User Login

Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click Create User Account.

To search open job postings, please visit the applicant site.

User Name:  
Password:  

LOGIN

You are about to log in to a secure system. When you are finished, please click Logout to ensure that others with access to your computer cannot view the information in the system.
User Login

Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click Create User Account.

To search open job postings, please visit the applicant site.

User Name: 
Password: 
LOGIN

You are about to log in to a secure system. When you are finished, please click Logout to ensure that others with access to your computer cannot view the information in the system.

Enter your assigned User Name and Password. If you do not have one, please contact Anthony Guinan @ 651-7356 or anthony.guinan@csn.edu.
User Login

Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click Create User Account.

To search open job postings, please visit the applicant site.

User Name: [Input field]
Password: [Input field]

You are about to log in to a secure system. When you are finished, please click Logout to ensure that others with access to your computer cannot view the information in the system.

Hit the LOGIN button. If it is your first time using the system, you will be prompted to change your password.
Welcome Anthony Guinan. You are logged in.
Your Current Group: Employee.

Hiring Approval Site

No Active Postings

Make sure that your Current Group reflects "Employee". If it does not, select the "Change User Type" option on the left-side menu and change it to "Employee".
Hiring Approval Site

No Active Postings

Once you are ready to begin, select “Begin New Evaluation” on the left-side menu.
Choose Evaluation to Begin

Create New Evaluation

Select START ACTION to begin the evaluation process.

6 Records

Evaluation Type(s)

- Academic Evaluation of Counseling Faculty
  - Start Action
- Academic Evaluation of Library Faculty - Digital Services Librarians
  - Start Action
- Academic Evaluation of Library Faculty - Reference Instructional Services Librarians
  - Start Action
- Academic Evaluation of Library Faculty - Technical Services
  - Start Action
- Academic Evaluation of Teaching Faculty
  - Start Action
- Administrative Faculty Evaluation
  - Start Action

Select "Start Action" for the type of Employee you are. For the purposes of this demo I will select "Teaching Faculty"
Welcome Anthony Gumman. You are logged in.
Your Current Group: Employee.

Wednesday, January 13, 2013

Academic Evaluation of Teaching Faculty

Choose Position to Evaluate

Find the Position, then select Select Start Action to begin the evaluation on the position.

1 Record

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Working Title</th>
<th>Classification Code</th>
<th>Employee Id</th>
<th>Employee Last Name</th>
<th>Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyst</td>
<td>Specialist</td>
<td>Gumar</td>
<td>123</td>
<td>Guhan</td>
<td>Access to Professional Position Description Changed</td>
</tr>
</tbody>
</table>

Select "Start Action" to begin your Evaluation
Create Academic Evaluation of Teaching Faculty - Specialist

<table>
<thead>
<tr>
<th>Evaluation Details</th>
<th>Evaluation of Teaching Faculty</th>
<th>Professional Development</th>
<th>Service to the College or Community</th>
<th>Employee Growth Plan</th>
<th>Supplemental Documentation</th>
<th>Notes/History</th>
</tr>
</thead>
</table>

PLEASE NOTE: If you answer "Yes" to the last three questions on this form, please do not complete this evaluation, click on "Preview Evaluation" below, and then select "Evaluation not Required.

NOTE: Clicking Continue to Next Page does not save your data. Please use the Save Button below.

*Required information is denoted with an asterisk.

<table>
<thead>
<tr>
<th>Employee First Name:</th>
<th>Anthony</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Last Name:</td>
<td>Guinan</td>
</tr>
<tr>
<td>Evaluation Position Title:</td>
<td>Specialist</td>
</tr>
<tr>
<td>Academic Year: (e.g., 2009-2010)</td>
<td></td>
</tr>
<tr>
<td>Employee ID Number:</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Employee Account Name:</td>
<td>Guinan, Anthony</td>
</tr>
<tr>
<td>Direct Supervisor Name:</td>
<td>Mueller, John</td>
</tr>
<tr>
<td>Appointing (Recommending) Authority Name:</td>
<td>Charlton, Patti</td>
</tr>
</tbody>
</table>

Complete Evaluation Details tab. Fields marked with an asterisk are required.
<table>
<thead>
<tr>
<th>Position Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID Number</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Employee Account Name</td>
<td>Guinan, Anthony</td>
</tr>
<tr>
<td>Direct Supervisor Name</td>
<td>Mueller, John</td>
</tr>
<tr>
<td>Appointing Authority Name</td>
<td>Charlton, Party</td>
</tr>
</tbody>
</table>

- **Are you applying for tenure?**
  - Yes
  - No

- **If yes**, click on Preview Evaluation below, and then select “Evaluation Not Required” status.

- **Are you on any leave for more than a month during this evaluation period?**
  - No Response
  - Yes
  - No

- **If yes**, click on “Preview Evaluation” below, and then select “Evaluation Not Required” status.

*Required information is denoted with an asterisk.

[CONTINUE TO NEXT PAGE >>]

[PREVIEW EVALUATION]

Answer the three questions at the bottom. If you have answered “Yes” to any of them, select “Preview Evaluation” below and select “Evaluation Not Required”
Select the "Save" button at any time to save your data. Continuing to the next page does NOT save your data automatically. Hitting save on any tab WILL save all data entered on any tab up to that point, however.
<table>
<thead>
<tr>
<th><strong>Employee ID Number:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department:</strong></td>
<td>Human Resources</td>
</tr>
<tr>
<td><strong>Employee Account Name:</strong></td>
<td>Guinan, Anthony</td>
</tr>
<tr>
<td><strong>Direct Supervisor Name:</strong></td>
<td>Mueller, John</td>
</tr>
<tr>
<td><strong>Appointing (Recommending) Authority Name:</strong></td>
<td>Charleston, Party</td>
</tr>
</tbody>
</table>

**Are you applying for tenure?**

- Yes
- No

**If "yes", click on "Preview Evaluation" below, and then select "Evaluation not Required" status.**

- No Response
- Yes
- No

**Are you on sabbatical during this evaluation period?**

- Yes
- No

**If "yes", click on "Preview Evaluation" below, and then select "Evaluation not Required" status.**

- No Response
- Yes
- No

**Were you on any leave for more than a month during this evaluation period?**

- Yes
- No

**If "yes", click on "Preview Evaluation" below, and then select "Evaluation not Required" status.**

- No Response
- Yes
- No

*Required information is denoted with an asterisk.*

[CONTINUE TO NEXT PAGE >>]
NOTE: Clicking Continue to Next Page does not save your data. Please use the Save Button below.

Satisfactory Primary Job Responsibilities
The faculty member’s supervisor will determine if the faculty member has satisfactorily fulfilled the Primary Job Responsibilities.

*Required information is denoted with an asterisk.

**Commentable & Excellent Primary Job Responsibilities for Teaching Faculty**

Complete at least 2 occurrences of the following for a Commentable rating.
Complete at least 4 occurrences of the following for an Excellent rating.
Multiple occurrences in one or more categories are allowed and count towards your rating.

- Teach an established course for the first time
  - No occurrences

- Brief Description, Max character length = 200
  - No occurrences

- Create a new course.
  - No occurrences

- Brief Description, Max character length = 200
  - No occurrences

- Teach a DE class for the first time.
  - No occurrences

Begin completing your evaluation by selecting which Responsibilities you accomplished (# of occurrences along with a brief description of each).

Please note that there is a max character length indicated for each text box. If you need more room, there are additional boxes below.
Select a rating based on the information you provided and using the rating guidelines provided at the top.

Remember to use the Save Button at any time to prevent any lost data!
Create Academic Evaluation of Teaching Faculty - Specialist

Welcome Anthony Guzman. You are logged in.
Your Current Group: Employee

Wednesday, January 13, 2013

NOTE: Clicking **Continue to Next Page** does not save your data. Please use the **Save Button** below.

*Required information is denoted with an asterisk.

**Satisfactory Professional Development**

Check ONLY ONE of the following. If you have completed more than one of the following, please check the first selection under the commendable and excellent section below, and detail the professional development items you completed.

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participate in a training session sponsored by CAPE or School/Program Department.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brief description of Professional Development Activity performed. Max character length is 200. Please scroll down for additional space if needed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attend a conference or professional development seminar/workshop not sponsored by CAPE or the School/Program Department.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For the Professional Development and Service to the College or Community Tabs, you should choose only ONE option under the Satisfactory section. This will satisfy the Satisfactory.

If you have completed more than one of the Satisfactory duties, you will describe them later where they will count towards your Commendable or Excellent rating requirement.
<table>
<thead>
<tr>
<th>Position Descriptions</th>
<th>Evaluations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain licensure or certification in area related to discipline.</td>
<td>Yes</td>
</tr>
<tr>
<td>Brief description. Max character length = 200</td>
<td></td>
</tr>
<tr>
<td>Other activities as agreed upon with Dean/Director/Chair.</td>
<td>Yes</td>
</tr>
<tr>
<td>Brief Description. Max character length = 200</td>
<td></td>
</tr>
</tbody>
</table>

**Commentable & Excellent Professional Development**

Complete at least 1 occurrence of the following for a Commentable rating.
Complete at least 2 occurrences of the following for an Excellent rating.
Multiple occurrences in one or more categories are allowed and count towards your rating.

- Complete additional or unidentified activities as listed in the section above
  - No occurrences
- Brief description of Professional Development Activity performed:
  - Max character length is 2500. Please scroll down for additional space if needed
- Participate in a State-Offered In-Service Training Session:
  - No occurrences

Remember to check the rating requirements for each section.

If you completed more than 1 of the Satisfactory duties, enter the rest here. Otherwise, review the rest of the duties in this section and complete if applicable.
Create Academic Evaluation of Teaching Faculty - Specialist

For tenured faculty, please note that the growth plan is only required to be completed every third year. A Growth Plan is required for non-tenured faculty each year. The growth plan can also be uploaded as an attachment in the "Supplemental Documentation" tab.

NOTE: Clicking Continue to Next Page does not save your data. Please use the Save Button below.

*Required information is denoted with an asterisk.

Tenured Faculty: Select here if you are NOT required to complete a growth plan this year.
- NOT required to complete a growth plan this year.

Summarize your Growth Plan for Job Responsibilities, Professional Development, and Service to the College or Community for the Upcoming Year:
- Max character length = 3000

*Required information is denoted with an asterisk.

For tenured faculty and tenured faculty who ARE required to submit a growth plan, enter it into the provided text area.

NOTE: If you would prefer to provide it in a Microsoft Word or Adobe PDF format, you may do so on the next tab.
Create Academic Evaluation of Teaching Faculty - Specialist

Each Attachment must be in a Microsoft Office or Adobe PDF format and can be no greater than 2 MB.

NOTE: Clicking Continue to Next Page does not save your data. Please use the Save button below.

At this point of the evaluation, the only attachment you may want to provide is a Growth Plan if you did not enter it on the previous tab. Click Attach if you need to do so.
The Notes/History page simply shows the history of your evaluation. It will grow considerably over the course of the evaluation process.

Select Continue to Next Page when you are ready.
View Academic Evaluation of Teaching Faculty Summary - Specialist

Please review the details of the evaluation carefully before continuing.

To take the action you have specified, click the Continue button. To edit the evaluation, click the Edit link. To exit the evaluation without making any changes, click the Cancel button.

Select "Printer Friendly Version" if you would like to print a copy of what you've entered for yourself. You can also scroll down to review what you entered.
Welcome Anthony Guinan. You are logged in.
Your Current Group: Employee.

Wednesday, January 13, 2010

View Academic Evaluation of Teaching Faculty Summary - Specialist

Please review the details of the evaluation carefully before continuing.

To take the action you have specified, click the Continue button. To edit the evaluation, click the Edit link. To exit the evaluation without making any changes, click the Cancel button.

If you have reviewed your evaluation and are ready to send it to your supervisor, select "Send to Direct Supervisor to Rate Employee" and hit "Continue". You may also save your evaluation without submitting it by selecting "Save Without Submitting."
Confirm Change Evaluation Status

You are about to change this action to the following status:

Evaluation Status

Send to Direct Supervisor to Rate Employee

Hit "Confirm" to finalize sending it on to your Supervisor.

NOTE: You will NOT be able to make changes to your evaluation once you have sent it to your supervisor UNLESS your supervisor sends it back to you.
Welcome Anthony Gunna. You are logged in. Your Current Group: Employee.

Search Active Evaluations

✓ The status of Evaluation Specialist has successfully been changed to Sent to Direct Supervisor to Rate Employee.

A screen appears letting you know that you have successfully sent your evaluation to your supervisor. Your supervisor should receive an e-mail letting them know to proceed with the process. Once they have completed the next step, you will receive an e-mail letting you know that you must log back in to review their ratings.
EMPLOYEE TO REVIEW

Once your supervisor has made his/her ratings on your evaluation, you will receive an e-mail that lets you know it is ready for you to review. This section details what steps you need to take when that happens.
Welcome Anthony Guinan, You are logged in.
Your Current Group: Employee.

Wednesday, January 13, 2013

Hiring Approval Site

No Active Postings

Log back into the system and select “Active Evaluations” from the left-side menu.
Welcome Anthony Guinan. You are logged in.
Your Current Group: Employee

View Active Evaluations

Active Evaluations

1 Record

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Employee First Name</th>
<th>Employee Last Name</th>
<th>Evaluation Position Title</th>
<th>Last Action Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyst</td>
<td>Anthony</td>
<td>Guinan</td>
<td>Specialist</td>
<td>01-10-2010</td>
<td>Sent to Employee to Review</td>
</tr>
</tbody>
</table>

Select "View" to begin your final review of the evaluation. You may also select "View Summary" to see a pop-up window of all of your and your supervisor's responses thus far.
Welcome Anthony Guinan. You are logged in.

Your Current Group: Employee.

Wednesday, January 13, 2013

View Academic Evaluation of Teaching Faculty Summary - Specialist

Please review the details of the evaluation carefully before continuing.

To take the action you have specified, click the Continue button. To edit the evaluation, click the Edit link. To exit the evaluation without making any changes, click the Cancel button.

You may also select Printer Friendly Version or Scroll Down to view a Summary of what has been entered on your evaluation so far.

Select "Edit" to start your Final Review.

Done
Welcome Anthony Guinan. You are logged in.
Your Current Group: Employee.

Wednesday, January 13, 2010

View/Edit Academic Evaluation of Teaching Faculty - Specialist

Evaluation Details

Please note: If you answer "Yes" to the last three questions on this form, please conduct this evaluation, click on "Preview Evaluation" below, and then select "Evaluation Details" to view your supervisor's ratings.

Required information is denoted with an asterisk.

<table>
<thead>
<tr>
<th>Employee First Name:</th>
<th>Anthony</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Last Name:</td>
<td>Guinan</td>
</tr>
<tr>
<td>Evaluation Position Title:</td>
<td>Specialist</td>
</tr>
<tr>
<td>Academic Year (i.e., 2009-2010)</td>
<td>2009-2010 (Test)</td>
</tr>
<tr>
<td>Employee ID Number:</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Employee Account Name:</td>
<td>Guinan, Anthony</td>
</tr>
<tr>
<td>Direct Supervisor Name:</td>
<td>Mueller, John</td>
</tr>
<tr>
<td>Appointing (Recommending) Authority Name:</td>
<td>Charlton, Patty</td>
</tr>
</tbody>
</table>

NOTE: If you'd like to review any of your own previous answers, click any of the appropriate tabs above.
Welcome Anthony Guinan. You are logged in.
Your Current Group: Employee.
Wednesday, January 13, 2010

View/Edit Academic Evaluation of Teaching Faculty - Specialist

Evaluation Details Evaluation of Teaching Faculty Professional Development Service to the College or Community Employee Growth Plan Supervisor Evaluation of Faculty Supplemental Documentation Notes/History

<< RETURN TO PREVIOUS >> CONTINUE TO NEXT PAGE >>

If your rating exceeds what the employee marked for their self-evaluation, you must attach a "Reason for raised rating" document in the Supplemental Documentation tab.

Overall Rating cannot be greater than Primary Job Responsibilities Rating.

Any rating of Unsatisfactory shall result in an Overall Rating of Unsatisfactory.

Note: Clicking "Continue to Next Page" does not save your data. Please use the Save Button below.

*Required information is denoted with an asterisk.

Satisfactory Primary Job Responsibilities for Teaching Faculty

The Faculty member's supervisor will determine whether the Primary Job Responsibilities have been completed satisfactorily.

| Comply with all sections of the NSHE code and policies concerning Professional conduct applicable to faculty. | Yes |
| In designated years, Faculty must | |
Select whether you agree or disagree with your supervisor's review. You may also request a Peer Committee or Supervisory review. If you select that you request a review, you will need to attach your reasons on the next tab.
<table>
<thead>
<tr>
<th>Growth Plan, if necessary.</th>
<th>Yes</th>
</tr>
</thead>
</table>

Responsibilities in the Teaching Faculty Job Description (Appendix A), except for items pertaining to Professional Development and Services to the College or Community, which are evaluated separately under this policy.

If you have selected No or N/A to any of the above items, please enter explanation here:
Max character length = 3900

<table>
<thead>
<tr>
<th>Primary Job Responsibilities</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary Job Responsibilities - Professional Development</td>
<td>Excellent</td>
</tr>
<tr>
<td>Secondary Job Responsibilities - Service to the College or Community</td>
<td>Excellent</td>
</tr>
<tr>
<td>Growth Plan Reviewed/Approved?</td>
<td>Yes</td>
</tr>
<tr>
<td>Classroom/Lab Observations</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

Comments:
Max character length = 3900
(Optional) I request to see supporting documentation for the following activities:
Max character length = 3900

<table>
<thead>
<tr>
<th>Overall Rating</th>
<th>Excellent</th>
</tr>
</thead>
</table>

*Required information is denoted with an asterisk.

Select Continue to Next Page to finish.
If you are requesting a review, you will need to attach your Reasons for Requesting Review on this page. If not, select "Continue to Next Page" to continue.

<table>
<thead>
<tr>
<th>Attach / Remove</th>
<th>Document Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attach</td>
<td>Employee - Reasons for Requesting Review</td>
</tr>
<tr>
<td>Attach</td>
<td>Department Chair Metrics - if applicable</td>
</tr>
<tr>
<td>Attach</td>
<td>Supervisor - Reason for raised rating</td>
</tr>
<tr>
<td>Attach</td>
<td>Written Plan for Improvement</td>
</tr>
<tr>
<td>Attach</td>
<td>Employee - Growth Plan</td>
</tr>
</tbody>
</table>

NOTE: Clicking Continue to Next Page does not save your data. Please use the Save Button below.

Each Attachment must be in a Microsoft Office or Adobe PDF format and can be no greater than 2 MB.
Welcome Anthony Guinan. You are logged in.
Your Current Group: Employee.

Wednesday, January 13, 2010

View Academic Evaluation of Teaching Faculty Summary - Specialist

Please review the details of the evaluation carefully before continuing.

To take the action you have specified, click the Continue button. To edit the evaluation, click the Edit link. To exit the evaluation without making any changes, click the Cancel button.

If you’d like to print a final copy for your records, select “Printer-Friendly Version.” You may also scroll down to review your final submission.

If you are requesting a review, select “Request Review” and hit “Continue.” If you are not requesting a review, select “Send to Direct Supervisor to Review” and hit “Continue.”

Note: If you request a review, your evaluation will be sent to HR and the process will be taken off-line.
Confirm Change Evaluation Status

You are about to change this action to the following status:

Evaluation Status

Send to Direct Supervisor to Review

Select "Confirm" to finish sending your part of the evaluation process. If you are not requesting a review, your supervisor will receive an e-mail notifying them to begin closing out the process by sending it through the appropriate chain of command.