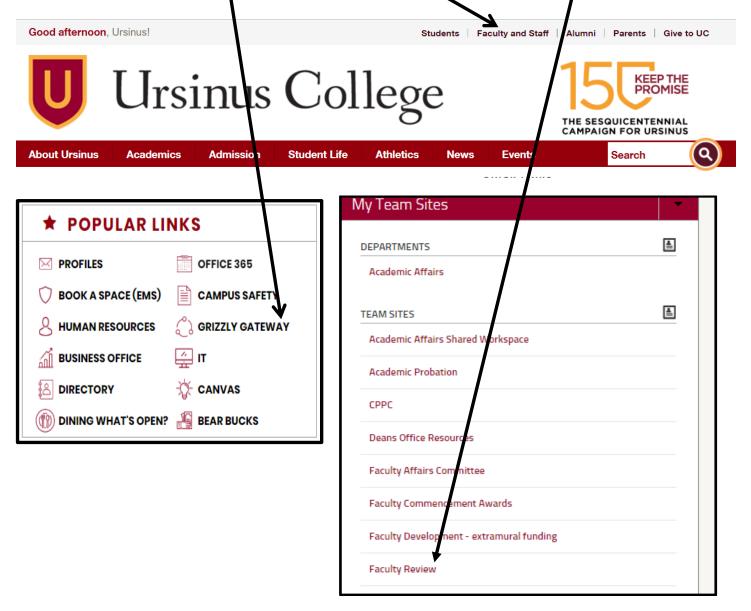
## **Instructions for Faculty Evaluation materials on Faculty Review**

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**'.



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.

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OCUMENTS	All Documents ····	F	Find a file	
RECENT ITE CONTENTS	✓ □ NAME	MODIFIED	MODIFIED BY	
THE CONTENTS	A GUIDE FOR FACULTY TO MANAGE EVALUATION MATERIALS ON FACULTY REVIEW	••• November 27, 2018	Nelson, Valerie	
✓ EDITLINKS	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	