

The Supervisor's Role in the Faculty Evaluation Process: How To...

There are 3 actions regarding faculty evaluations that a supervisor must perform in E*Value as outlined in LSUHSC School of Nursing policy F-34, [Faculty Evaluation Process](#):

- ① View faculty achievements documented in the faculty member's *Professional Folders*.
- ② View the faculty member's *Annual Faculty Self-Evaluation* (there's a different version for tenured faculty).
- ③ Complete a *Supervisor's Evaluation of Faculty Performance*.

This tutorial describes the steps needed to complete these actions. It also provides a brief overview of the report options that are available.

Users can access the E*Value login screen from the *SON website > Faculty & Staff > Information Systems > E*Value* or via the URL <https://www.e-value.net>.

If you need help ...

- ▶ Contact Richard Smith (E*Value Administrator) at 568-4401 or via e-mail at rsmi14@lsuhsc.edu.

How do I open a faculty member's professional folder in E*Value?

1. Click the **Home** tab, then click the **Other Tasks** link.
2. Click **Supervise User Professional Folders** to open a search screen.
3. From the search screen, scroll down to locate the name you're looking for, then click the link.

Use the filter options to narrow your search:

- From the *Rank* dropdown: click *Faculty*, then click *Refresh*.
- In the *Name* field: type in the 1st few letters of the last name, then click *Refresh*.

How do I open a faculty member's completed self-evaluation in E*Value?

1. Click the **Reports** tab, then click **Evaluation Educator Reports** from the *Filter By dropdown menu*.
2. Select **Completed Evaluations by Educators** to open the *Completed Evaluations by Educators* filter screen.
3. From the filter screen, scroll down to modify the filter settings.

Use the filter options to narrow your search:

- In the *State Date* field, select the appropriate date for the annual faculty self evaluation.
- From the *Evaluation Type* dropdown, select *Annual Faculty Self Evaluation*.

- From the Educators dropdown, select the faculty's name.
- Use the optional *Evaluations* dropdown to isolate the evaluation status you want to see.
 - {All Evaluations} ... the default
 - Completed
 - Pending/Suspended

4. Click *Next* to open a *User Evaluation Summary* table that's populated according to the filters you chose.

The sample *User Evaluation Summary* table on the below shows the evaluation status for all users who were assigned to complete the Annual Faculty Self-Evaluation.

- If the evaluation was completed: A *View Evaluation* link and the eval's Completion Date are visible.
- If the evaluation is still pending: There is no *View Evaluation* link, and the Completion Date remains Open.

Louisiana State University Bachelor of Science in Nursing User Evaluation Summary Time Period: 03/01/2021 to 01/07/2022 Time Period Type: Request Date Report Date: 01/07/2022											
View Evaluation	Abadie, Heather - Faculty	Annual Faculty Self Evaluation	Heather Abadie - Faculty	Faculty Annual Self-Eval	LSUHSC SON	Faculty Self-Eval 2021	07/01/2020 - 06/30/2021	05/02/2021	08/13/2021	08/13/2021	Heather Abadie
Compliance for Heather Abadie: 1 / 1 = 100.00%											
View Evaluation	Adorno, Marie - Faculty	Annual Faculty Self Evaluation	Marie Adorno - Faculty	Faculty Annual Self-Eval	LSUHSC SON	Faculty Self-Eval 2021	07/01/2020 - 06/30/2021	05/02/2021	08/02/2021	08/02/2021	Marie Adorno
Compliance for Marie Adorno: 1 / 1 = 100.00%											
View Evaluation	Allen, Rodmistril - Faculty	Annual Faculty Self Evaluation	Rodmistril Allen - Faculty	Faculty Annual Self-Eval	LSUHSC SON	Faculty Self-Eval 2021	07/01/2020 - 06/30/2021	05/02/2021	08/19/2021	08/19/2021	Rodmistril Allen

To print the *User Evaluation Summary* table:

- Click the printer icon (top right corner of the window).

To open a completed eval: Click the *View Evaluation* link. You may print it, e-mail it, convert it, or close it.

- Click the printer icon to print the evaluation.
- Click the e-mail icon to send a copy of the evaluation by e-mail (not recommended).
- Click the .pdf icon to convert the evaluation to a .pdf doc.
- Click the close icon to close the evaluation.

How do I complete a *Supervisor's Evaluation of Faculty Performance* in E*Value?

Each year the E*Value Administrator will match each faculty member (FT/PT/tenured) to the supervisor assigned to complete his/her *Supervisor's Evaluation of Faculty Performance* in E*Value. On July 1st, each supervisor will receive an e-mail generated from E*Value that includes an embedded link.

- Click the link to bypass the E*Value login screen and open the *Complete Pending Evaluations* table.

- If you don't have the e-mail, use this pathway: Login to *E*Value*, then click [Evaluations > Complete Pending Evaluations](#).

To locate a pending evaluation ...

1. Click the [Evaluations](#) tab, and click the [Complete Pending Evaluations](#) link to open a table of pending evaluations.
2. Click the [Edit Evaluation](#) link to open the supervisor's evaluation for the faculty member you've chosen. Enter your ratings and comments, then click one of the following options at the bottom of the screen:
 - Click [Save for Later](#) if you want to keep working on the evaluation. It will remain on your pending table and will be available for further editing.
 - Click [Submit](#) if you're finished. The evaluation will be removed from your pending table and will be stored under [Reports > Evaluation Educator Reports > Completed Evaluations by Me](#).
 - Submitted (completed) evaluations are no longer available for editing.
 - If you need to edit a completed evaluation, it can be re-opened by your E*Value Administrator.

About Evaluation Reports

Evaluation reports can help us spot check issues or identify trends over time. Reports are printable and can be downloaded in either HTML format (with live links) or Excel format (sortable).

To view reports: Click the [Reports](#) tab, then click [Evaluation Educator Reports](#) from the Filter By dropdown menu. Use each report's filter screen to narrow your search.

Aggregate Educator Performance Report

- Shows aggregate results for an individual or a group and can be filtered by date.
- Results are available in [condensed](#) view (no graphs) or [expanded](#) view (with graphs).
- Graphic options in expanded view: [frequency distribution](#), [pie chart](#), [vertical or horizontal bar chart](#) (or all).
- Includes a link [To Educator Comments](#) filtered by question or subject and a link to open completed evaluations.

Completed Evaluations By Me

- Shows completed evaluations.
- Opens a table that shows each evaluation submitted (completed) by you. It shows the evaluation type and date completed (most recent on top) and includes a link to open the evaluation.