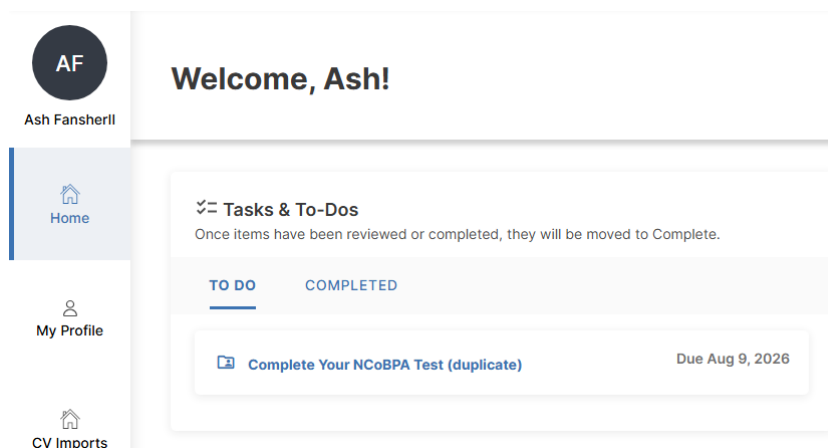
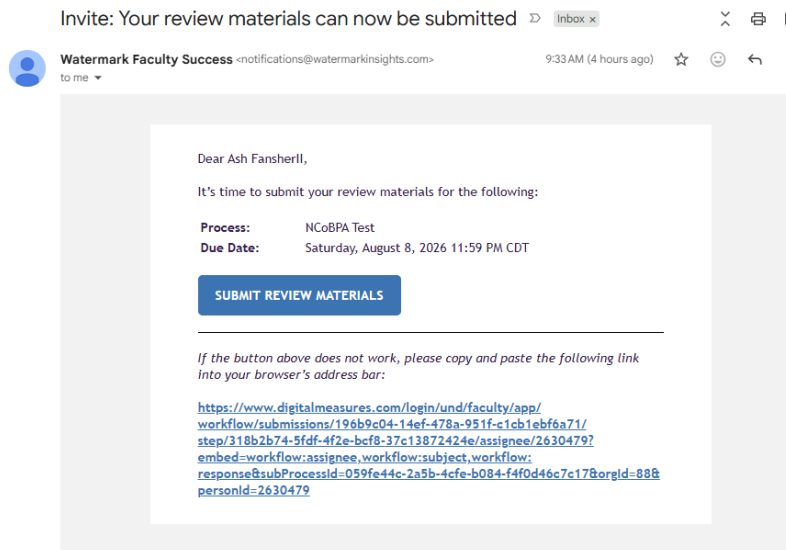


NCoBPA – Annual Evaluation Overview

Updated: 08/07/2026

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.



My Profile
 CV Imports
 Reports
 Reviews

Reviews

Annual reviews, promotion, and tenure related processes. Here you will find in-progress reviews, completed tasks, past submissions, and all past reviews.

▼ Inbox (1)

► Show Filters (0)

PROCESS NAME ▼	STEP ▼	DEPARTMENT ▼	CANDIDATE ▼	DUE DATE I? ▼	DATE RECEIVED ▼
NCoBPA Test (duplicate)	Faculty	Academic Affairs	Me	August 9, 2026 @ 11:59 PM 🕒 Due soon	August 7, 2026 @ 1:06 PM

When faculty enter the workflow, their reports will populate automatically. The “Contact & Research” report is **five years** of data, “Teaching” is **three years** of data, and the “Service & Other” report is **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 9th, 2026 @ 11:59 PM **Candidate:** Ash Fansherll

UND Faculty Annual Evaluation- Contact & Research

Last Updated
August 7th, 2026 at 1:06 PM

UND Faculty Annual Evaluation- Service & Other

Last Updated
August 7th, 2026 at 1:06 PM

UND Faculty Annual Evaluation- Teaching

Last Updated
August 7th, 2026 at 1:06 PM

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 “Last Updated” time changing.

× **Faculty Step**
Due: August 9th, 2026 @ 11:59 PM Candidate: Ash Fansherll

UND Faculty Annual Evaluation- Contact & Research



Last Updated
August 7th, 2026 at 2:14 PM



UND Faculty Annual Evaluation- Service & Other



Last Updated
August 7th, 2026 at 1:06 PM



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 Document Review.”

× **Faculty Step**
Due: August 9th, 2026 @ 11:59 PM Candidate: Ash Fansherll

Page 2 (Current AY 26-27)

Last Updated
August 7th, 2026 at 1:06 PM

Refresh icon

Save Draft

Submit to Document Review

Faculty Narrative *

Drop files here or click to upload

Narrative.pdf (159.98 KB)

Trash icon

Step 2: Document review

The college administrator will review the submitted documents for errors. If there are no errors or issues, the administrator will select “Yes” in the drop-down box at the bottom of the form, then click “Actions” in the top right corner, and “Submit to Department Chair Review.”

< Document Review Step - Due August 12th, 2026 @ 11:59 PM

Candidate: Ash Fansherill

Faculty

UND Faculty Annual Evaluation- Contact & Research

Last Updated
August 10th, 2026 at 12:00 AM

UND Faculty Annual Evaluation- Service & Other

Last Updated
August 10th, 2026 at 12:00 AM

UND Faculty Annual Evaluation- Teaching

Last Updated
August 10th, 2026 at 12:00 AM

Page 2 (AY 25-26)

Last Updated
August 10th, 2026 at 12:00 AM

Page 2 (Current AY 26-27)

Last Updated
August 10th, 2026 at 12:00 AM

Faculty Narrative

Narrative.pdf (159.98 KB)

Teaching Upload

F24-365-Syllabus.pdf (178.32 KB)

Service Upload

Ashley Service Overview.docx (12.87 KB)

List any research grants, book chapters, or books from the past 5 years that should be included in the evaluation.

N/A

These documents have been reviewed for accuracy:

Yes

Download

Submit to Department Chair Review

Send Back to Previous Step

If there are concerns, the administrator will click “Actions” in the top right corner, then “Send Back to Previous Step.”

< Document Review Step - Due August 12th, 2026 @ 11:59 PM

Candidate: Ash Fansherill

Faculty

UND Faculty Annual Evaluation- Contact & Research

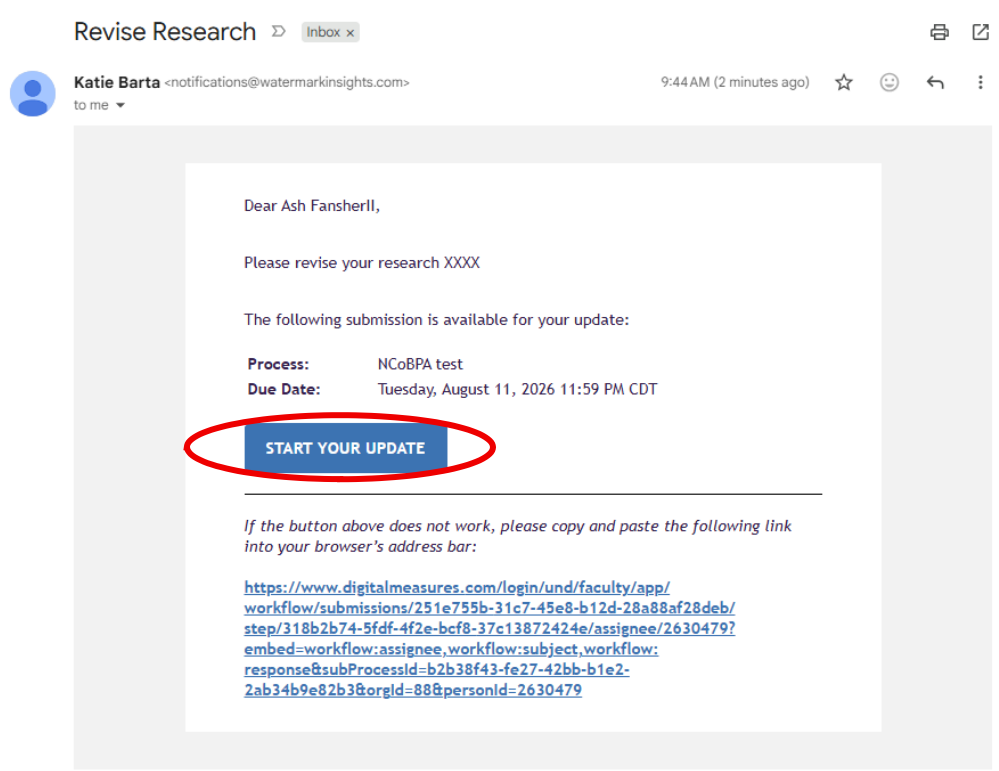
Last Updated
August 10th, 2026 at 12:00 AM

Download

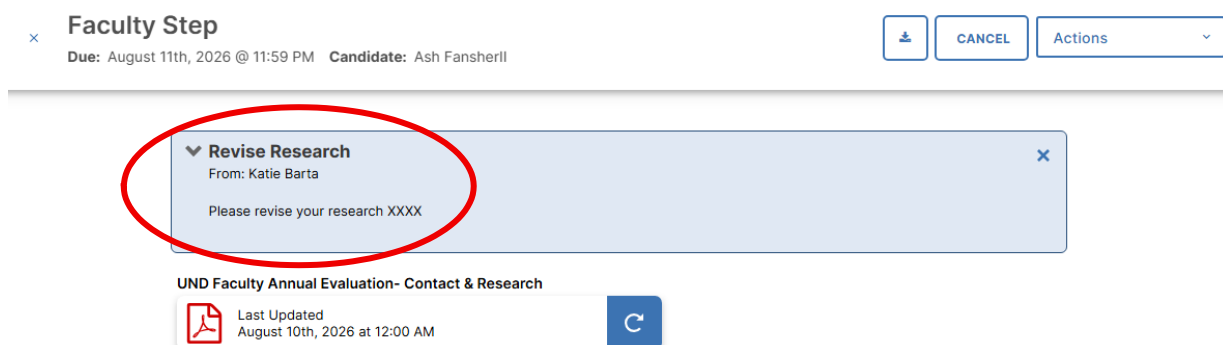
Submit to Department Chair Review

Send Back to Previous Step

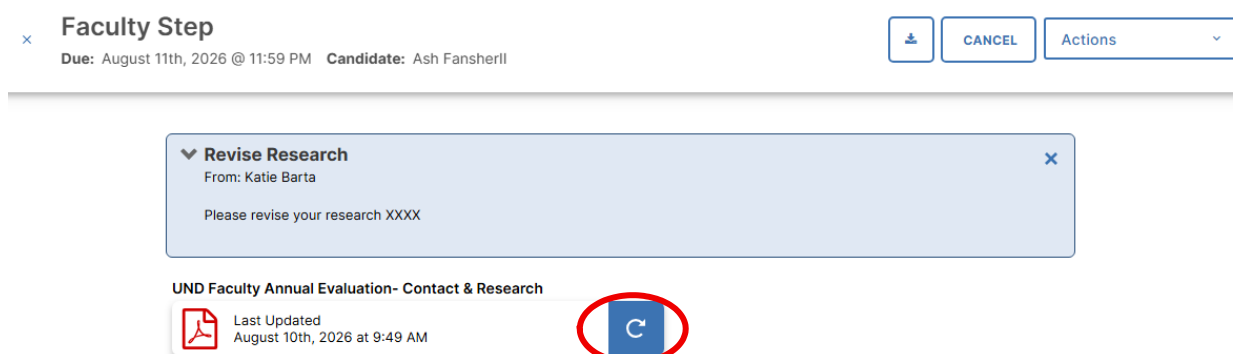
This will open a window to send a message to the faculty member.



In Faculty Success, the faculty member will also see these notes when they enter the workflow. These notes will disappear after the faculty member makes their revisions.



If any changes are made to the reports, it is **important that the faculty member hit the refresh button next to the appropriate report.** If this is not done, there will be no update.



Step 3: Department chair review

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.

Depending on the size of your screen being used (a laptop versus a desktop), the scale may appear different. These two examples can be seen below.

Teaching Activity

Exceptional Exceeds Expectations Meets Expectations Requires Development Unsatisfactory

Teaching Narrative:

B i U T F L I E G B U L

test

Characters : 4/20000

Teaching Activity

☐ Exceptional

☒ Exceeds Expectations

☐ Meets Expectations

☐ Requires Development

☐ Unsatisfactory

Teaching Narrative:

B i U T F L I E G B U L

Great teaching

Characters : 14/20000

The chair may also upload a separate narrative, but this is optional. Lastly, the chair will type their name into the last box of the form.

Department Chair Narrative

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



Report Guide.docx (110.57 KB)



Department Chair Signature (Typed Signature)

Katie Barta

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

< Department Chair Step - Due August 13th, 2026 @ 11:59 PM

Candidate: Ash Fansherll

Submitted August 10, 2026 by Ash Fansherll

Step 4: Faculty acknowledgement

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

PROCESS NAME	STEP	DEPARTMENT	CANDIDATE	DUE DATE	DATE RECEIVED
CEM Test	Faculty (SKIP)	Academic Affairs	Me	August 12, 2026 @ 11:59 PM	August 11, 2026 @ 9:46 AM
NCoBPA Test Workflow	Faculty Acknowledgement	Academic Affairs	Me	August 14, 2026 @ 11:59 PM	August 11, 2026 @ 10:24 AM

▼ History (6)

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 14th, 2026 @ 11:59 PM Candidate: Ash Fansherll

Submitted August 11, 2026 by Michelle Garske

Submitted August 11, 2026 by Katie Barta

Optional: Faculty Response to the Department Chair Evaluation

Drop files here or click to upload

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

AKF

Step 5: 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 upload 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.”

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

Faculty

Document Review

Department Chair

Faculty Acknowledgement

Dean Narrative

Drop files here or click to upload

Typed Electronic Signature:

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 Fansheril

Save Draft

Submit

Department Chair

Faculty Acknowledgement Submitted August 5, 2026 by Ash Fansheril

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

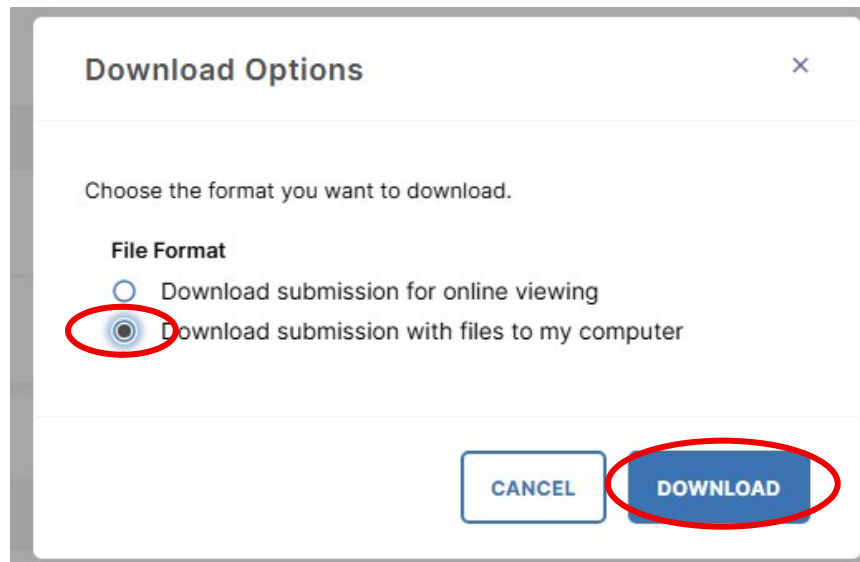
This will complete the evaluation. The evaluation will now show under “Reviews” and “History” for all involved parties.

Optional: Evaluation download

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

Reviews	NCoBPA test	Completed	Me	August 16, 2026 @ 11:59 PM	Download
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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.”



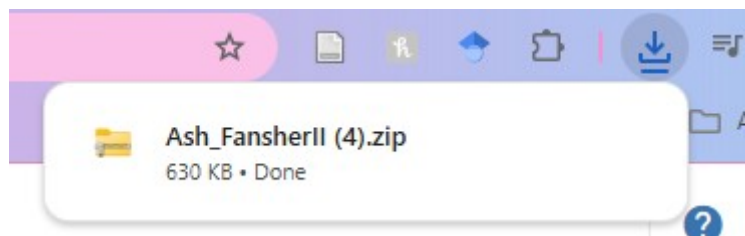
Download Options

Choose the format you want to download.

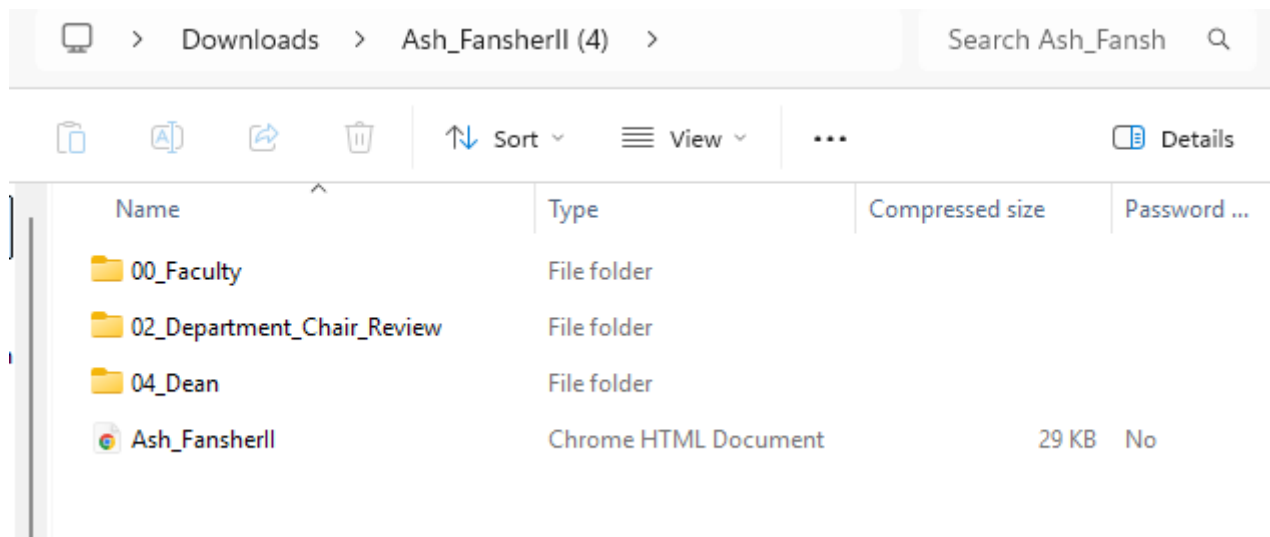
File Format

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

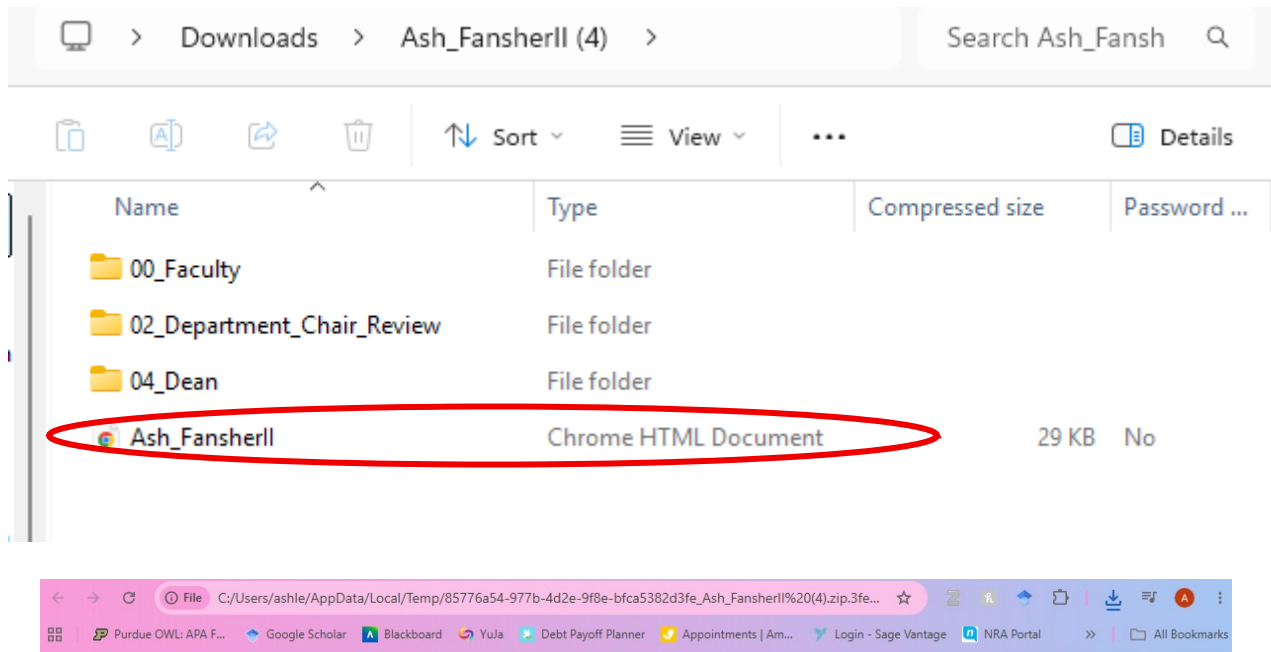
The evaluation contents will be downloaded as a .zip file.



The file will have a folder for the set of faculty uploads, labeled here as “00_Faculty”, and the narrative uploads. 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.

NCoBPA test - Ash FansherII - Completed

▼ Faculty Step

Submitted Aug 10, 2026 09:50 AM CDT
by Ash FansherII

UND Faculty Annual
Evaluation- Contact &
Research



NCoBPA Research
Performance
Template.pdf

UND Faculty Annual
Evaluation- Service & Other



UND Faculty Annual
Evaluation - Service
& Other.pdf

UND Faculty Annual
Evaluation- Teaching



UND Faculty Annual
Evaluation -
Teaching.pdf

Page 2 (AY 25-26)



Page 2 Annual
Report .pdf

Page 2 (Current AY 26-27)



Page 2 Annual
Report .pdf

Faculty Narrative



Narrative.pdf

Teaching Upload



F24 365
Syllabus.pdf

Service Upload



Ashley Service
Overview.docx

List any research grants,
book chapters, or books
from the past 5 years that
should be included in the
evaluation.

N/A

1

Print

4 pages

Destination

Save as PDF

Pages

All

Pages per sheet

1

Margins

Default

Options

☐

Headers and footers

☐

Background graphics

Save

Cancel