

Helpful hints for Faculty180

Faculty180 works best in Chrome.

These actions assume that you have already logged in and are at your Faculty180 Dashboard.

If you receive a message saying Document Expired when you try to “go back”, click the back arrow at the top of the page until you are directed back to Faculty180. Usually it takes 3-4 clicks.

Often times, if you hover over the right hand side of a row you will see a magnifying glass. If you click on the magnifying glass you will see the actual activity details.

Process for Evaluating Faculty in Current Evaluation Cycle:

Click on Evaluations (left-hand column on Faculty180 dashboard);

Click Perform Evaluations;

Click Evaluate;

To view the file:



Next steps only used by person submitting the evaluation:

To perform the actual evaluation and upload the letter:

Click the Evaluate button (right side of page on the page with the list of faculty members);

Choose Recommendation in section B;

Attach letter in section C;

Save.

******* Important Final Step *******

Once evaluations have been completed, return to your list of faculty being evaluated. Place check marks in the boxes to the left of the faculty member's name. Click Submit Selected Evaluations button (located under the list of faculty members).

For questions contact Charlene Andrews at charlene.andrews@cwu.edu or (509) 963-1271.