirmation called Evaluation Submitted.

12. There are three possible ways to close out the process.

- A. **No Comment from Part-timer:** The faculty member should click the **Access Part-time Faculty Evaluation Workflow** button in the email and follow the directions in the workflow to review the evaluation. Typically, part-timers will not have a comment or supplemental document. In that case they will click **SUBMIT** and that closes out the evaluation process. The Evaluator and the part-timer will receive an email closing out the process. The process is complete.
- B. **Comment or Supplemental Document from Part-timer:** In cases where the part-timer has a supplemental document OR has a comment, they will follow the directions in the workflow to add them. If the part-timer adds a comment or document, they will need to click the I've Added Supplemental Documents Box



In this case, the part-timer and evaluator will receive an email notification that a comment has been added. When the Evaluator goes to the Workflow, they will see the Chair/Designee Review at the bottom of the page. The Evaluator has the option to enter a comment for the record. Whether or not they add a comment they should click **Received and Filed** to close out the process.

#### Evaluator Review

After reviewing the faculty comments below, press the Received and Filed button to acknowledge your acceptance of the part-time faculty comments. If you wish to provide final comments, you may do so in the Chair/Director/Designee Comments section. This will complete the workflow with no further steps.

#### Designee Comments

A large, empty rectangular text box with a light gray background and a thin border, intended for entering designee comments.

Received and Filed

- C. **Part-timer Neglects to Respond to Evaluation:** If the part-timer fails to review the evaluation after several requests, the chair/designee may override the review, but they must provide a reason, and then click **Override** to close out the process.

#### Override Part-Time Faculty Review

**Warning:** This override action will complete the part-time faculty's evaluation without their acknowledgement or comment. You must explain the Reason for Override below.

#### Reason for Override \*

A rectangular text box with a light gray background and a thin border, intended for providing a reason for overriding the review.

Override Part-time Evaluation Without Faculty Review

**NOTE:** Faculty members and evaluators receive notifications at every stage of the process.