

Faculty Performance Review

This job aid provides details on how to complete the faculty performance review in Workday. Academics will distribute the task to all eligible faculties' inboxes during the annual review process. The Faculty Performance Effectiveness Review is to be completed via the Workday Performance Review process by every full-time faculty member on or before May 31 each year.

On this job aid:

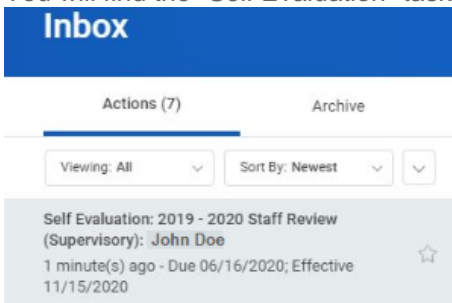
[Complete Faculty Performance Self-Evaluation](#)

Complete Faculty Performance Self-Evaluation

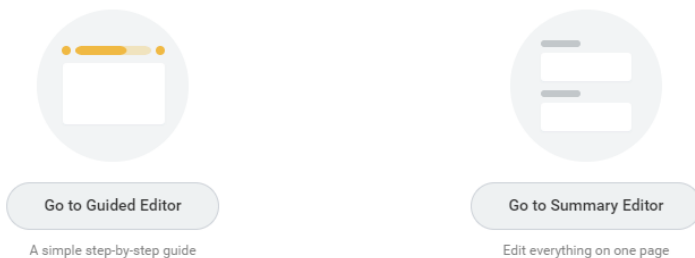
1. Select on your inbox



2. You will find the "Self Evaluation" task.



3. Open the review task.
4. Select the **Go to Guided Editor** button for a guided walkthrough of the review process, or select **Go to Summary Editor** for a summarized process.



5. Select Add" button to enter each of your supporting documents

Note

You must upload your supporting documentation for each section or element of teaching effectiveness detailed in the [faculty evaluation policy](#). Make sure all your documentation is ready to upload by the time you start the review process.

6. select "Attach" to add supporting documentation. Add any comments and details if necessary.

Evaluation Supporting Document
(empty)

File

Attach

Updated By
(empty)

Upload Date
(empty)

Comment

> Details

7. Select the **checkmark**  icon to save the document.

Note

At any time during the process, you can **save your self-evaluation to continue at a later time** by selecting the "Save for Later" button.

Save for Later

8. On the "Overall Review Results" area, faculty can add their overall impressions and comments. Select the checkmark to save.

Overall Review Results

Guide Me

Employee Evaluation

Comment

Format B I U A [list icon] [link icon]

9. Select **Submit** and **Done**. The evaluation routes back to the academic dean/chair in charge of completing evaluations for review.