CHAIR-DIRECTOR Workflow Directions for <mark>PART-TIME</mark> Annual Evaluations (6-26-25)
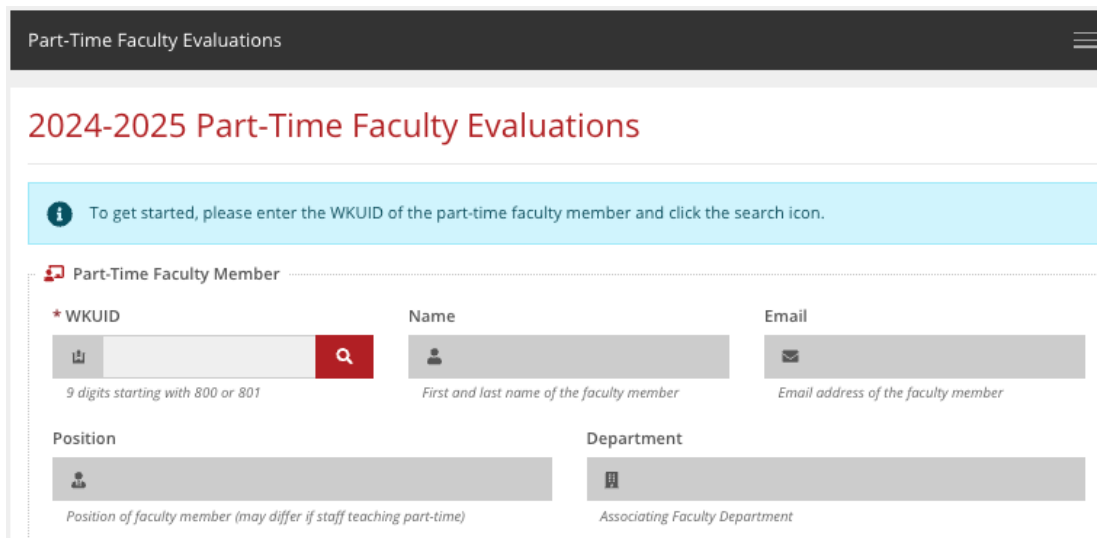
Important Notes:
- Chairs/Directors or their designees (Evaluators) initiate annual evaluations for part-time faculty in WKU's workflow system.
- Evaluators should review materials (syllabi, SITES, observations, course materials, etc.) and departmental/college criteria for effective teaching before beginning an evaluation.
- Evaluators will need 800#s for part-time faculty to initiate an evaluation.

1. Go to: https://app.wku.edu/workflow/.
2. On that page, click on **Part-time** Faculty Evaluations Dashboard.
3. Log-in with your normal WKU credentials (you may have to do the Authenticator thing).
4. *You will arrive at a screen that looks like this*
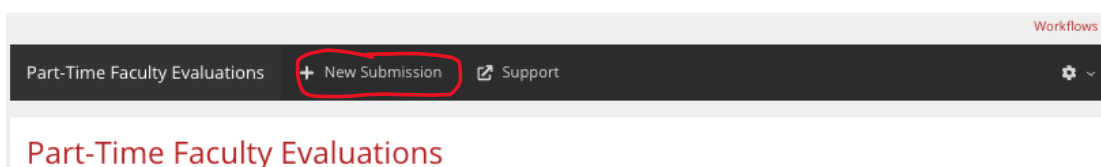
5. *Click New Submission.*
6. *You will arrive at a screen that looks like this:*

7. Enter the part-time faculty member's 800#, and then press the red magnifying glass button. You will arrive a page that looks like this:

Part-Time Faculty Evaluations

2024-2025 Part-Time Faculty Evaluations

Part-Time Faculty Member

* WKUID	Name	Email
800 ▇▇▇▇	Lauren Ossello	lauren.ossello@wku.edu
9 digits starting with 800 or 801	First and last name of the faculty member	Email address of the faculty member

Position	Department
Full-time Staff Teaching Part-time	Society, Culture, Crime & Justice
Position of faculty member (may differ if staff teaching part-time)	Associating Faculty Department

Courses Taught

Course	CRN	Term Code
CRIM101-005 (Fa24): INTRO TO CRIMINAL JUSTICE	49318	202430
CRIM238-700 (Fa24): VICTIMOLOGY & VICTIM ADVOCACY	52310	202430
CRIM101-700 (Sp25): INTRO TO CRIMINAL JUSTICE	47092	202510
CRIM238-001 (Sp25): VICTIMOLOGY & VICTIM ADVOCACY	48516	202510

8. Make sure that the correct faculty member's information is auto-populated and that the courses taught are accurate. If not, double-check that you have the correct 800# or contact amber.scott@wku.edu if your faculty member does not appear.

9. Scroll down the page to get to the teaching effectiveness section:

Teaching Effectiveness

Based on the 5-point scale below, please indicate your score for this part-time faculty member. Departments must base their ratings on their own definition of teaching effectiveness.

* Performance Rating

○ Distinguished (Indicates a truly exceptional level of performance)

○ Skilled (Indicates a level of strong performance)

○ Baseline (Indicates a level of meeting minimum expectations)

○ Unsatisfactory (Indicates a level of not meeting minimum expectations)

○ N/A (Other)

* Evaluator Comments

[ ]

Submit

Select the appropriate performance rating and add your Evaluator Comments into the text box. Some departments may also add requests for documents (i.e., a CV or other documentation for accrediting purposes) in the Evaluator Comments textbox.

10. Click Submit, you will see a Success page, and the faculty member and Evaluator will receive an email confirmation called Evaluation Submitted.

11. There are three possible ways to close out the process.

    A. **No Comment from Part-timer**: The part-time faculty member should click the Access Part-time Faculty Evaluation Workflow button in the email and follow the directions in the workflow to review the evaluation. Typically, part-timers will not have a comment or supplemental document. In that case they will click Submit and that closes out the evaluation process. The Evaluator and the part-timer will receive an email closing out and completing the process.

    B. **Comment or Supplemental Document from Part-timer**: In cases where the part-timer has a supplemental document OR has a comment, they will follow the directions in the workflow to add the documents. In this case, the part-timer and evaluator will receive an email notification that a comment has been added. When the Evaluator goes to the Workflow, they can download any supplemental documents and/or review any comments. The Evaluator has the option to enter a comment for the record. Whether or not they add a comment, they should click Received and Filed to close out the process. Both Evaluator and part-timer will receive an email notification.

Part-Time Faculty Review

Part-time faculty should carefully review the Evaluator Comments and Performance Rating. In some cases, the Chair/Director/Designee will request supplemental information. If the faculty member has questions or concerns about the evaluation, they may provide their own comment OR attach a supplemental document (i.e., a CV or syllabus). If no comment or document is needed, simply press the Submit button to complete the evaluation.

Part-Time Faculty Comments

> Thank you!

Supplemental Documents

| Search | | | | Export ⌄ | Columns ⌄ |

Upload Status ⇅	File Name ⇅	Uploaded By ⇅	Upload Date ⇅	Actions
Search Upload Status	Search File Name	Search Uploaded By	Search Upload Date	
		No Documents		

Showing 0 to 0 of 0 entries

Evaluator Review

After reviewing the faculty comments above, pressing the Received and Filed button will complete the process with no further steps. If you wish to provide final comments, do so in the Evaluator Final Comments section below.

Optional Final Evaluator Comments

[Received and Filed]

    C. **Part-timer Neglects to Respond to Evaluation**: If the part-timer fails to review the evaluation after several requests, the chair/designee may override the review, but

they must provide a reason, and then click the Override button to close out the process. The process is complete.

Override Part-Time Faculty Review

⚠ Warning: This override action will complete the part-time faculty's evaluation without the their acknowledgement or comment. You must explain the Reason for Override below.

* Reason for Override

After three attempts to get a response from the part-time faculty member by email and phone, I have overridden the evaluation without faculty review.

Delete Evaluation   Override Part-time Evaluation Without Faculty Review

NOTE: *Faculty members and evaluators receive notifications at every stage of the process.*

Other Scenarios:

An evaluator may make an error during the process and want to start over (you thought you were evaluating one faculty member, but you entered data about another one) but only realize it after you submit the evaluation. After you have submitted, you will have a delete option at the bottom of the workflow.

Delete Evaluation

In rare cases, some part-timers teach for two departments. If you have trouble with the workflow, please contact Rob Hale for assistance.