

Instructions for Faculty Evaluation materials on Faculty Review

Full-time tenured and tenure-track faculty members will have access to the “Faculty Review” team site under Grizzly Gateway to upload yearly evaluation materials to individual folders. All other faculty members should submit materials, including SPTQs in PDF form, to the Department Administrative Assistant to upload.

To access **Faculty Review**, go to the UC home page, click on **Faculty and Staff** at the top of the page, on the right column under **Popular Links** find **Grizzly Gateway**. Once in the **Grizzly Gateway** find the **‘My Team Sites’** block. Click on **Faculty Review**. Log in using network name and password. Click on **‘Deans Office’**.

The screenshot displays the Ursinus College website interface. At the top, a navigation bar includes links for 'Students', 'Faculty and Staff', 'Alumni', 'Parents', and 'Give to UC'. The main header features the Ursinus College logo and the '150 KEEP THE PROMISE THE SESQUICENTENNIAL CAMPAIGN FOR URSINUS' logo. Below the header is a red navigation bar with categories: 'About Ursinus', 'Academics', 'Admission', 'Student Life', 'Athletics', 'News', and 'Events', along with a search bar. Two callout boxes are present: one on the left titled 'POPULAR LINKS' with a star icon, containing a grid of links such as 'PROFILES', 'OFFICE 365', 'BOOK A SPACE (EMS)', 'CAMPUS SAFETY', 'HUMAN RESOURCES', 'GRIZZLY GATEWAY', 'BUSINESS OFFICE', 'IT', 'DIRECTORY', 'CANVAS', 'DINING WHAT'S OPEN?', and 'BEAR BUCKS'. An arrow points from 'GRIZZLY GATEWAY' in this box to the 'Faculty and Staff' link in the top navigation bar. A second callout box on the right, titled 'My Team Sites', lists various departmental sites under 'DEPARTMENTS' and 'TEAM SITES'. An arrow points from the 'Faculty Review' link at the bottom of this list to the 'Faculty and Staff' link in the top navigation bar.

Evaluation folders are contained under **Faculty Review, Documents**. Tenured and tenure-track faculty members will be able to view and have access only to individual, personalized folders. Tenure track faculty should organize materials in yearly folders. Documents added in the Department folder can be viewed by all members of the department, so it is important to be in an individual faculty member's folder before uploading documents. Department Administrative Assistants can create faculty folders upon request and will have access to folders for tenured or tenure-track faculty members only if requested by the faculty member. Department chairs will have permission to view and access folders for all faculty members within the department.

Under the folder "A Guide to Manage Evaluation Materials on Faculty Review", there is also a document titled "Evaluation technology steps" that runs through how to create folders and upload materials onto Faculty Review.

Should you need assistance with this process, please contact your Department Administrative Assistant or the Dean's Office.

The screenshot shows the 'Documents' page in the Ursinus Portal. The breadcrumb trail is 'Ursinus Portal → Departments → Academic Affairs → Faculty Review'. The page title is 'Documents'. A search bar is located in the top right corner. On the left side, there is a navigation menu with 'HOME', 'DOCUMENTS' (highlighted), 'RECENT', 'SITE CONTENTS', and 'EDIT LINKS'. The main content area is titled 'All Documents' and contains a table of documents. The table has columns for 'NAME', 'MODIFIED', and 'MODIFIED BY'. The first document is 'A GUIDE FOR FACULTY TO MANAGE EVALUATION MATERIALS ON FACULTY REVIEW', modified on November 27, 2018, by Nelson, Valerie. Other documents are department-specific evaluation materials, all modified on June 24, 2016, by Nelson, Valerie.

NAME	MODIFIED	MODIFIED BY
A GUIDE FOR FACULTY TO MANAGE EVALUATION MATERIALS ON FACULTY REVIEW	November 27, 2018	Nelson, Valerie
Anthropology and Sociology Faculty Evaluation Material	June 24, 2016	Nelson, Valerie
Art and Art History Faculty Evaluation Materials	June 24, 2016	Nelson, Valerie
Biology Faculty Evaluation Materials	June 24, 2016	Nelson, Valerie
Business and Economics Faculty Evaluation Materials	June 24, 2016	Nelson, Valerie
Chemistry Faculty Evaluation Materials	June 24, 2016	Nelson, Valerie
CIE Faculty Evaluation Materials	June 28, 2016	Nelson, Valerie
Classics Faculty Evaluation Materials	October 28, 2016	Nelson, Valerie
Education Faculty Evaluation Materials	June 24, 2016	Nelson, Valerie
English Faculty Evaluation Materials	June 24, 2016	Nelson, Valerie
Environmental Studies Faculty Evaluation Materials	June 24, 2016	Nelson, Valerie
Health and Exercise Physiology Faculty Evaluation Materials	June 24, 2016	Nelson, Valerie
History Faculty Evaluation Materials	June 24, 2016	Nelson, Valerie
Library Personnel	June 26, 2016	Nelson, Valerie
Mathematics and Computer Science Faculty Evaluation Materials	June 24, 2016	Nelson, Valerie