

CEM – Annual Evaluation Overview

Non-Supervisor Version

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:

▼ Inbox (1)

► Show Filters (0)

PROCESS NAME ▼	STEP ▼	DEPARTMENT ▼	CANDIDATE ▼	DUE DATE 1 ½ ▼	DATE RECEIVED ▼
CEM Test	Faculty (SKIP)	Academic Affairs	Me	August 12, 2026 @ 11:59 PM ⌚ Due soon	August 11, 2026 @ 9:46 AM

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

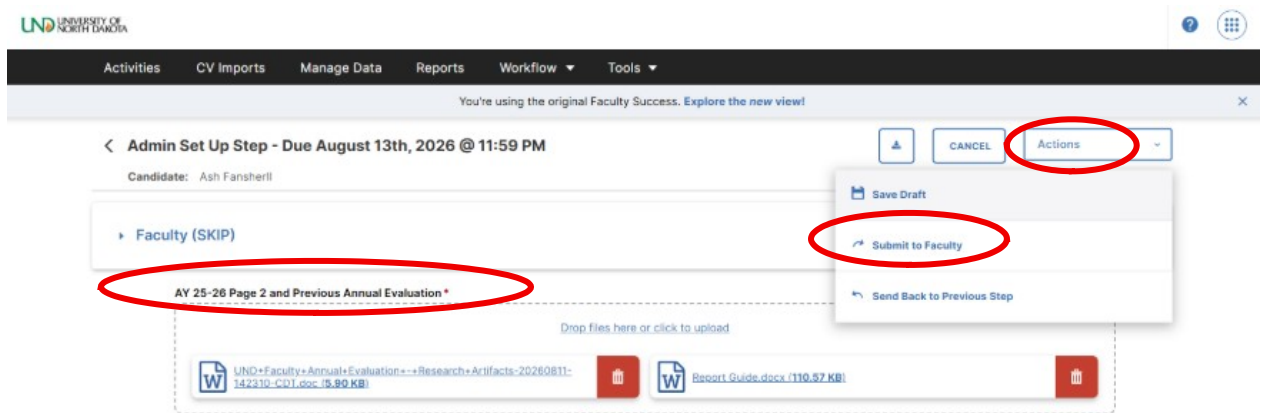
× **Faculty (SKIP) Step** Due: August 12th, 2026 @ 11:59 PM Candidate: Ash Fansherll ⬇ CANCEL Actions ▼

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

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

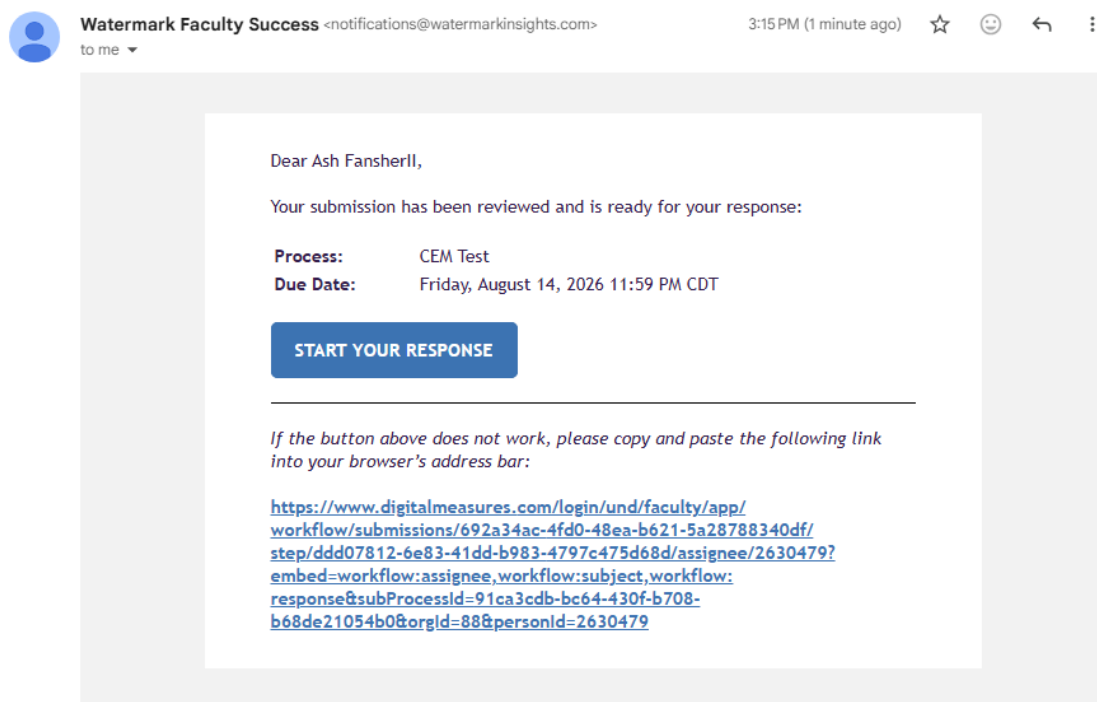
Step 2: Administrator uploads

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.”

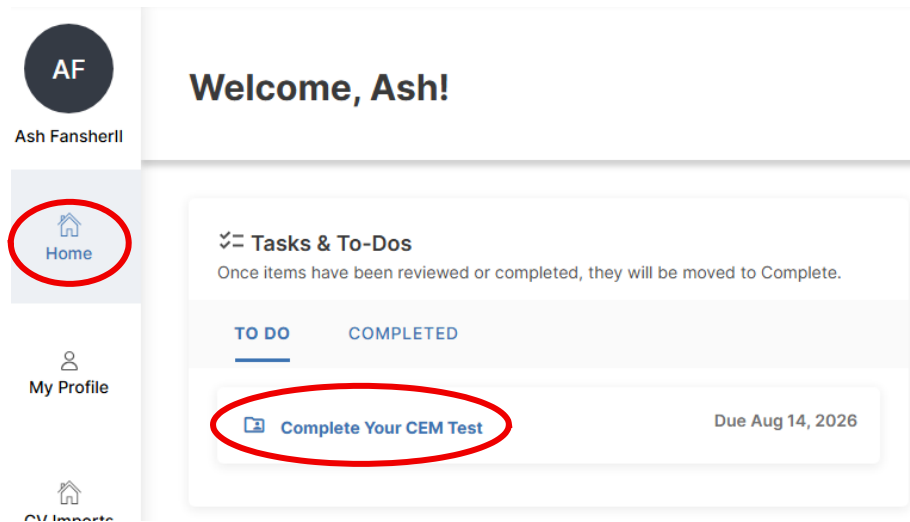


Step 3: Faculty evaluation documents

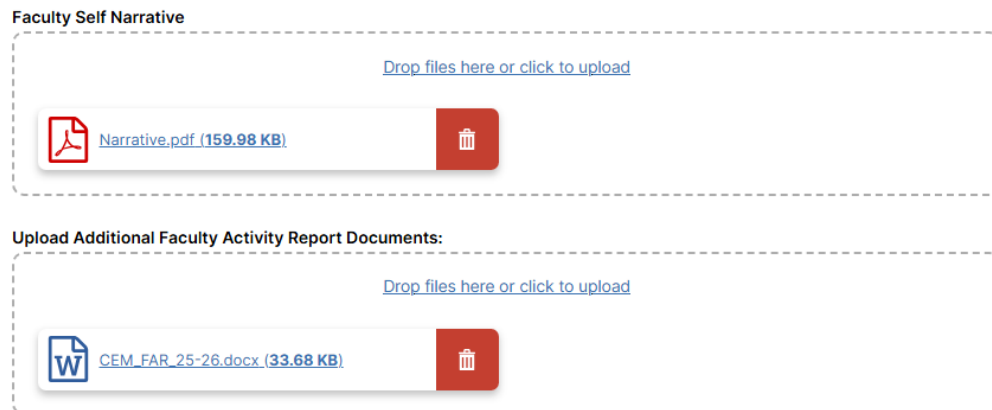
The faculty member will receive an email when the administrative step has been completed.



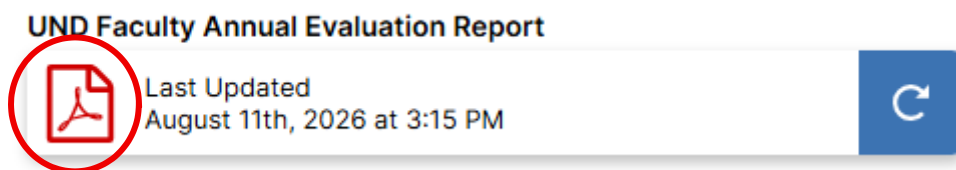
Additionally, faculty may enter their evaluation workflow by logging into Faculty Success and viewing their “Tasks & To-Dos” or selecting “Reviews.”



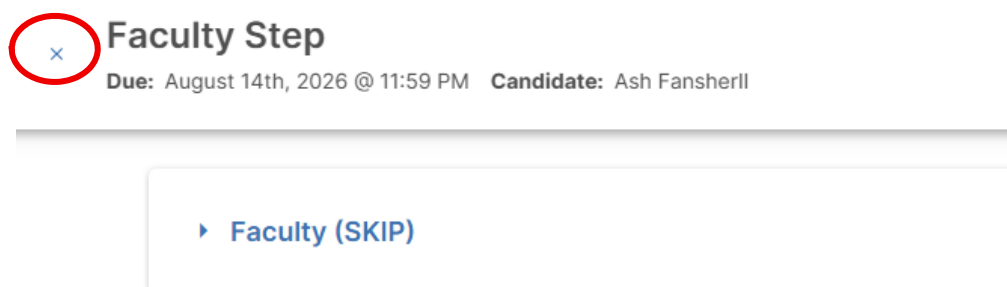
Faculty should upload their narrative in the first box, then their FAR form and other documents in the second box.



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 11th, 2026 at 3:21 PM



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

Faculty Step
Due: August 14th, 2026 @ 11:59 PM Candidate: Ash Fansherll

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

► Faculty (SKIP)

► Admin Set Up

Submitted August 11, 2026
by Katie Barta

[Submit to Department Chair](#)

Step 4: Department Chair review

The department 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 Activity

Exceptional Exceeds Expectations Meets Expectations Requires Development Unsatisfactory

Teaching Narrative

B *i* U

Good

Characters : 4/20000

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

< Department Chair Step - Due August 15th, 2026 @ 11:59 PM

Candidate: Ash Fansherll

Faculty (SKIP)

Admin Set Up

Actions

Save Draft

Submit to Faculty Acknowledgement

Send Back to Previous Step

by Katie Barta

Step 5: Faculty acknowledgment

When the 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 ▼
CEM Test	Faculty Acknowledgement	Academic Affairs	Me	August 16, 2026 @ 11:59 PM	August 11, 2026 @ 3:23 PM

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.

Optional: Response to Department 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 18th, 2026 @ 11:59 PM Candidate: Ash Fansherll

Faculty (SKIP)

Actions

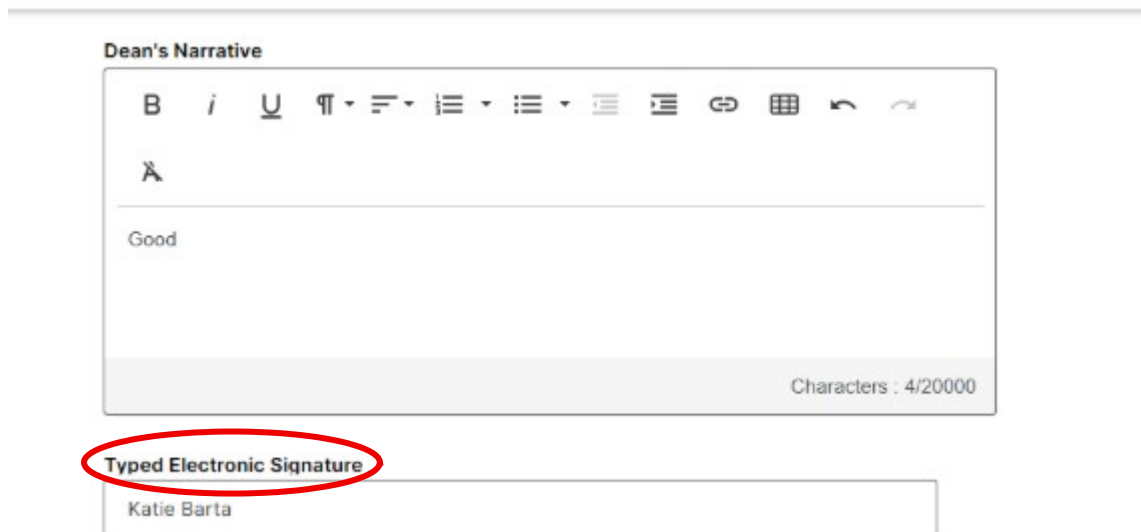
Save Draft

Submit to Dean

Step 6: Dean review

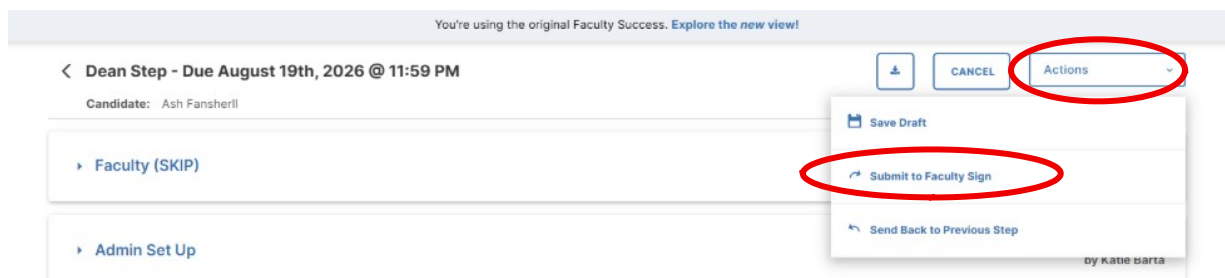
The dean will receive the evaluation documents to review. The dean cannot send the submission directly back to the chair. If the review needs to be sent back to the chair, the dean will need to send it back to the faculty member with directions to then send it back to the chair.

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



The screenshot shows the 'Dean's Narrative' form. It features a rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and table. The text area contains the word 'Good'. At the bottom right of the text area, it says 'Characters : 4/20000'. Below the text area is a label 'Typed Electronic Signature' circled in red, followed by a text input field containing the name 'Katie Barta'.

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



The screenshot shows the Faculty Success interface. At the top, it says 'You're using the original Faculty Success. Explore the new view!'. Below this is a header bar with a back arrow, the text 'Dean Step - Due August 19th, 2026 @ 11:59 PM', and a 'Candidate: Ash Fansherill'. The main content area has a list of items: 'Faculty (SKIP)' and 'Admin Set Up'. On the right side, there is a 'Actions' button circled in red. A dropdown menu is open from the 'Actions' button, showing three options: 'Save Draft', 'Submit to Faculty Sign' (circled in red), and 'Send Back to Previous Step'. The name 'by Katie Barta' is visible at the bottom right of the dropdown menu.

Step 7: 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 20th, 2026 @ 11:59 PM Candidate: Ash FansherII

Faculty Supervisor

Save Draft

Submit

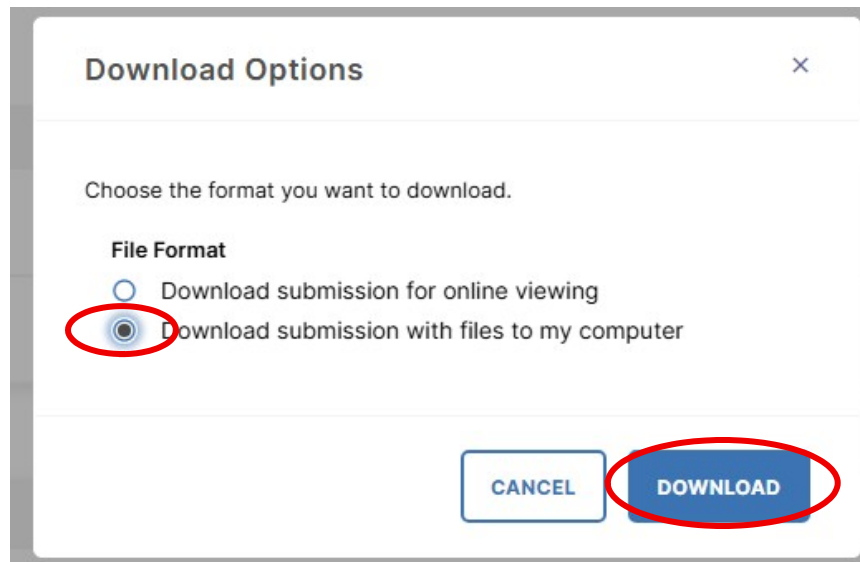
This will complete the evaluation. The evaluation will now show under “Reviews” and “History” for all involved parties.

Optional: Evaluation download

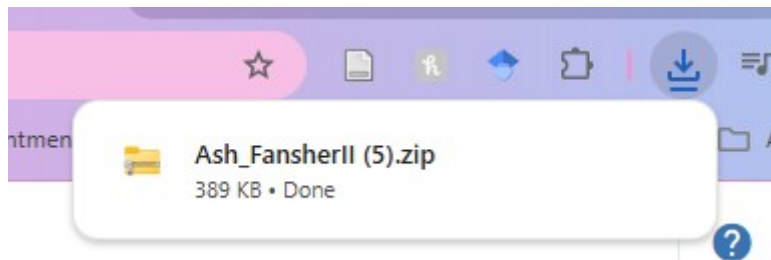
The competed evaluation may be downloaded at any time by clicking the arrow under “Actions.” **This is not required.** The completed evaluation will remain available in Faculty Success.

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
CEHD Testing	Completed	Me	August 10, 2026 @ 11:59 PM	
CEM Supervisor Test	Completed	Me	August 20, 2026 @ 11:59 PM	Download

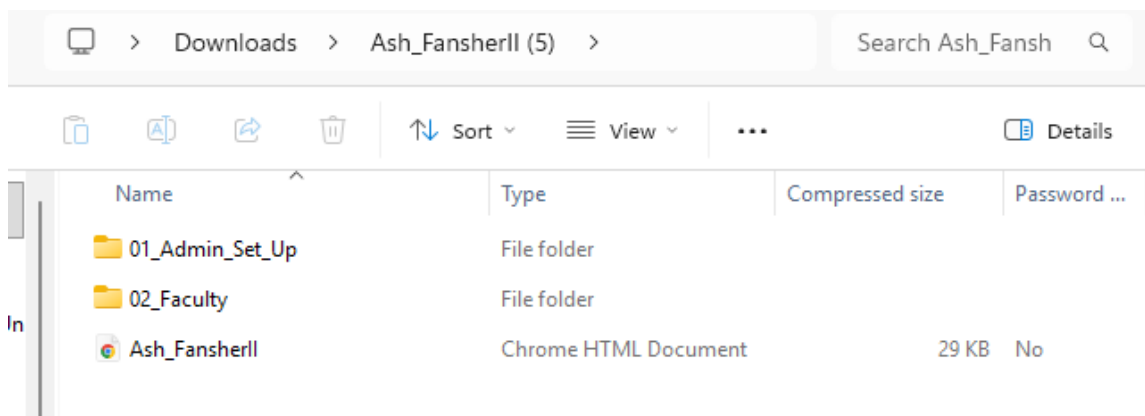
There are two options to download the files. To save the files to your personal computer or drive, select “Download submission with files to my computer” and “Download.”



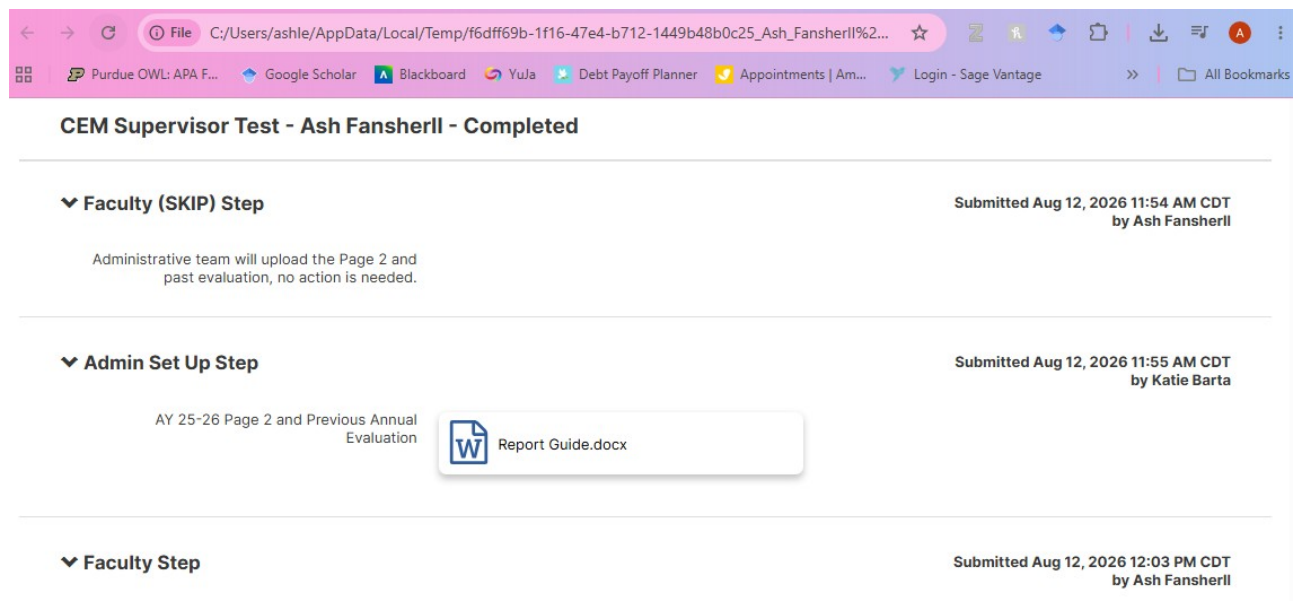
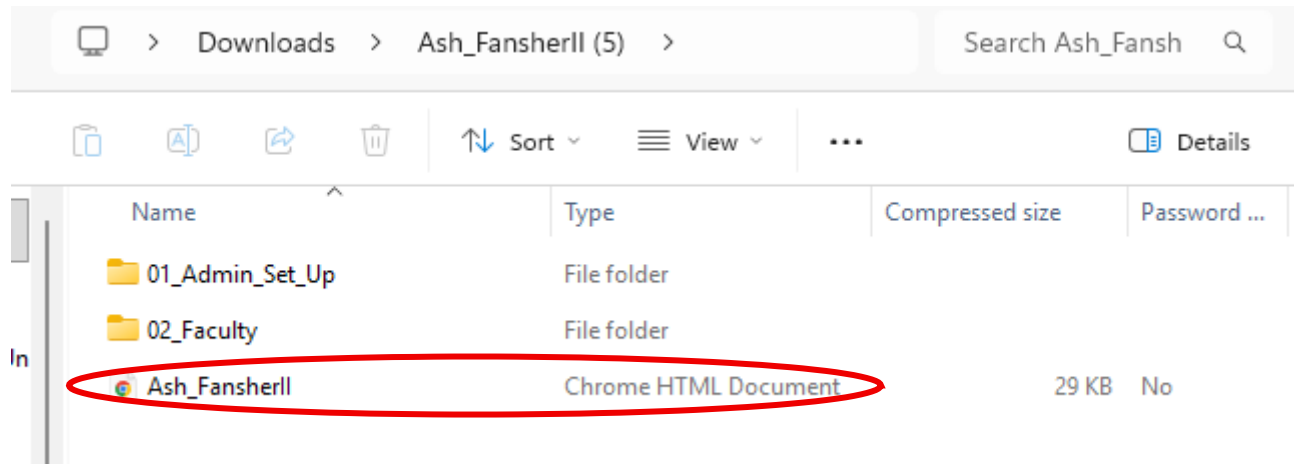
The evaluation contents will be downloaded as a .zip file.



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 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.

CEM Supervisor Test - Ash Fansherli - Completed

▼ Faculty (SKIP) Step

Submitted Aug 12, 2026 11:54 AM CDT
by Ash Fansherli

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

▼ Admin Set Up Step

Submitted Aug 12, 2026 11:55 AM CDT
by Katie Barta

AY 25-26 Page 2 and Previous Annual Evaluation
 Report Guide.docx

▼ Faculty Step

Submitted Aug 12, 2026 12:03 PM CDT
by Ash Fansherli

Faculty Self Narrative Upload
 Narrative.pdf

Upload Additional Faculty Activity Report Documents:
 CEM_FAR_25-26.docx

UND Faculty Annual Evaluation Report
 UND Faculty Annual Evaluation.pdf

▼ Faculty Supervisor Step

Submitted Aug 12, 2026 12:05 PM CDT
by Katie Barta

Teaching Activity
☐ Exceptional
☒ Exceeds Expectations
☐ Meets Expectations
☐ Requires Development
☐ Unsatisfactory

Print3 pages

Destination

 Save as PDF

Pages

All

Pages per sheet

1

Margins

Default

Options

☐ Headers and footers

☐ Background graphics

Save

Cancel