Annual Evaluation Workflow in UNLV Folio

Faculty Affairs | June 4, 2021

**In Faculty 180:** Faculty Member enters/updates profile and activity information for FAAR (Faculty Annual Achievement Report).

**In RPT:** Faculty Member submits packet:
- FAAR vita
- Supplemental materials

**Faculty Member:**
- Completes Annual Evaluation Report
- Meets with Supervisor to review Evaluation
- Sends case to Dean

**Chair/Supervisor:**
- Completes Annual Evaluation Report Form
- Consults with Faculty Member; Revises form as needed
- Sends case to 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**
- Reviews case
- Are there issues?
  - No: Closes Case
  - Yes: Case moves through a separate process, depending on type of issue

**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
- Prints annual evaluation report for personal records. Must be completed by June 1st.