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 MyFolio portfolio
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.

FYI … Some E*Value functionalities (ie, Evaluations & PxDx) include automatic e-mail alerts with embedded links that allow users to bypass the login screen. Other functionalities (ie, MyFolio) require direct login to E*Value.

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 Toni Cascio (E*Value Administrator) at 568-4401 or via e-mail at acasci@lsuhsc.edu.
- Contact Richard Smith (E*Value Co-Administrator) at 568-4130 or via e-mail at rsmi14@lsuhsc.edu.

How do I open a faculty member’s portfolio in E*Value?

1. Click the My Profile tile, then click the MyFolio link (located in a row beneath the icons).
2. From the View box, click Shared MyFolios to open the MyFolio Search screen.
3. From the MyFolio Search screen, scroll down to locate the name you’re looking for, then click the View MyFolio link.

Note: You may have access to multiple portfolios, so use the MyFolio Search screen’s filter options to narrow your search: In the Last Name field, type in the first few letters of the last name, then click Search.
How do I open a faculty member’s completed self-evaluation in E*Value?

1. Click the Evaluations tile, then click the Educator Reports link (located in a row beneath the icons).

2. From the Completed Evaluations & Compliance box, click By a User to open the User Evaluation Summary filter screen.

3. From the User Evaluation Summary filter screen: Select the Evaluation Type you want to see, and select a user.

   - From the Evaluation Type dropdown, select Annual Faculty Self Evaluation.
   - Select a faculty user (3 options).
     - To find a single user: From the Evaluator Current Rank dropdown, select Faculty, then use the Evaluators drop down to find a name. Type the first few letters of the last name in the Last Name Filter field, then click Filter/Refresh. All names meeting your search criteria will appear in the Evaluators dropdown.
     - To find all users: From the Evaluators dropdown, keep the default {All Users}.
   - Use the optional Evaluations dropdown to isolate the eval status you want to see.
     - Select Completed to see only completed evals.
     - Select Pending/Suspended to see only evals that are still pending.
     - Keep the default {All Evaluations} to see the eval status for all users.

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 below shows the eval status for all users who were assigned to complete the Annual Faculty Self-Evaluation.

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

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 eval.
- Click the e-mail icon to send a copy of the eval by e-mail (not recommended).
- Click the .pdf icon to convert the eval to a .pdf doc.
- Click the close icon to close the eval.
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 that opens a pending evaluations table. Supervisors can either use that link or login to E*Value to locate the appropriate evaluation.

1. Click the Evaluations tile, then click the To Be Completed link (located in a row beneath the icons) to open a table of pending evaluations.

2. From the Evaluations To Be Completed table, click the Edit Evaluation link to open the supervisor’s evaluation for the faculty member you’re evaluating. At the bottom of the evaluation screen, click one of the following options:
   - Click Save for Later if you want to complete the evaluation at a later date. The evaluation will remain on your pending table and will be available for further editing.
   - Click Submit when you’re finished. The evaluation will be removed from your pending table and will no longer be available for editing.
     - Submitted (completed) evals are stored under Educator Reports > Submitted by Me.
     - If you need to edit a completed evaluation, your E*Value Administrator can re-open it.
About Evaluation Reports

E*Value’s 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 Evaluations icon, then click the Educator Reports link to open report options. Choose a report, then use the filter screen to narrow your search.

Some reports (eg, Ranking & Scores) are N/A at this time.

Performance Overview. Use these reports to review ...

- **Aggregate Performance (aka, Analysis of Educator Performance).** Shows aggregate responses (%).
  - Data can be shown in **condensed** view (no graphs) or **expanded** view (with graphs)
  - Graphic display options include 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 evals

- **Comments.** Shows free-text entries only, sorted by question or subject (see example)
  - Includes links to open completed evals
  - Includes links to open the Analysis of Educator Performance report (aggregate performance)
Completed Evaluations & Compliance. Use these reports to review evaluations ...

- **About Educators.** Opens an *Educator Evaluation Summary* table that shows the completion status & name of the evaluator. **Note:** This table focuses on evaluations completed *about faculty* (eg, Supv’s Eval of Faculty Performance), not evaluations completed *by faculty* (eg, Annual Faculty Self-Evaluation).
  - Includes an option to print one or more completed evaluations
  - Includes a link to open a user’s completed evaluation

- **By a User.** Opens a table that shows the status of evaluations assigned to users. [Refer to pages 5-6]
  - Sort by a single user, or open a table that includes all users
  - Includes a link to open a user’s completed evaluation

- **Completion Compliance.** Opens a table that shows overall completion compliance, sorted by user.
  - Shows the # of evals assigned, the # completed/not completed, & the # suspended/deleted
  - Shows the overall completion %
  - Shows the # of times a user was logged on and the date of the last login

- **Submitted by Me.** Opens a table that shows each eval assigned to *you*, the date when it was assigned, the completion status (including the date completed), and a link to open the completed eval.