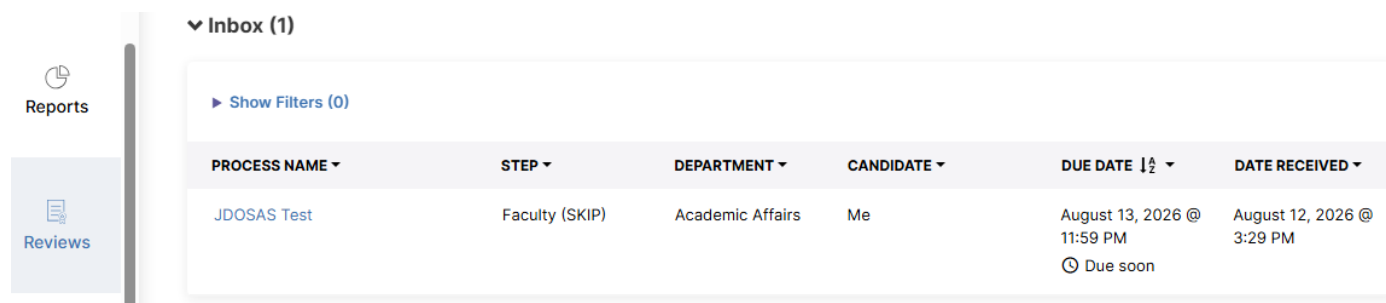


JDOSAS – Annual Evaluation Overview

Updated: 08/12/2026

Step 1: Workflow opens

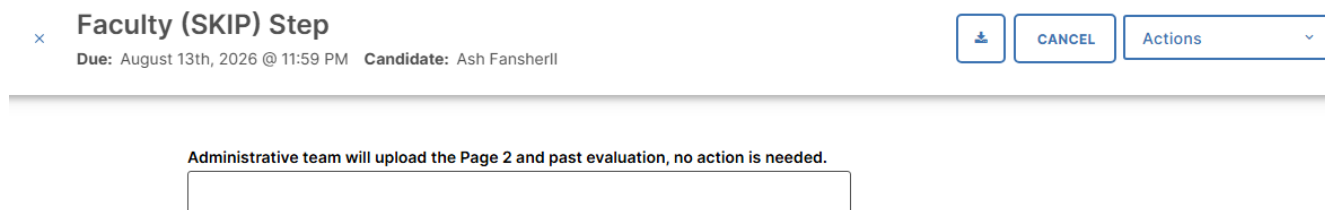
The workflow will be initiated in Faculty Success. The workflow begins with the faculty member; however, there is nothing to do at this step. After 24 hours, the process will automatically move to the department administrator. **Faculty do not need to do anything at this time.** If the faculty does log into Faculty Success, they will see the following:



The screenshot shows a sidebar with 'Reports' and 'Reviews' icons. The main area is titled 'Inbox (1)' and contains a table with workflow processes. The table has columns for Process Name, Step, Department, Candidate, Due Date, and Date Received. A single row is visible for the 'JDOSAS Test' process, which is in the 'Faculty (SKIP)' step, assigned to 'Academic Affairs' for candidate 'Me'. The due date is August 13, 2026, at 11:59 PM, with a 'Due soon' indicator. The date received is August 12, 2026, at 3:29 PM.

PROCESS NAME ▾	STEP ▾	DEPARTMENT ▾	CANDIDATE ▾	DUE DATE 1 2 ▾	DATE RECEIVED ▾
JDOSAS Test	Faculty (SKIP)	Academic Affairs	Me	August 13, 2026 @ 11:59 PM 🕒 Due soon	August 12, 2026 @ 3:29 PM

If faculty click on the workflow process, they will see this screen:

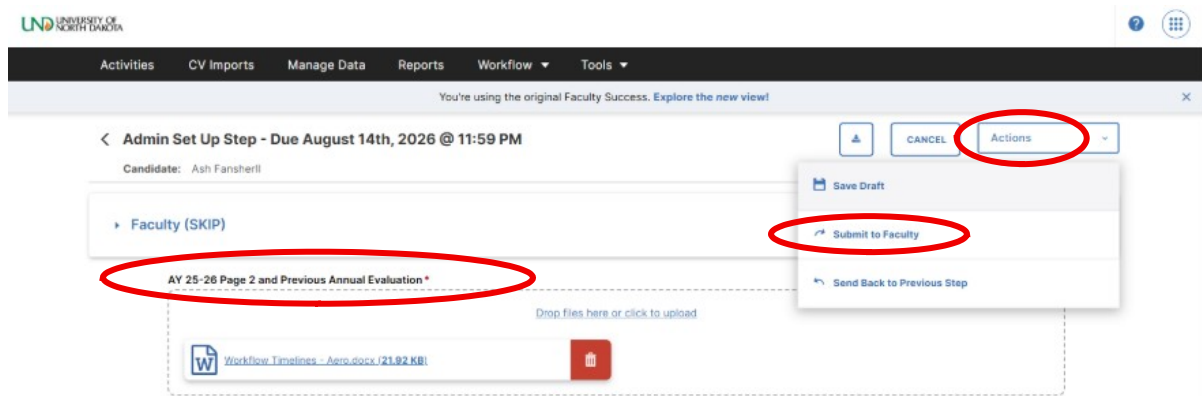


The screen shows a header for 'Faculty (SKIP) Step' with a close button (X), a due date of 'August 13th, 2026 @ 11:59 PM', and a candidate name of 'Ash Fansherll'. There are buttons for 'Download', 'CANCEL', and 'Actions'. Below the header, a message states: 'Administrative team will upload the Page 2 and past evaluation, no action is needed.' followed by an empty rectangular box.

This will automatically progress to the next step after 24 hours.

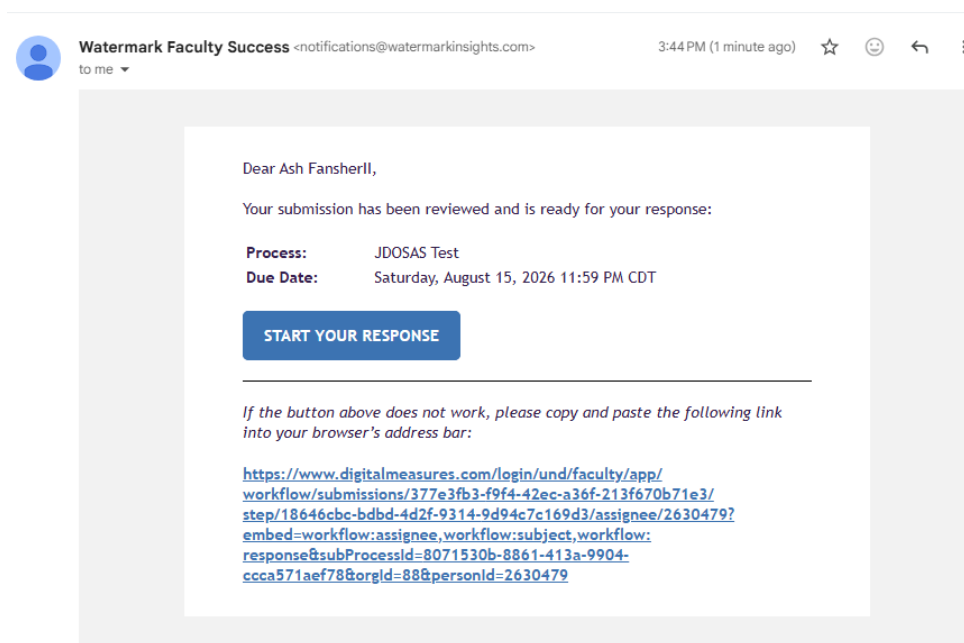
Step 2: Administrator uploads

The college administrator will upload the prior evaluation and Page 2 on behalf of the faculty member. When this is completed, they will click “Actions,” then “Send to Faculty.”

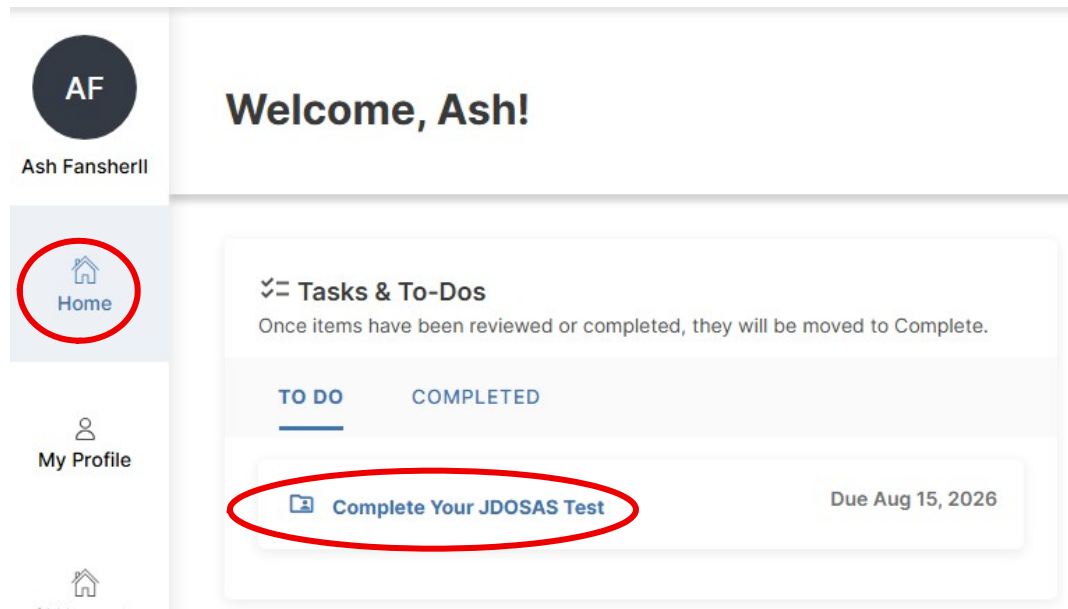


Step 3: Faculty evaluation documents

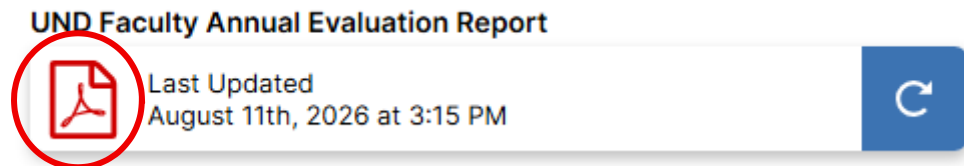
The faculty member will receive an email when the administrative step has been completed.



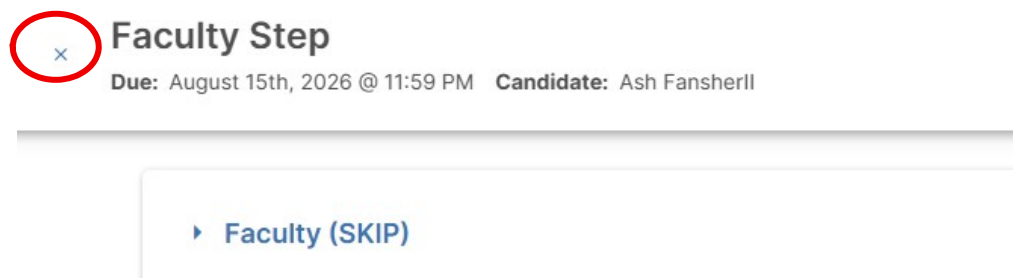
Additionally, faculty may enter their evaluation workflow by logging into Faculty Success and viewing their “Tasks & To-Dos” or selecting “Reviews.”



The report can be previewed by clicking the PDF icon next to the report.



If any changes need to be made to the report, X out of the workflow in the top left corner.



Make the changes in your Faculty Success profile, then reenter the workflow. **It is crucial that you click the refresh button next to the report.** If this is not pressed, the report will not be updated. You will note that the “Last Updated” time and date will change to reflect the refresh.

UND Faculty Annual Evaluation Report



Last Updated
August 12th, 2026 at 3:46 PM



Faculty should type their narrative in the Faculty Self Narrative box. This can also be copied and pasted.

Faculty Self Narrative

B *i* U

Teaching

In my second year in the CJS program, I was assigned two courses in the fall, two in spring, and taught two summer courses. Additionally, I did an independent study for an online student in the spring semester. In the fall, I taught Law and Society online, asynchronous, for 50 students. This was my second time teaching this course, but I did institute changes based on previous student feedback. I had previously used a long-form podcast to supplement course materials. As this was becoming a tad dated, I removed this and required a new book *Fear of Too Much Justice: Race, Poverty, and the Persistence of Inequality in the Criminal Courts* (Bright & Kwak, 2023). This is a non-textbook written by a decorated death penalty attorney and past chair of the Southern Center for Human Rights.....

Characters : 817/20000

Additional uploads, as required by the evaluation department, should be uploaded in the final box. This may include SELFI scores.

Additional uploads as required by Department

[Drop files here or click to upload](#)

[Su25 305 SELFI.pdf \(234.69 KB\)](#)

[Su25 330 SELFI.pdf \(1.39 MB\)](#)

After the narratives and other information are uploaded, click “Actions” in the top right and “Submit to College Committee.”

Faculty Step
Due: August 15th, 2026 @ 11:59 PM Candidate: Ash Fansherll

CANCEL **Actions**

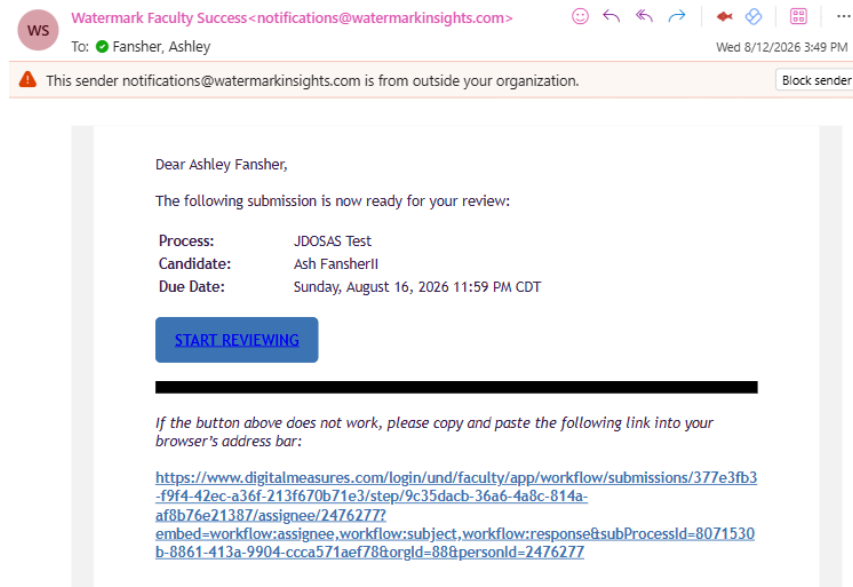
Save Draft

▸ Faculty (SKIP)

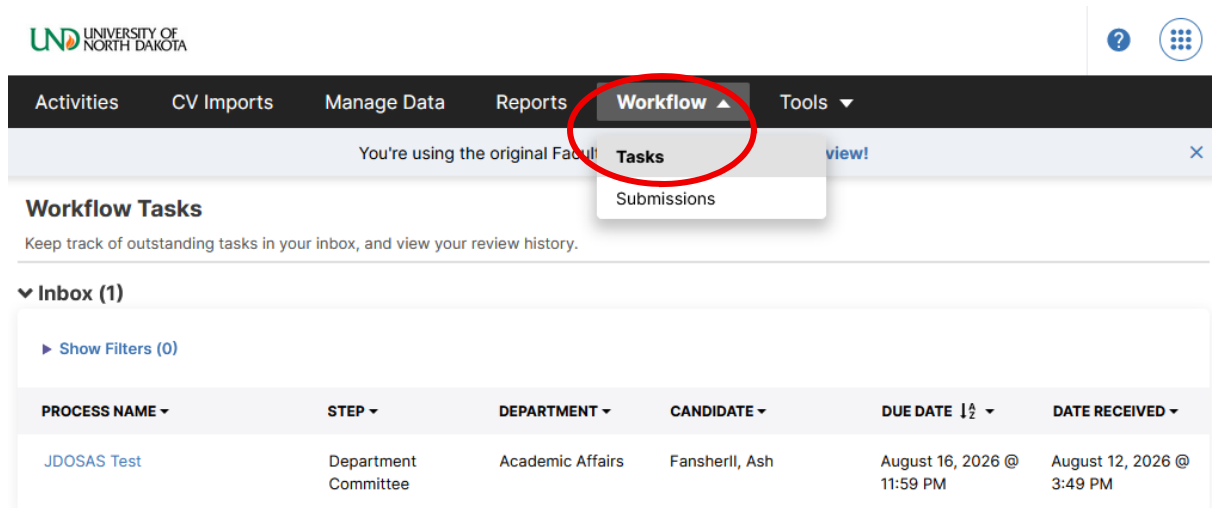
Submit to Department Committee

Step 4: Department committee review

Committee members will receive an email when it is time to review.



They can also see their tasks by logging into Faculty Success, clicking “Workflow” and “Tasks.”



Committee members should review the files. Multiple committee members may review files simultaneously. Committee members do not provide comments within the Faculty Success platform.

When finished reviewing, the committee member will click “Actions” and “Mark as Reviewed for Chair.”

< Department Committee Step - Due August 17th, 2026 @ 11:59 PM

Candidate: Ash FansherII

Actions

Mark as Reviewed for Chair

Submitted August 12, 2026
by Ash FansherII

Faculty (SKIP)

The **committee chair** can track viewing of other committee members, by entering the workflow.

Committee Members		1/2 Reviewed
Katie Barta chair		Unreviewed
Ashley Fansher		Last Reviewed August 12, 2026

Once all committee members have viewed the files and discussed ratings, the committee chair will complete the evaluation form by entering a rating and narrative for each evaluation area. If an evaluation area does not apply, it may be left blank.

Teaching Rating

Exceptional Exceeds Expectations Meets Expectations Requires Development Unsatisfactory

Teaching Narrative

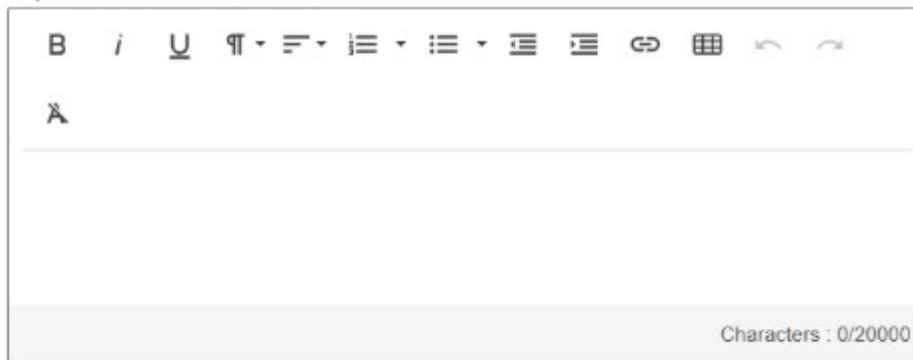
great

Characters : 5/20000

The committee chair will also type the names of the committee members, then their name at the bottom of the form.



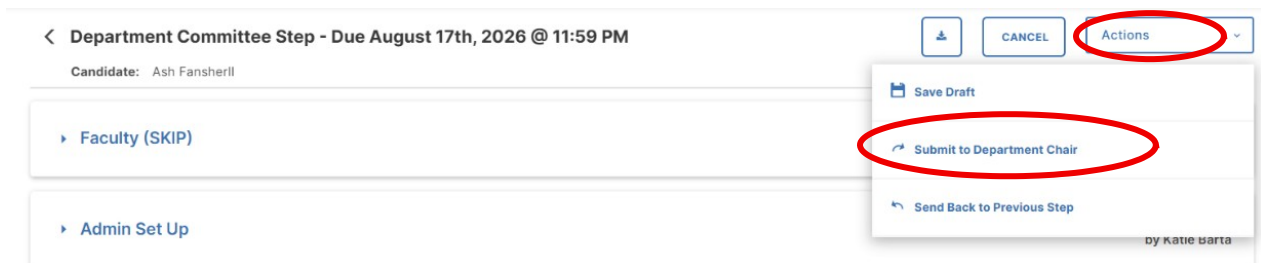
Department Committee Members:

A rich text editor interface with a toolbar containing icons for bold (B), italic (i), underline (U), text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, and undo/redo. Below the toolbar is a large text area with a placeholder 'A' and a character count 'Characters : 0/20000' at the bottom right.

Department Committee Chair Electronic Typed Signature

Katie Barta

When the full form is complete, the committee chair will select “Actions,” then “Submit to Department Chair” in the upper right corner.

A screenshot of a form titled 'Department Committee Step - Due August 17th, 2026 @ 11:59 PM' with 'Candidate: Ash Fansherll'. The form has sections for 'Faculty (SKIP)' and 'Admin Set Up'. In the top right corner, there are buttons for 'Actions', 'CANCEL', and a download icon. A dropdown menu is open under the 'Actions' button, showing options: 'Save Draft', 'Submit to Department Chair' (circled in red), and 'Send Back to Previous Step'. The text 'by Katie Barta' is visible at the bottom right of the dropdown.

Step 5: Department chair review

The department chair will review the files and committee feedback, then add their narrative, and typed signatures to the form.



Department Chair Narrative

B I U

A

Great

Characters : 5/20000

Department Chair Typed Signature

Katie Barta

When this is complete, the department chair will select “Actions” and “Submit to Faculty Acknowledgement.”

< Department Chair Step - Due August 18th, 2026 @ 11:59 PM

Candidate: Ash Fansherli

Faculty (SKIP)

Admin Set Up

Actions

Save Draft

Submit to Faculty Acknowledgement

Send Back to Previous Step

by Katie Barta

Step 6: Faculty acknowledgment

When the department chair has completed their process, the faculty member will receive an email notification, similar to the one above. They can also log into Faculty Success to see the progress of their evaluation by going to “Reviews.”

Reports

Reviews

▼ Inbox (1)

► Show Filters (0)

PROCESS NAME ▼	STEP ▼	DEPARTMENT ▼	CANDIDATE ▼	DUE DATE 1 2 ▼	DATE RECEIVED ▼
JDOSAS Test	Faculty Acknowledgement	Academic Affairs	Me	August 19, 2026 @ 11:59 PM	August 12, 2026 @ 4:01 PM

The faculty member will review the evaluation form and narratives, then type their initials into the provided box. They may also **optionally** upload a response to the committee and chair’s feedback.

Optional: Response to Department Committee & Chair evaluation

[Drop files here or click to upload](#)

I have reviewed and acknowledge the evaluation (typed initials):

AKF

After this is completed, click “Actions” and “Submit to Dean” in the upper right corner.

Faculty Acknowledgement Step
Due: August 19th, 2026 @ 11:59 PM Candidate: Ash Fansherll

[Save Draft](#) [CANCEL](#) [Actions](#)

► Faculty (SKIP)

[Submit to Dean](#)

Step 7: Dean review

The dean will receive the evaluation documents to review. The dean cannot send the submission directly back to the chair. If the review needs to be sent back to the chair, the dean will need to send it back to the faculty member with directions to then send it back to the chair.

The dean will type or copy and paste their narrative into the appropriate box, then type their name at the bottom of the form.

Dean's Narrative

B I U

Great

Characters : 5/20000

Typed Electronic Signature

Katie Barta

When this is complete, they will click “Actions” and “Submit to Faculty Sign.”

< Dean Step - Due August 20th, 2026 @ 11:59 PM

Candidate: Ash Fansherll

Faculty (SKIP)

Admin Set Up

Actions

Save Draft

Submit to Faculty Sign

Send Back to Previous Step

Step 8: Faculty sign

The faculty member will receive the evaluation for their final signature. They should review the dean comments, then complete the four boxes at the bottom of the form. If the faculty member disagrees with all or part of the evaluation, they will submit a response to their chair and/or dean outside of Faculty Success.

I have been given the opportunity to review the contents of my file:

Yes

I have seen this evaluation and have discussed it with the appropriate departmental representative:

Yes

Select one as appropriate:

I agree with the evaluation.

Faculty Typed Signature

Ashley K. Fansher

When the form is complete, click “Actions” and “Submit.”

Faculty Sign Step

Due: August 21st, 2026 @ 11:59 PM Candidate: Ash Fansherll

Department Committee

Actions

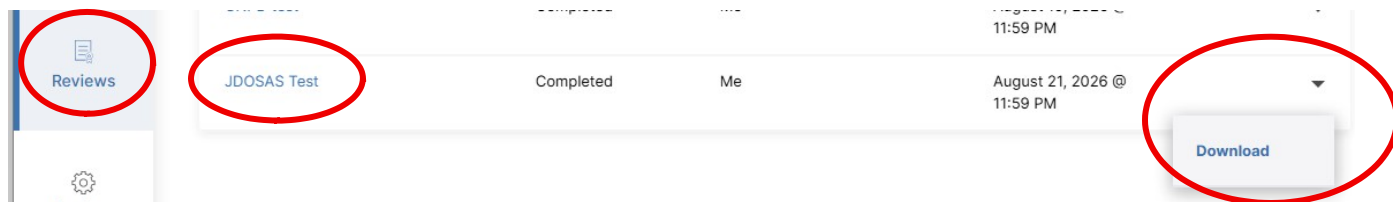
Save Draft

Submit

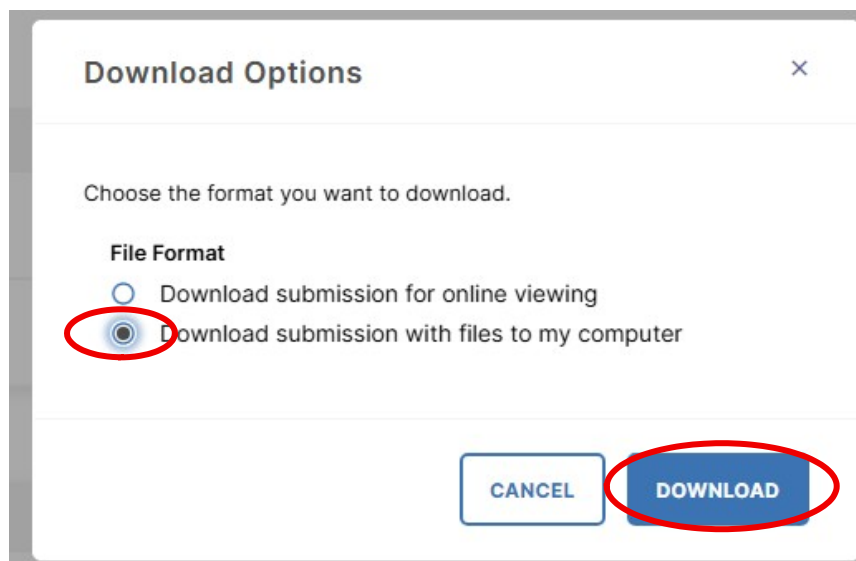
This will complete the evaluation. The evaluation will now show under “Reviews” and “History” for all involved parties.

Optional: Evaluation download

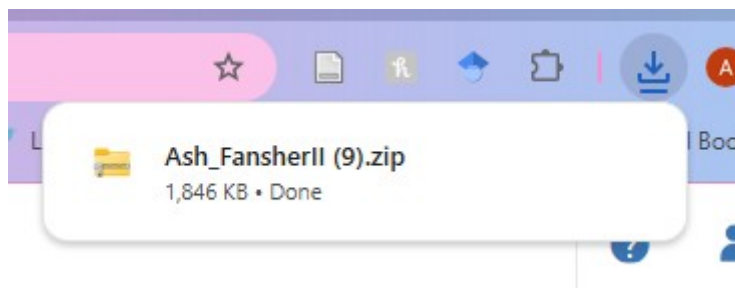
The completed evaluation may be downloaded at any time by clicking the arrow under “Actions.” **This is not required.** The completed evaluation will remain available in Faculty Success.



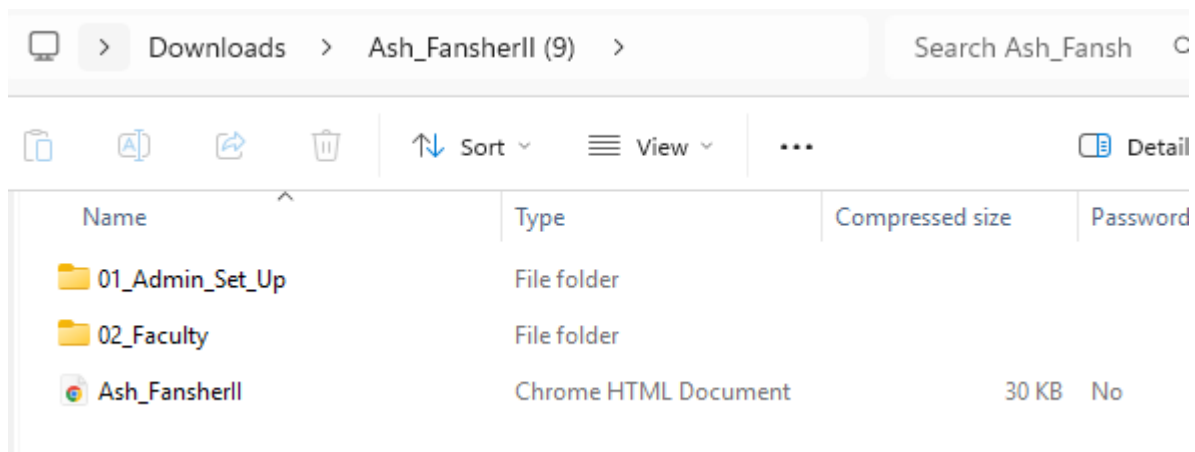
There are two options to download the files. To save the files to your personal computer or drive, select “Download submission with files to my computer” and “Download.”



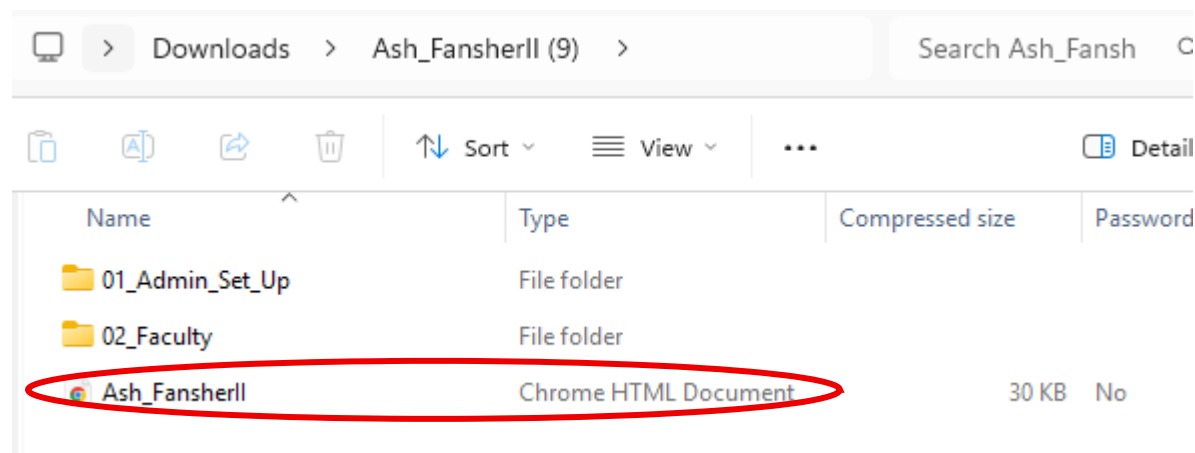
The evaluation contents will be downloaded as a .zip file.



The file will have one folder for each set of uploads, labeled here as “01_Admin_Setup” and “02_Faculty.” The official evaluation form will populate as an .html file.



If saving the form for your records, it is easiest to do this by the opening the .html file first. This will open a browser window with the completed form.



JDOSAS Test - Ash FansherII - Completed

▼ Faculty (SKIP) Step

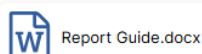
Submitted Aug 12, 2026 03:57 PM CDT
by Ash FansherII

Administrative team will upload the Page 2 and
past evaluation, no action is needed.

▼ Admin Set Up Step

Submitted Aug 12, 2026 03:58 PM CDT
by Katie Barta

AY 25-26 Page 2 and Previous Annual Evaluation

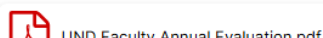


Report Guide.docx

▼ Faculty Step

Submitted Aug 12, 2026 03:59 PM CDT
by Ash FansherII

UND Faculty Annual Evaluation Report



UND Faculty Annual Evaluation.pdf

