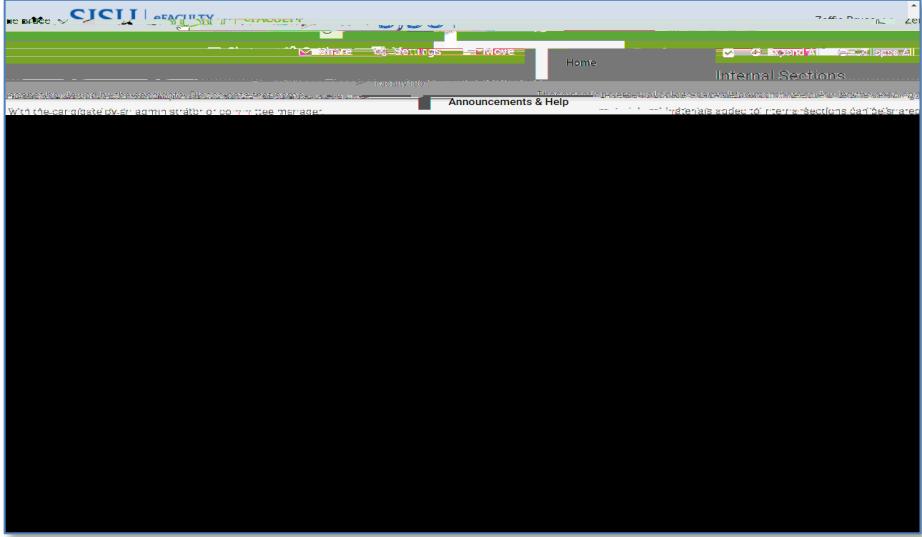
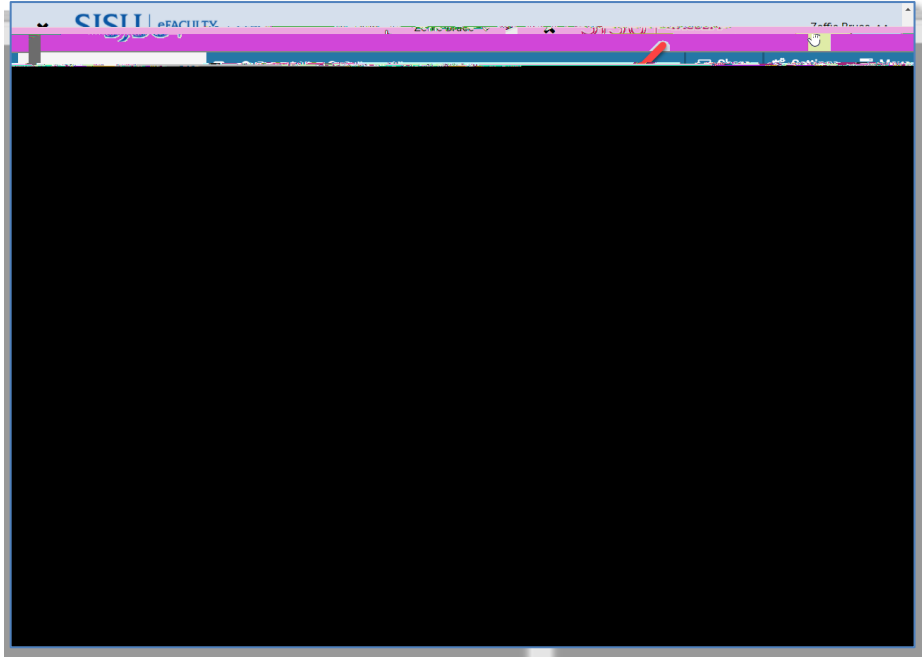


eFaculty QuickTip:

Sending Evaluations for Optional Response

Resource guide to help departments and colleges send their evaluations to the faculty and enable the required 10-calendar-day period for them to submit an optional response or rebuttal to the evaluation.

<p>Step 1. On the Case Materials page, Scroll down to Internal Sections</p> <p>Select the appropriate committee* caret (if the form is not visible, select the caret again, and the form should appear).</p> <p>Under Committee Forms, select the evaluation form check box.</p> <p><i>*If sending from the department level, and there are both department committee and chair evaluations, select the evaluations from both areas.</i></p>	 <p>The screenshot shows the eFaculty interface. At the top, there are navigation tabs: 'Home', 'Internal Sections', 'Reports', and 'Support'. Below the tabs, there is a section titled 'Internal Sections' with a dropdown menu. The dropdown menu is open, showing a list of committees. A dark blue bar is visible at the top of the dropdown menu, which is the focus of the next step.</p>
<p>Step 2. Find the dark blue bar near the top of the screen and select "Share."</p> <p>Then select, "With Candidate."</p>	 <p>The screenshot shows the same eFaculty interface as the previous screenshot. The dark blue bar at the top of the dropdown menu is now highlighted. A red arrow points to the 'Share' button located on the right side of this bar. Below the bar, the text 'With Candidate' is visible, indicating the next step in the process.</p>

Step 4. Prepare the Message
Provide a message to the
candidate. Please go to the box
below for a message template.*

In the grey box on the right,
select **Enable** using the check
box. Type for each area as
indicated:

Message Reason:

Department [or College] Annual
[or Cumulative] Evaluation -
Optional Response

Deadline:

Select 10 calendar days out or
enter the mini-review [calendar](#)
date (preferred). [This is a real
cut-off date. Make sure it is at
least 10 days, even if past the
deadline, and match the
message date to it.]

Section for Response:

Choose the level from which you
are sending:

a. Department Committee (do
not send from committee if there
will be a chair review).

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