

# PeopleAdmin Instructions

## Faculty Evaluation Form

HR will initiate Faculty Evaluation forms in **Mid-January**, each Faculty member will receive an email notification (with link) instructing them that they can begin the Evaluation.

Evaluations are required:

- Annually for all non-tenured faculty (unless the Faculty is submitting promotion/tenure application)
- Annually for Faculty on Performance Improvement Plans
- Every three years for Tenured Faculty (a schedule to stagger the number of evaluations within each division has been established)

Each Faculty member shall complete the Faculty Evaluation Form by **March 15**, the completed form will be routed to their Associate Dean.

### Evaluation process

**Faculty will receive an email from Human Resources notifying them that they may begin the Evaluation**, a link to PeopleAdmin will be provided within the email.

- PeopleAdmin can be accessed within Inside Delta, under the Tools menu, users will be prompted to login/authenticate with their Delta username/password.
- Once logged in, the three blue dots in the upper left-hand corner of the page should be selected to expand the menu.
- The Employee Portal link should be selected to access the homepage for Performance Management.
- The evaluation form will be available in 'Your Action Items' (located on the 'Home' Tab).
- The 'Faculty Evaluation' link should be selected to begin.
- **Complete the Evaluation Form**
  - The evaluation form can be accessed to enter information and return to at a later time by choosing the "Save Draft" option from the "Actions" drop down menu.
  - The "Attachments" link at the top right of the form will allow for the upload of files.
  - Once the evaluation has been completed the "Complete" option should be selected from the "Actions" drop down menu.
  - The completed form will route to the Associate Dean
  - After the Associate Dean has reviewed the completed self-evaluation form they will add comments to finalize the process.
  - To view the Associate Dean's comments, select the "My Reviews" link in the left navigation area of the Employee Portal.
  - Completed forms will be placed in the faculty member's personnel file.
- **The completed Evaluation form will be routed to the Associate Dean**
  - Associate Deans will complete their portion of the Evaluation form and schedule a meeting with the Faculty member to review the Full Evaluation by **May 1**
  - After the meeting the faculty member will log into PeopleAdmin to acknowledge the meeting, and may also add comments at the bottom of the form by **May 15**.
  - Once "Acknowledge" is selected from the "Actions" drop down the process is complete.

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- To view the completed evaluation, select the “My Reviews” link in the left navigation area of the Employee Portal.
- Completed evaluations will be placed in the faculty member’s personnel file.

### To Access Past Evaluations

Log into PeopleAdmin, Performance Management:

- PeopleAdmin can be accessed within Inside Delta, under the Tools menu, users will be prompted to login/authenticate with their Delta username/password.
- Once logged in, the three blue dots in the upper left-hand corner of the page should be selected to expand the menu.
- The Employee Portal link should be selected to access the homepage for Performance Management.

To view past evaluations:

- Click ‘My Reviews’ on the far left navigation.
- Click the far right ‘actions’ button, click ‘view Review’ to open the evaluation.