

Activity Insight Instructions #3: How to Create Your Faculty Evaluation Report

- Once you have entered the necessary data to complete the Annual Faculty Evaluation; you will need to create the report. If you need help entering your data for your Evaluation Report see the link below or contact Lorie Chatfield at chatlori@isu.edu or 282-3762:
 - http://www.isu.edu/acadaff/faculty_evaluations.shtml
- Click, “**Run Reports.**” On the left side of the screen.
 - Under **1 Report** click the down arrow button on the right hand side of the “Select...” box. Listed here are all the reports that you have access to. Scroll down to highlight one of the following evaluation reports. Once one is selected the next four options open.
 - DHS Annual Faculty Evaluation – This report is for all faculty in the Division of Health Sciences.
 - COT Annual Faculty Evaluation – This report is for all faculty in the College of Technology.
 - ISU Annual Faculty Evaluation – This report is for all other faculty.
 - Under **2 Date Range** use the down arrow buttons to change the “**Start Date**” and “**End Date**” to reflect the dates required for this report. Activity Insight is a date driven data base, so if the data you have entered does not fall within the date range, you enter here, it will not be included on your report.
 - Under **3 Report Options**, Click the drop down arrow in the “**a) Type of Evaluation**” drop box. Scroll down to highlight one of the following types of evaluations. Click on the type of report you are creating and it will be displayed in the box.
 - 1st – 4th Year
 - Regular Annual Evaluation
 - PPR
 - Under **4 File Format** are two drop down boxes that are used to specify how your report will be created.
 - File Format – You have 3 options, Microsoft Word, PDF, and Web Page (.html). Confirm that Word is the file format selected. ***All evaluations must be in WORD format to be sent via email to your Department Chair.***
 - Page Size – You have two page sizes to pick from Letter, and A4. Confirm page size is letter.
- The final step to creating this report is to click the “**RUN REPORT**” button on the top right.
- A bar will open up on the bottom of your screen and you will be asked if you want to open a file similar to this: “**20131010-105136-CDT.doc from digital measures.com?**” Click on the **OPEN** button.
- The evaluation report you just created will open up in Word. Along the top will be a yellow strip with an “**Enable Editing**” button. Click this button so you can edit your report. Before you begin modifying/editing your report save it as a word document.
- Review all of the entries from Activity Insight. Three major things to be aware of:
 - Activity Insight is a Date driven data base** – This means that if any of the data you entered and were expecting to be on your evaluation is missing, check the dates. It may be that the date you used when entering the data, does not fall within the date range of your report.
 - Due to the time frame involved in pushing the data from Banner to Activity Insight the data under the, “**Summary of Teaching for the Calendar Year,**” may not accurately reflect the courses you are currently teaching.

- c. And the most important thing to keep in mind, **all parts of the evaluation document can be edited as needed.**

7. ***You will need to complete items IX to XII, as this information is not part of Activity Insight.***
8. Once your evaluation is complete you will need to attach it to an email and send it to your Department Chair or Equivalent.

Once your Department Chair has completed Part 2, he/she will print the evaluation document for review and signature. Your **Department Chair** will meet with you to discuss the evaluation and complete the signature section. At that point you will be given an opportunity to respond, in writing, to your Department Chair's comments. This must be completed within 5 working days.

Once complete the evaluation will be forwarded to your **Dean** for him/her to review Parts 1 & 2, and complete Part 3. Your evaluation will once again be returned to your Department Chair for a final review. You will be allowed to review the comments of the Dean and again, you will be given an opportunity to respond, in writing, to him/her. This must be completed within 5 working days.

Once all is complete and signed you will receive a copy as will your Department Chair. The original will be sent to the Academic Vice President.

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