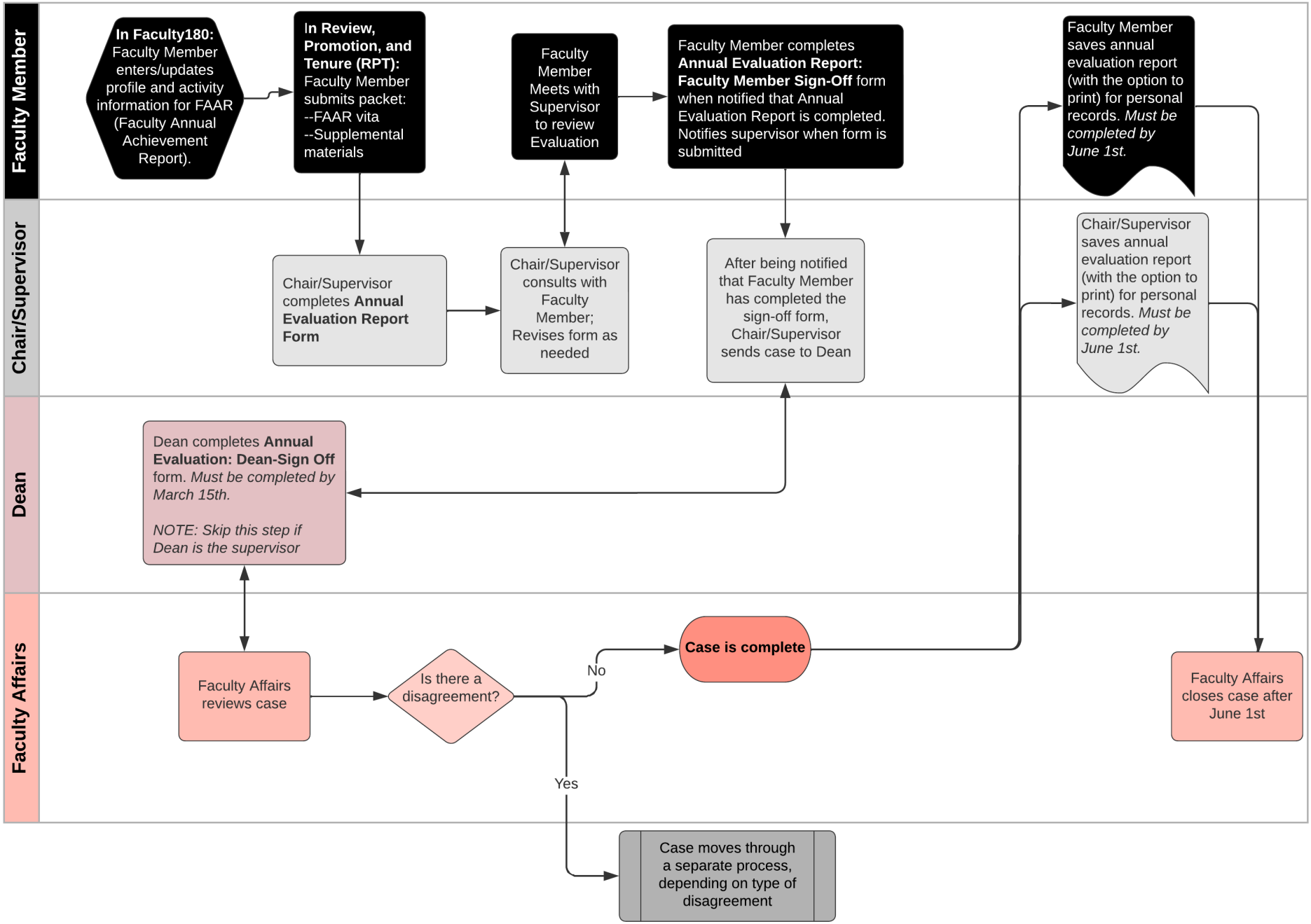
ANNUAL EVALUATION WORKFLOW IN UNLV FOLIO



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.