

Annual Faculty Evaluation Quick Start Guide

[Access here](#) (click for link)

How it works:



What you see:



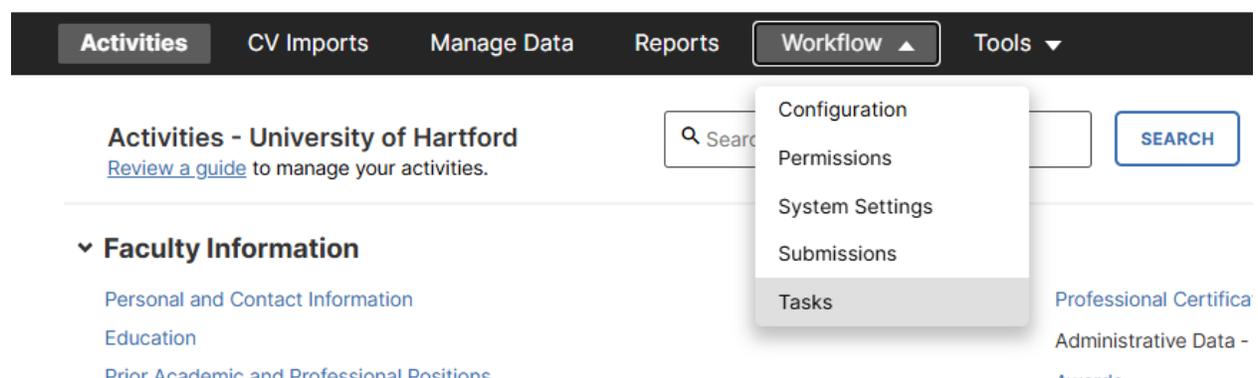
Go here to enter your activities

You don't need these for AFE

Go here to write your narrative and submit

Getting started:

1. To access you AFE form:
 - a. Log into Faculty Success
 - b. Go to Workflow
 - c. Click the link for AFE 2025 under tasks/process name



2. Your annual narrative and reflections on teaching, professional productivity, and service go here. You also have space to outline your goals for the coming year.
 - a. Be sure to always “refresh” if prompted
 - b. Make sure to save every time you work on the AFE
 - i. Go to actions – save
 - c. When you are done, submit to the next step
 - i. Go to actions – send
 - ii. You will only be able to submit once all of the necessary text boxes are completed.

PART I

A. TEACHING

In 1-2 paragraphs, describe in bulleted or narrative form: courses taught or prepared, activities, awards or quality indicators related to teaching, new courses or classroom innovations, and other teaching-related activities.

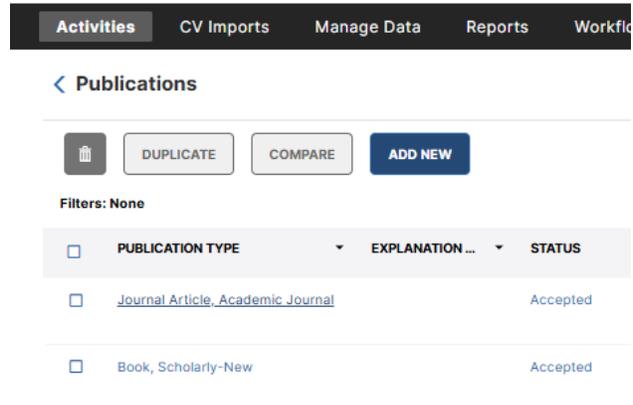


This report pulls from the following Activities screens:

1. Scheduled Teaching, based on review date range
2. Teaching Effectiveness, based on review date range
3. Awards, where Type of Activity = Teaching, based on review date range
4. Faculty Development Activities, where the Type of Activity = Teaching
5. Directed Student Learning and Other Teaching-Related Activities, based on review date range



3. To track your activities throughout the year (which pulls into the reports, which is included in the AFE)
 - a. Go to activities
 - b. Select the activity that you seek to update
 - c. Add the information
 - d. Save
 - i. Once the report is refreshed this activity will appear in the report, included in the AFE.



4. If you want to see how everything is coming together and appearing to your chair or dean:
 - a. Go to workflow
 - b. Tasks
 - c. Select your AFE
 - d. Click the little download button

