

SMHS – Annual Evaluation Overview

Supervisor and Chair 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 2 ▼	DATE RECEIVED ▼
CEM Supervisor Test	Faculty (SKIP)	Academic Affairs	Me	August 13, 2026 @ 11:59 PM ⌚ Due soon	August 12, 2026 @ 8:39 AM

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

× **Faculty (SKIP) Step**

Due: August 13th, 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.

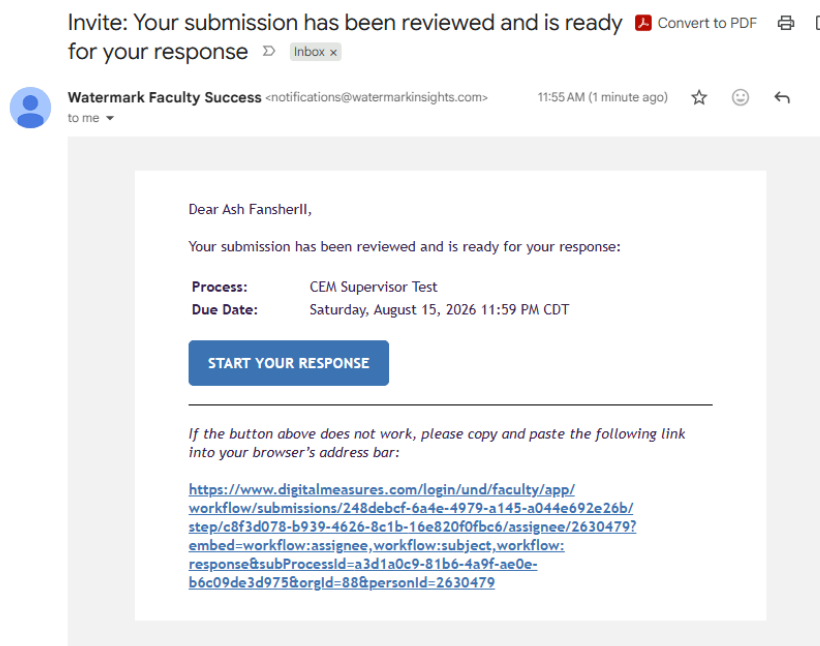
Step 2: Administrator uploads

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.”

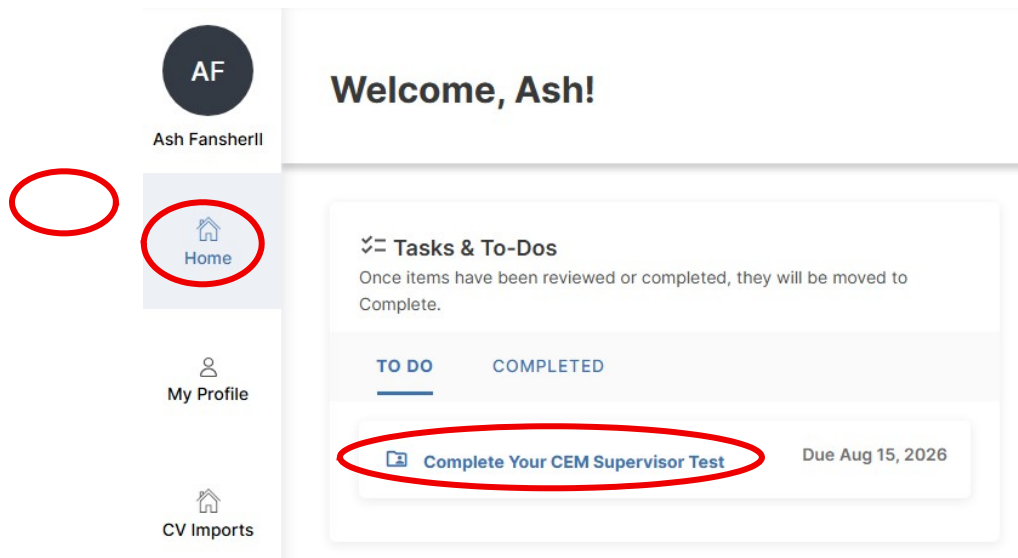
The screenshot shows the 'Admin Set Up Step' interface for a candidate named Ash Fansherll. The step is due on August 14th, 2026, at 11:59 PM. The interface includes a navigation bar with options like Activities, CV Imports, Manage Data, Reports, Workflow, and Tools. A red circle highlights the 'Actions' button in the top right corner. Below the candidate name, there is a section for 'AY 25-26 Page 2 and Previous Annual Evaluation *'. A red circle highlights this section. Below this section, there is a file upload area with a red circle highlighting the 'Submit to Faculty' button in the dropdown menu. The file upload area shows a file named 'Report_Guide.docx (140.14 KB)'.

Step 3: Faculty evaluation documents

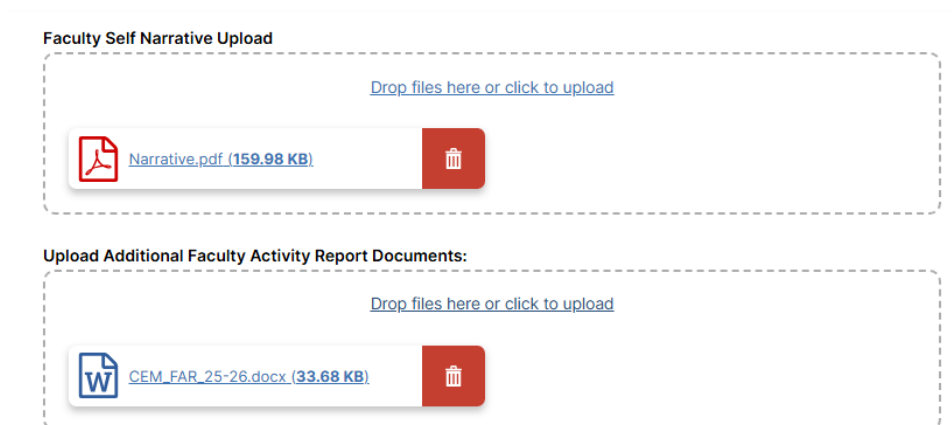
The faculty member will receive an email when the administrative step has been completed.



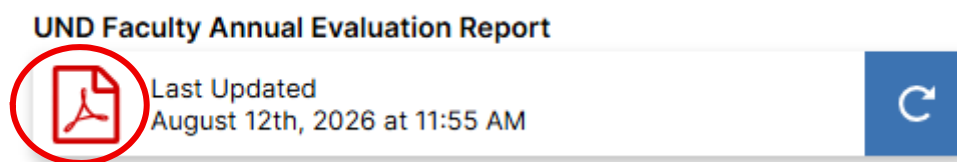
Additionally, faculty may enter their evaluation workflow by logging into Faculty Success and viewing their “Tasks & To-Dos” or selecting “Reviews.”



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.



Faculty Step

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

► Faculty (SKIP)

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 12:01 PM



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



Faculty Step

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



CANCEL

Actions

Save Draft

► Faculty (SKIP)

Submit to Faculty Supervisor

► Admin Set Up

Submitted August 12, 2026
by Katie Barta

Step 4: Supervisor review

The supervisor 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

good

Characters : 4/20000

Research & Scholarly Activity

Exceptional Exceeds Expectations Meets Expectations Requires Development Unsatisfactory

Research & Scholarly Activity Narrative

good

Characters : 4/20000

When this is complete, the supervisor will select “Actions,” then “Send to Department Chair” in the upper right corner.

< Faculty Supervisor Step - Due August 16th, 2026 @ 11:59 PM

Candidate: Ash Fansherll

Faculty (SKIP)

Admin Set Up

Actions

Save Draft

Submit to Department Chair

Send Back to Previous Step

by Katie Datta

Step 5: Department chair review

When the supervisor has completed their evaluation form, the chair will receive an email noting the form is ready for their comments. They can also find this by going to “Reviews” and seeing their open tasks.

The chair will be prompted to enter a narrative and type their name into the form. When this is completed, click “Actions” and “Submit to Faculty Acknowledgment” in the upper right corner.



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

Candidate: Ash Fansherli

Faculty (SKIP)

Admin Set Up

Faculty

Faculty Supervisor

Submitted August 12, 2026 by Ash Fansherli

Submitted August 12, 2026 by Katie Barta

Department Chair Narrative

Good

Characters : 4/20000

Department Chair Typed Signature

Katie Barta

Save Draft

Submit to Faculty Acknowledgement

Send Back to Previous Step

by Katie Barta

Step 6: 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.”

Reports

Reviews

▼ Inbox (1)

► Show Filters (0)

PROCESS NAME ▼	STEP ▼	DEPARTMENT ▼	CANDIDATE ▼	DUE DATE 1 2 ▼	DATE RECEIVED ▼
CEM Supervisor Test	Faculty Acknowledgement	Academic Affairs	Me	August 18, 2026 @ 11:59 PM	August 12, 2026 @ 12:05 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

[Save Draft](#)

[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

Good

Characters : 4/20000

Typed Electronic Signature
Katie Barta

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

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

< Dean Step - Due August 19th, 2026 @ 11:59 PM

Candidate: Ash Fansherll

► Faculty (SKIP)

► Admin Set Up

Download CANCEL Actions

Save Draft

Submit to Faculty Sign

Send Back to Previous Step

by Katie Barta

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 20th, 2026 @ 11:59 PM Candidate: Ash Fansherll

Download CANCEL Actions

Save Draft

Submit

► Faculty Supervisor

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 availability in Faculty Success.

The screenshot shows a sidebar on the left with a 'Reports' button and a 'Reviews' button, both circled in red. The main area contains a table with the following data:

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	▼

A 'Download' button is highlighted in the 'Actions' column for the 'CEM Supervisor Test' row.

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 'Download Options' dialog box contains the following text and elements:

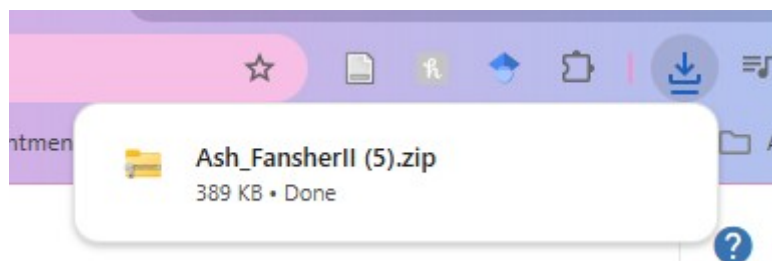
Choose the format you want to download.

File Format

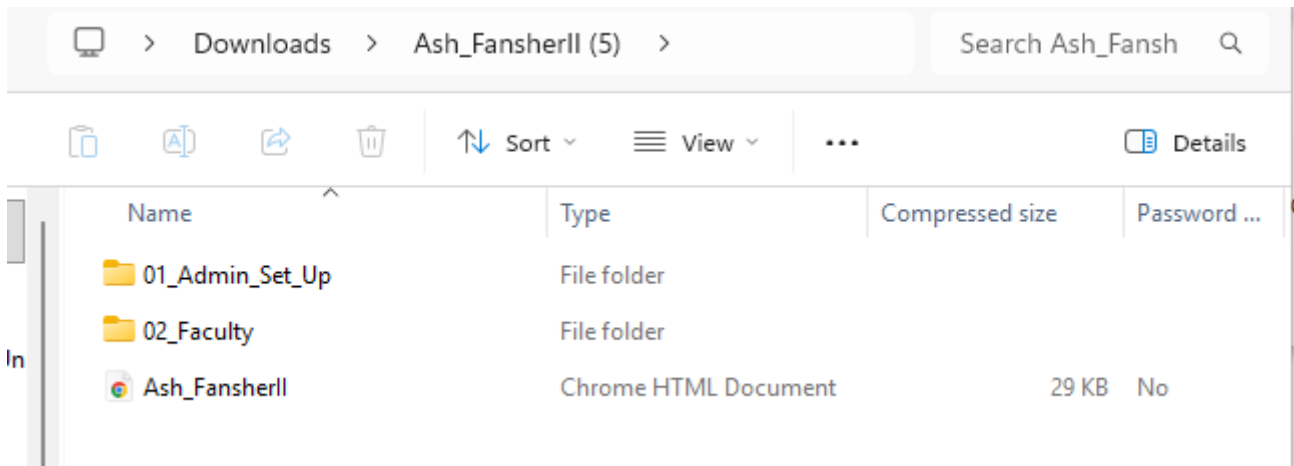
- ☐ Download submission for online viewing
- ☒ Download submission with files to my computer

At the bottom, there are two buttons: 'CANCEL' and 'DOWNLOAD'. The 'DOWNLOAD' button is circled in red.

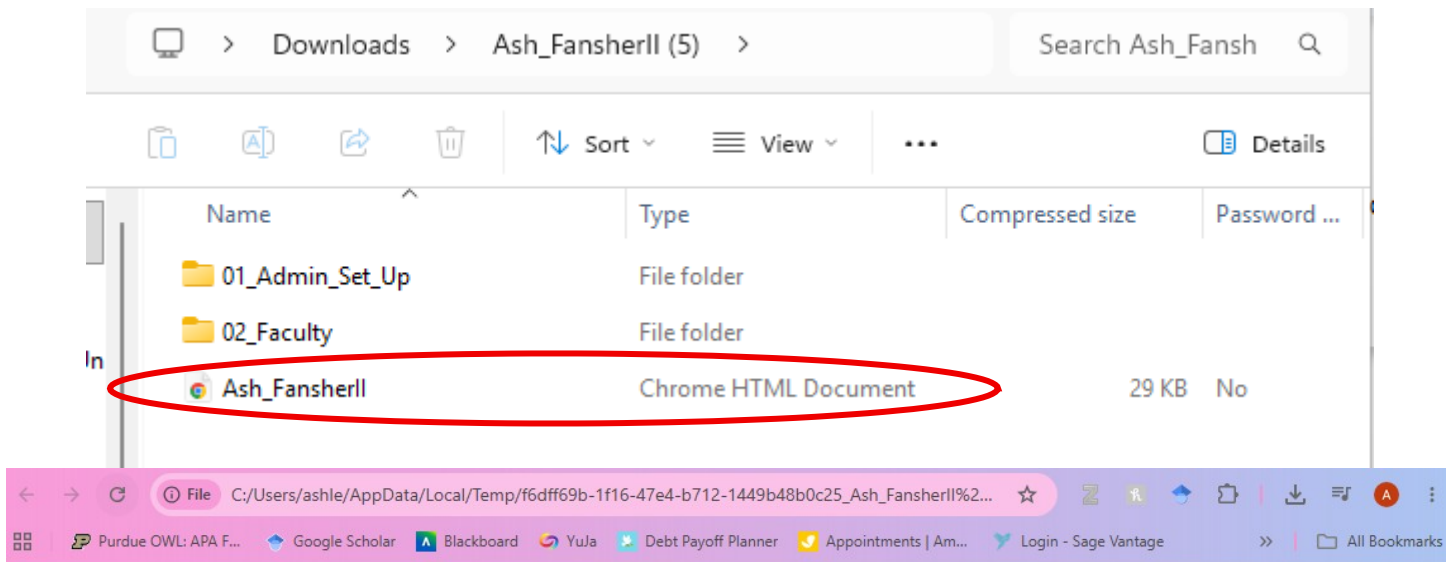
The evaluation contents will be downloaded as a .zip file.



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.



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

CEM Supervisor Test - Ash FansherII - Completed

▼ Faculty (SKIP) Step

Submitted Aug 12, 2026 11:54 AM 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 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 FansherII

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

Print

3 pages

Destination

Save as PDF

Pages

All

Pages per sheet

1

Margins

Default

Options

☐ Headers and footers

☐ Background graphics

Save

Cancel