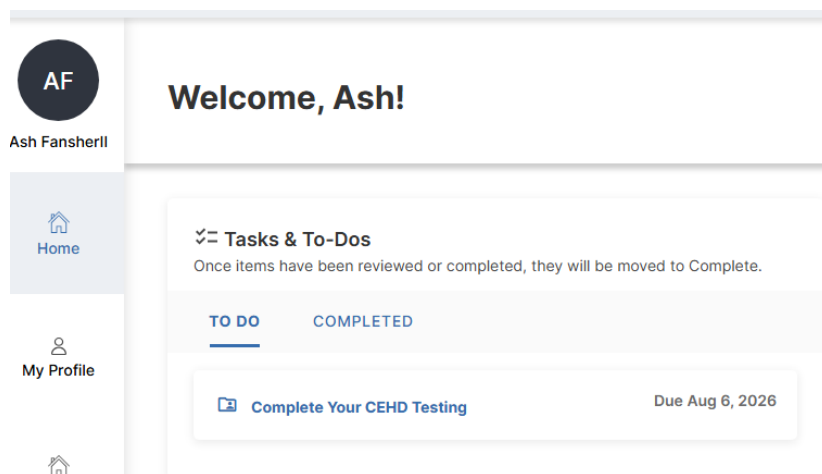
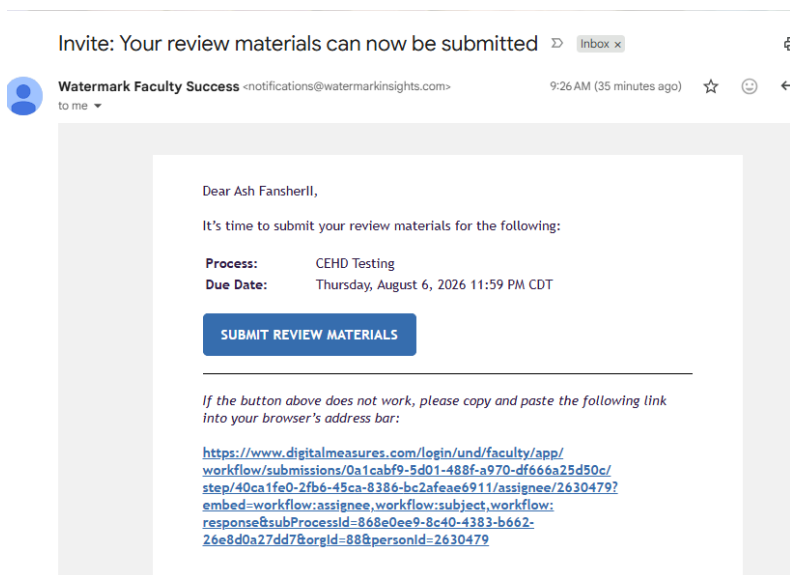


CEHD – Annual Evaluation Overview

Updated: 08/05/2026

Step 1: Workflow opens

The workflow will be initiated in Faculty Success. The workflow begins with the faculty member. There are three ways the faculty member can be notified of this, in order of the images below: (1) Email notification from Watermark; (2) “Tasks & To-Dos” on the Faculty Success homepage; (3) By navigating to “Reviews” on the Faculty Success page.



Filters Status: Open X									
CANDIDATE	TEMPLATE	SCHEDULE	STATUS	COLLEGE	DEPARTMENT	STEP	REVIEWER	DUE DATE	ACTIONS
FansherII, Ash	Annual Faculty Evaluation - AY 2025-2026 - SMHS	Annual Eval SMHS Testing	Open	Academic Affairs	Academic Affairs	Faculty	FansherII, Ash	August 1, 2026	

When faculty enter the workflow, their reports will populate automatically. The “Contact & Research” report is **three years** of data, while the “Teaching” and “Service & Other” reports are **one year**.

To review the reports, click the PDF icon. If something looks incorrect, “X” out of the workflow and make the appropriate change in your Faculty Success profile.



Faculty Step

Due: August 6th, 2026 @ 11:59 PM Candidate: Ash Fansherll

Narrative upload

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

AY 25-26 Page 2 and Previous Annual Evaluation

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

Faculty Annual Evaluation - Contact & Research

 Last Updated
August 5th, 2026 at 9:26 AM 

Faculty Annual Evaluation - Teaching

 Last Updated
August 5th, 2026 at 9:26 AM 

Faculty Annual Evaluation - Service & Other

 Last Updated
August 5th, 2026 at 9:26 AM 

If changes are made to any of the information that will populate in the reports, click the refresh icon next to the appropriate report. **This is a critical step.** If the refresh icon is not pressed, the information will not be updated in the report. In the example below, the “Contact & Research” report was updated. This can be seen by the “Late Updated” time changing.

Faculty Annual Evaluation - Contact & Research

 Last Updated
August 5th, 2026 at 10:07 AM 

Faculty Annual Evaluation - Teaching

 Last Updated
August 5th, 2026 at 9:26 AM 

Faculty Annual Evaluation - Service & Other

 Last Updated
August 5th, 2026 at 9:26 AM 

When you are satisfied with the reports, upload the annual evaluation narrative and the other contract documents to their respective areas. When this is complete, click “Actions” in the upper right corner and “Submit to Department Chair.”

Faculty Step Due: August 6th, 2026 @ 11:59 PM Candidate: Ash Fansherll

[Download](#) [CANCEL](#) [Actions](#)

[Save Draft](#)

[Submit to Department Chair](#)

Narrative upload

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

[Narrative.pdf \(159.98 KB\)](#)

AY 25-26 Page 2 and Previous Annual Evaluation

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

[Fansher Page 2 AY2024-25 Revised.pdf \(699.96 KB\)](#)

[Fansher tenure track annual eval 2023-24 Signed.pdf \(548.91 KB\)](#)

Faculty Annual Evaluation - Contact & Research

[Last Updated](#)

Step 2: Department chair review

The department chair will first review the submitted faculty documents. If there are any issues, they may send the evaluation back to the faculty member to make changes. To do this, click “Actions” in the upper right corner and “Send Back to Previous Step.”

Department Chair Step - Due August 7th, 2026 @ 11:59 PM

Candidate: Ash Fansherll

[Download](#) [CANCEL](#) [Actions](#)

[Save Draft](#)

[Submit to Faculty Acknowledgement](#)

[Send Back to Previous Step](#)

Faculty

Narrative upload

[Narrative.pdf \(159.98 KB\)](#)

AY 25-26 Page 2 and Previous Annual Evaluation

[Fansher Page 2 AY2024-25 Revised.pdf \(699.96 KB\)](#)

[Fansher tenure track annual eval 2023-24 Signed.pdf \(548.91 KB\)](#)

Faculty Annual Evaluation - Contact & Research

The department chair will then 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.

< **Department Chair Step - Due August 7th, 2026 @ 11:59 PM** 👤 CANCEL Actions ▾

Candidate: Ash Fansherli Characters : 7/20000

Research & Scholarly Activity

Exceptional Exceeds Expectations **Meets Expectations** Requires Development Unsatisfactory

Research & Scholarly Activity Narrative

B *i* U ¶ ▢ ▣ ▤ ▥ ▦ ▧ ▨ ▩ ▪ ▫ ▬ ▭ ▮ ▯ ▰ ▱ ▲ △ ▴ ▵ ▶ ▷ ▸ ▹ ► ▻ ▼ ▽ ▾ ▿ ▸ ▹ ► ▻ ▼ ▽ ▾ ▿

testing

Characters : 7/20000

Service Activity

Exceptional Exceeds Expectations **Meets Expectations** Requires Development Unsatisfactory

Service Narrative

B *i* U ¶ ▢ ▣ ▤ ▥ ▦ ▧ ▨ ▩ ▪ ▫ ▬ ▭ ▮ ▯ ▰ ▱ ▲ △ ▴ ▵ ▶ ▷ ▸ ▹ ► ▻ ▼ ▽ ▾ ▿ ▸ ▹ ► ▻ ▼ ▽ ▾ ▿

testing

Characters : 7/20000

The chair also needs to type their name into the last box of the form.

testing

Characters : 7/20000

Department Chair Electronic Typed Signature

Matt Berosik

When this is complete, the chair will select “Actions,” then “Send to Faculty Acknowledgment” in the upper right corner.

Department Chair Step - Due August 7th, 2026 @ 11:59 PM 👤 CANCEL **Actions** ▾

Candidate: Ash Fansherli

▾ Faculty

Narrative upload

Save Draft

Submit to Faculty Acknowledgement

Send Back to Previous Step

Step 3: Faculty acknowledgment

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

► Show Filters (0)

PROCESS NAME ▼	STEP ▼	DEPARTMENT ▼	CANDIDATE ▼	DUE DATE 1 2 ▼	DATE RECEIVED ▼
CEHD Testing	Faculty Acknowledgement	Academic Affairs	Me	August 8, 2026 @ 11:59 PM	August 5, 2026 @ 10:17 AM

The faculty member will review the evaluation form, then type their initials into the provided box. They may also **optionally** upload a response to the chair feedback. After this is completed, click “Actions” and “Submit to Dean” in the upper right corner.

Faculty Acknowledgement Step
Due: August 8th, 2026 @ 11:59 PM Candidate: Ash Fansherll

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

► Faculty

► Department Chair Submitted August 5, 2026 by Matthew Berosik

Optional: Upload Response to Department Chair Evaluation
[Drop files here or click to upload](#)

I have reviewed and acknowledge the evaluation (typed initials).
AKF

Step 4: Dean review

The dean will receive the evaluation documents to review. The dean cannot send the submission directly back to the chair. If there are concerns with the chair response, the dean will need to send it back to the faculty member with directions to then send it back to the chair. These conversations and directives may occur outside of Faculty Success.

The dean will type or copy and paste their narrative into the appropriate box, then type their name at the bottom of the form. When this is complete, they will click “Actions” and “Submit to Faculty Sign.”

FA

Activities CV Imports Manage Data Reports Workflow Tools

You're using the original Faculty Success. [Explore the new view!](#)

< Dean Step - Due August 9th, 2026 @ 11:59 PM

Candidate: Ash FansherII

Faculty

Department Chair

Faculty Acknowledgement

Submitted August 5, 2026 by Ash FansherII

Dean's Narrative

B i U [Formatting Icons]

Good job.

Characters : 9/20000

Typed Electronic Signature

Katie Barta

Actions

Save Draft

Submit to Faculty Sign

Send Back to Previous Step

by Matthew Berosik

Step 5: 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.

When the form is complete, click "Actions" and "Submit."

Faculty Sign Step

Due: August 10th, 2026 @ 11:59 PM Candidate: Ash FansherII

Department Chair

Faculty Acknowledgement

Submitted August 5, 2026 by Ash FansherII

Dean

Submitted August 5, 2026 by Katie Barta

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 Fansher

Actions

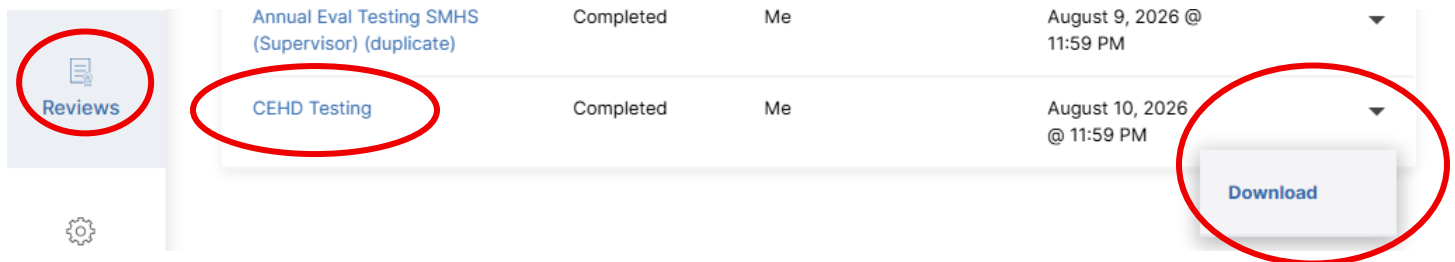
Save Draft

Submit

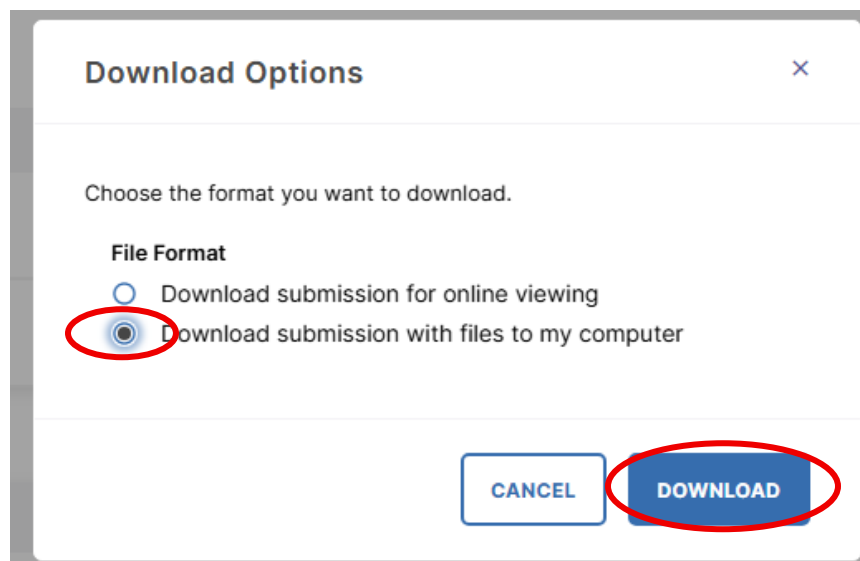
This will complete the evaluation. The evaluation will now show under “Reviews” and “History” for all involved parties.

Optional: Evaluation download

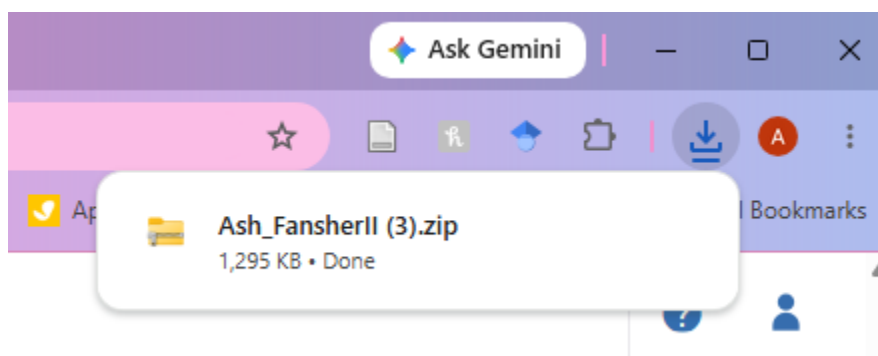
The completed evaluation may be downloaded at any time by clicking the arrow under “Actions.” **This is not required.** The completed evaluation will remain available in Faculty Success.



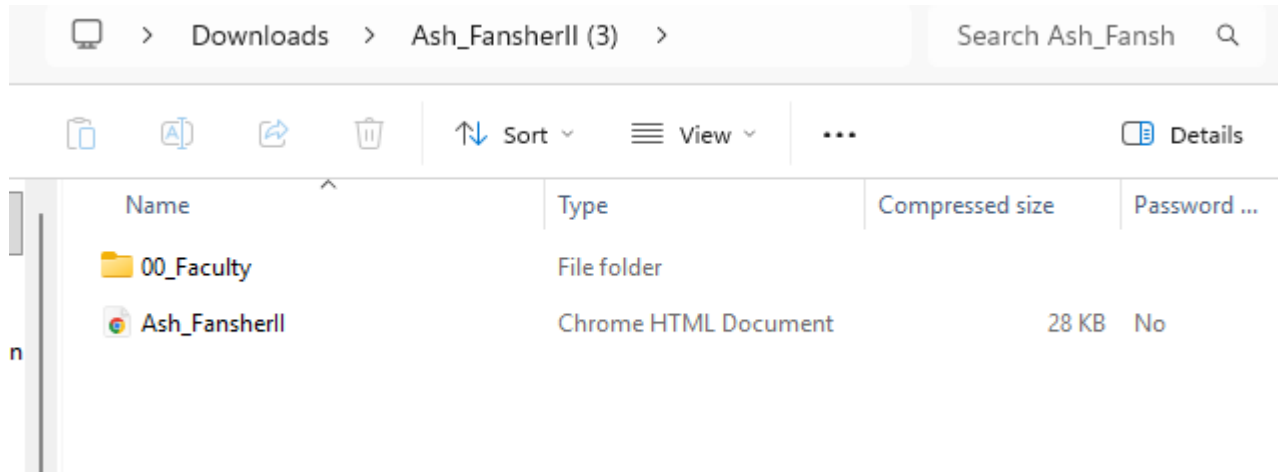
There are two options to download the files. To save the files to your personal computer or drive, select “Download submission with files to my computer” and “Download.”



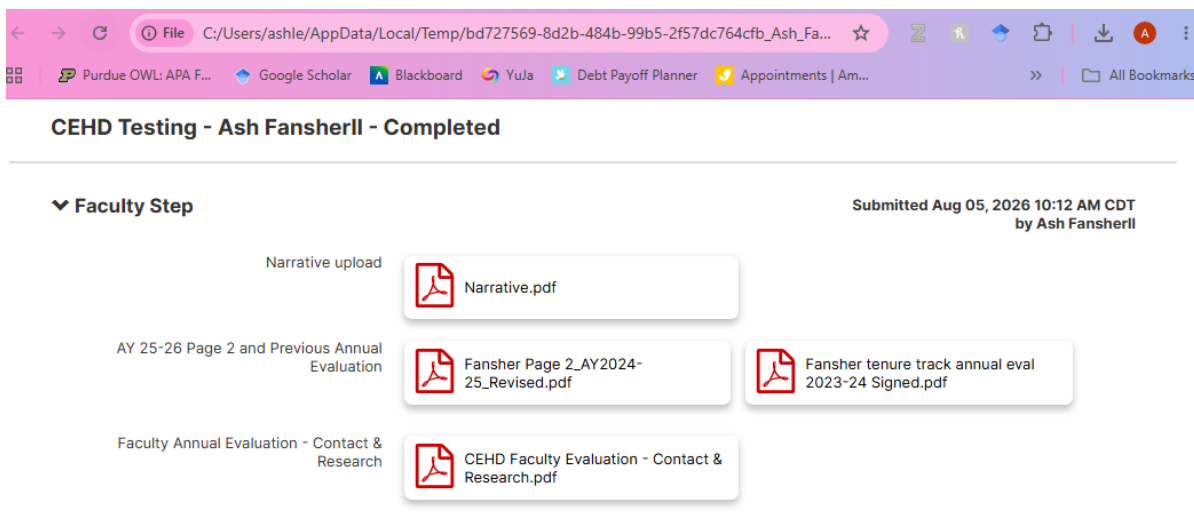
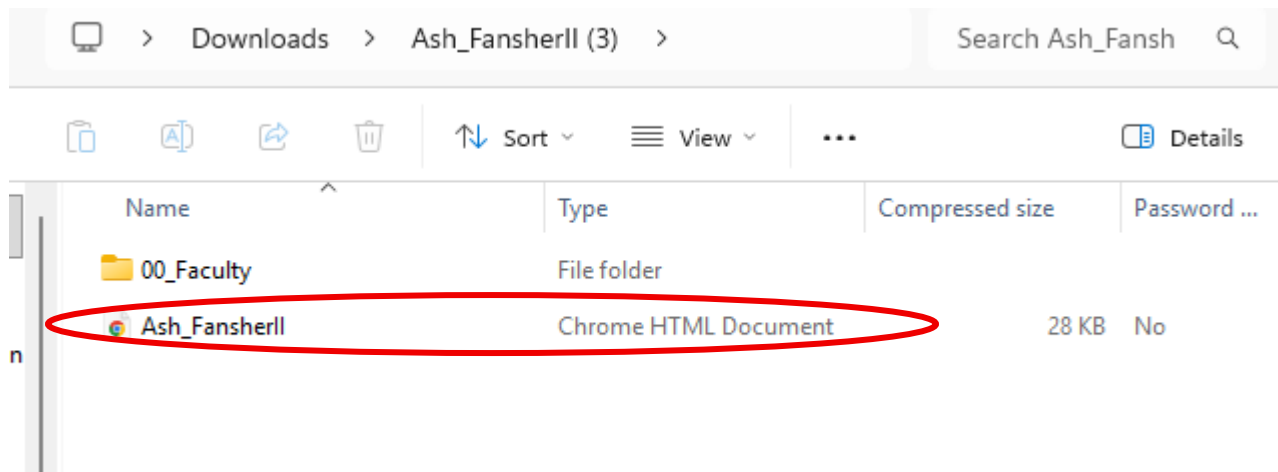
The evaluation contents will be downloaded as a .zip file.



The file will have a folder for the set of faculty uploads, labeled here as “00_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.



Then print the form and select “Save as PDF” for the destination.

CEHD Testing - Ash Fansherll - Completed

▼ Faculty Step

Submitted Aug 05, 2026 10:12 AM CDT
by Ash Fansherll

Narrative upload



Narrative.pdf

AY 25-26 Page 2 and
Previous Annual Evaluation



Fansher Page
2_AY2024-
25_Revised.pdf



Fansher tenure
track annual eval
2023-24
Signed.pdf

Faculty Annual Evaluation -
Contact & Research



CEHD Faculty
Evaluation -
Contact &
Research.pdf

Faculty Annual Evaluation -
Teaching



CEHD Faculty
Evaluation -
Teaching.pdf

Faculty Annual Evaluation -
Service & Other



CEHD Faculty
Evaluation - Service
& Other.pdf

▼ Department Chair Step

Submitted Aug 05, 2026 10:17 AM CDT
by Matthew Berosik

Teaching Activity

☐

Exceptional

☐

Exceeds Expectations

☒

Meets Expectations

☐

Requires Development

☐

Unsatisfactory

Teaching Narrative testing

Research & Scholarly
Activity

☐

Exceptional

☐

Exceeds Expectations

Print

3 pages

Destination



Save as PDF

Pages

All

Pages per sheet

1

Margins

Default

Options

☐

Headers and footers

☐

Background graphics

Save

Cancel