ANNUAL EVALUATION WORKFLOW IN UNLV FOLIO

Faculty Member

In Faculty180: Faculty Member enters/updates profile and activity information for FAAR (Faculty Annual Achievement Report).

In Review, Promotion, and Tenure (RPT): Faculty Member submits packet:
--FAAR vita
--Supplemental materials

Faculty Member Meets with Supervisor to review Evaluation

Faculty Member completes **Annual Evaluation Report: Faculty Member Sign-Off** form when notified that Annual Evaluation Report is completed. Notifies supervisor when form is submitted

Faculty Member saves annual evaluation report (with the option to print) for personal records. *Must be completed by June 1st.*

Chair/Supervisor

Chair/Supervisor completes **Annual Evaluation Report Form**

Chair/Supervisor consults with Faculty Member; Revises form as needed

After being notified that Faculty Member has completed the sign-off form, Chair/Supervisor sends case to Dean

Chair/Supervisor saves annual evaluation report (with the option to print) for personal records. *Must be completed by June 1st.*

Dean

Dean completes **Annual Evaluation: Dean-Sign Off** form. *Must be completed by March 15th.*

NOTE: Skip this step if Dean is the supervisor

Faculty Affairs

Faculty Affairs reviews case

Is there a disagreement?

No → **Case is complete**

Yes → Case moves through a separate process, depending on type of disagreement

Faculty Affairs closes case after June 1st

ANNUAL EVALUATION WORKFLOW IN UNLV FOLIO

Step 1 - in Faculty180:

Faculty Member enters/updates profile and activity information for FAAR (*Faculty Annual Achievement Report*).

Step 2 - in Review, Promotion, and Tenure (RPT):

Faculty Member submits packet:

- FAAR vita
- Supplemental materials

Step 3 - in RPT:

Chair/Supervisor completes *Annual Evaluation Report Form*

Step 4 - Outside UNLV Folio:

Chair/Supervisor and **Faculty Member** meet to review the evaluation

Step 5 - in RPT:

Chair/Supervisor revises *Annual Evaluation Report form*, if needed, based on the consultation with the Faculty Member.

Step 6 - Outside UNLV Folio:

After final revisions **Chair/Supervisor** notifies the **Faculty Member** the report is ready for the Faculty Member's sign-off.

Step 7 - in RPT:

Faculty Member completes the *Faculty Member's sign-off form* and notifies their **Chair/Supervisor** (outside of UNLV Folio) that the form has been completed.

Step 8 - in RPT:

After the **Faculty Member** has completed their sign-off, **Chair/Supervisor** sends the case forward for **Dean** review.

Step 9 - in RPT:

Dean completes *Annual Evaluation: Dean-Sign Off form*. Must be completed by March 15th.

NOTE: Skip this step if Dean is the supervisor

Step 10 - in RPT:

Faculty Affairs reviews case

Step 11 a - in RPT:

If there are no issues, **Faculty Affairs** closes the case.

Step 11 b - Outside UNLV Folio:

If there is a disagreement, the case moves through a separate process, depending on type of issue.

Step 12 - in RPT:

Chair/Supervisor and **Faculty Member** save the fully executed annual evaluation (with the option to print) for their records. This must be completed ***by June 1st.***

For more information, visit the [Tenure & Promotion website](#).