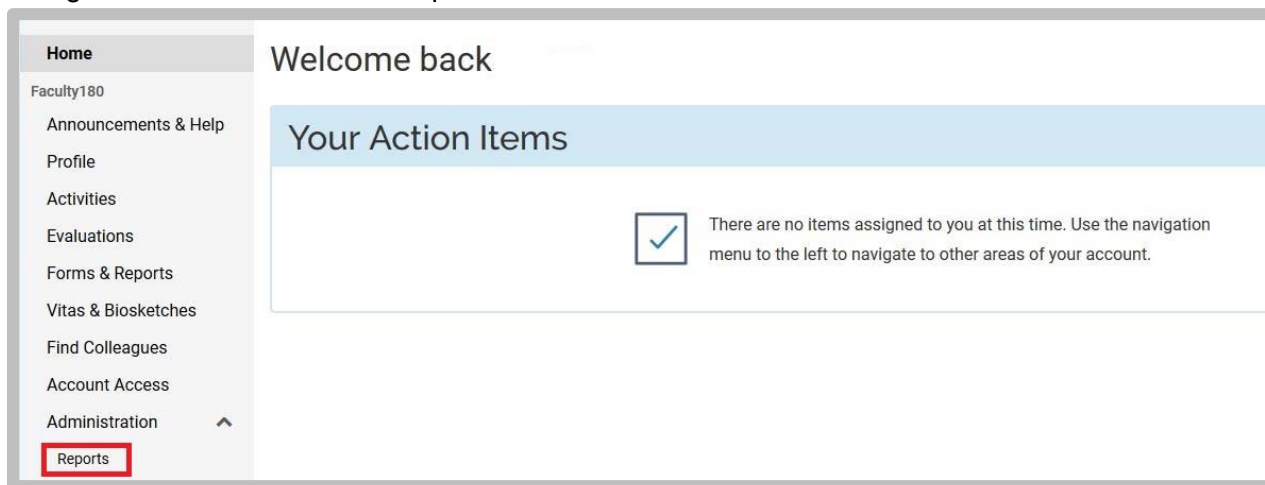


## Faculty180: Viewing Historical Evaluations

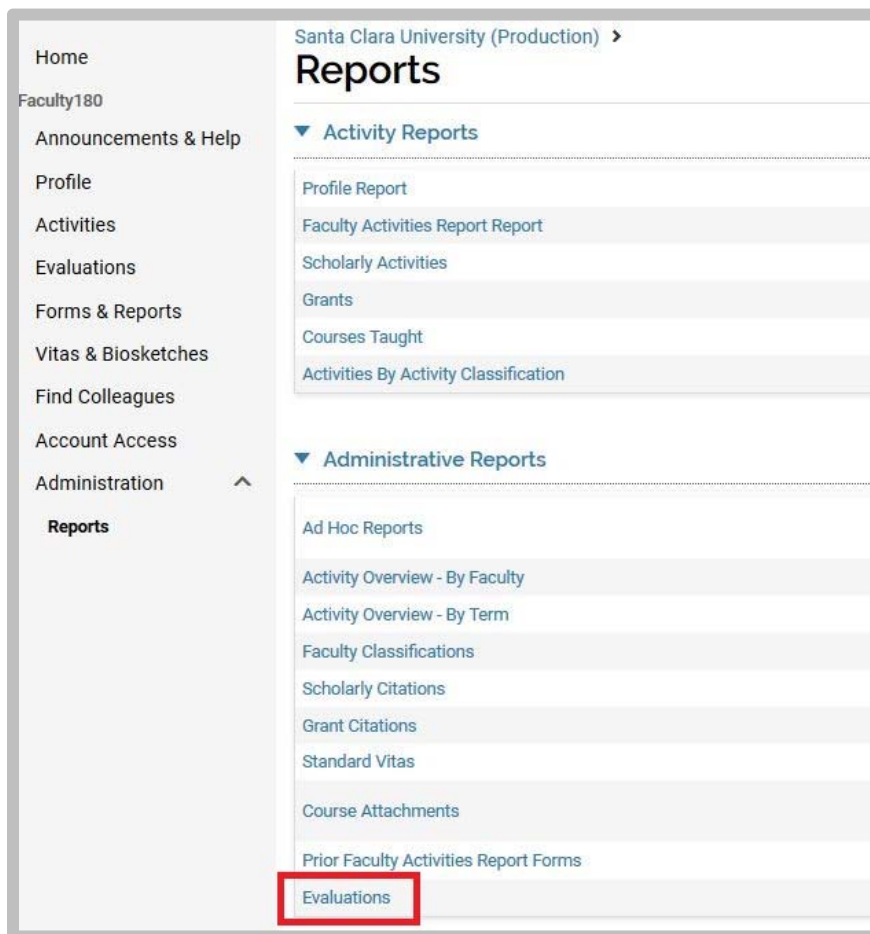
### Instructions for the Dean level for retrieving historical Evaluations and/or Applications

Navigate to Administration → Reports



The screenshot shows the Faculty180 home page. On the left is a navigation menu with the following items: Home, Faculty180, Announcements & Help, Profile, Activities, Evaluations, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Administration, and Reports. The 'Reports' item is highlighted with a red box. The main content area displays 'Welcome back' and a 'Your Action Items' section. A checkmark icon is shown next to the text: 'There are no items assigned to you at this time. Use the navigation menu to the left to navigate to other areas of your account.'

Click on the **Evaluations** link



The screenshot shows the Faculty180 Reports page. The left navigation menu is expanded to show 'Reports' in bold. The main content area is titled 'Santa Clara University (Production) > Reports'. It contains two sections: 'Activity Reports' and 'Administrative Reports'. The 'Activity Reports' section lists: Profile Report, Faculty Activities Report Report, Scholarly Activities, Grants, Courses Taught, and Activities By Activity Classification. The 'Administrative Reports' section lists: Ad Hoc Reports, Activity Overview - By Faculty, Activity Overview - By Term, Faculty Classifications, Scholarly Citations, Grant Citations, Standard Vitas, Course Attachments, and Prior Faculty Activities Report Forms. The 'Evaluations' link at the bottom of the Administrative Reports list is highlighted with a red box.

Enter the appropriate date range

*example: begin: 2017-09-01*

*end: 2019-10-02*

## Reports

### Evaluations

General

Begin

End

Build Report

Select the **Build Report** button

Select any of the numbers to drill to specific evaluations/applications

Process Title	Unit	Evaluation Titles	Faculty Being Evaluated	Total Number of Faculty Evaluations
2018 Faculty Activities Report (1 year cycle) - ECP	School of Education and Counseling Psychology	5	14	42
2018 Faculty Activities Report (3 year cycle) - ECP	School of Education and Counseling Psychology	3	2	6
Totals		8	16	48

Select the number corresponding to the Department Review you want to retrieve.

Evaluation Title	Unit	Type	Faculty Being Evaluated	Submitted Evaluations	Evaluators	Evaluation Authors	Total Evaluations
Dean Review (1 year cycle)	School of Education and Counseling Psychology	Annual Evaluation	14	14	2	1	14
Department Review (CPSY - 1 year cycle)	Counseling Psychology	Annual Evaluation	5	5	6	6	30
Department Review (EDUC - 1 year cycle)	Education	Annual Evaluation	9	9	6	6	54
Dept Chair Final Review (CPSY - 1 year cycle)	Counseling Psychology	Annual Evaluation	5	0	1	1	5
Dept Chair Final Review (EDUC - 1 year cycle)	Education	Annual Evaluation	9	1	1	1	9

Here you will be able to view Department scores and comments.

Click on the related [View](#) link to view their Faculty Activities Report (FAR).