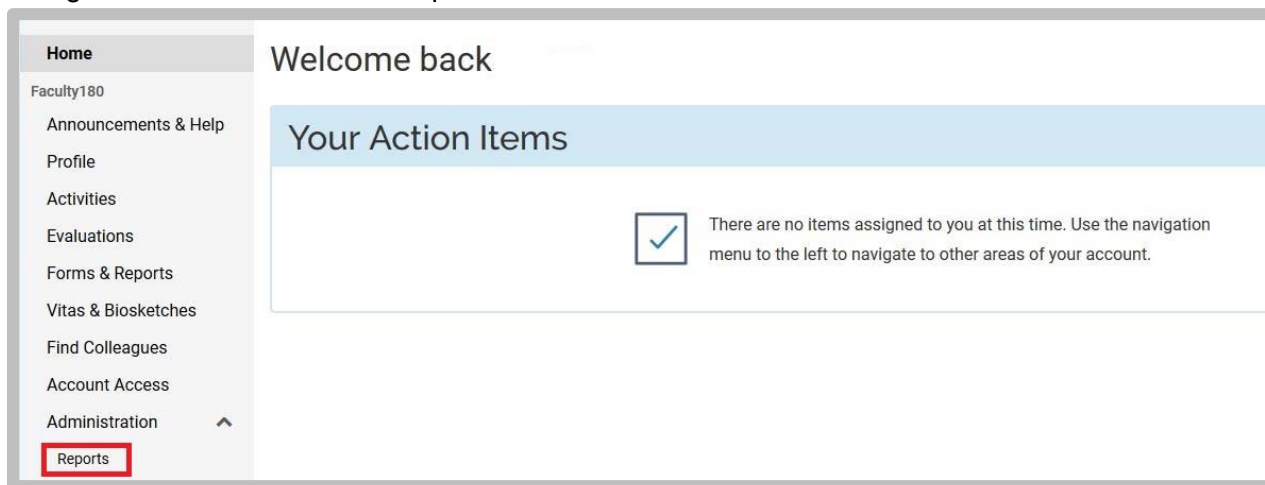# Faculty180: Viewing Historical Evaluations
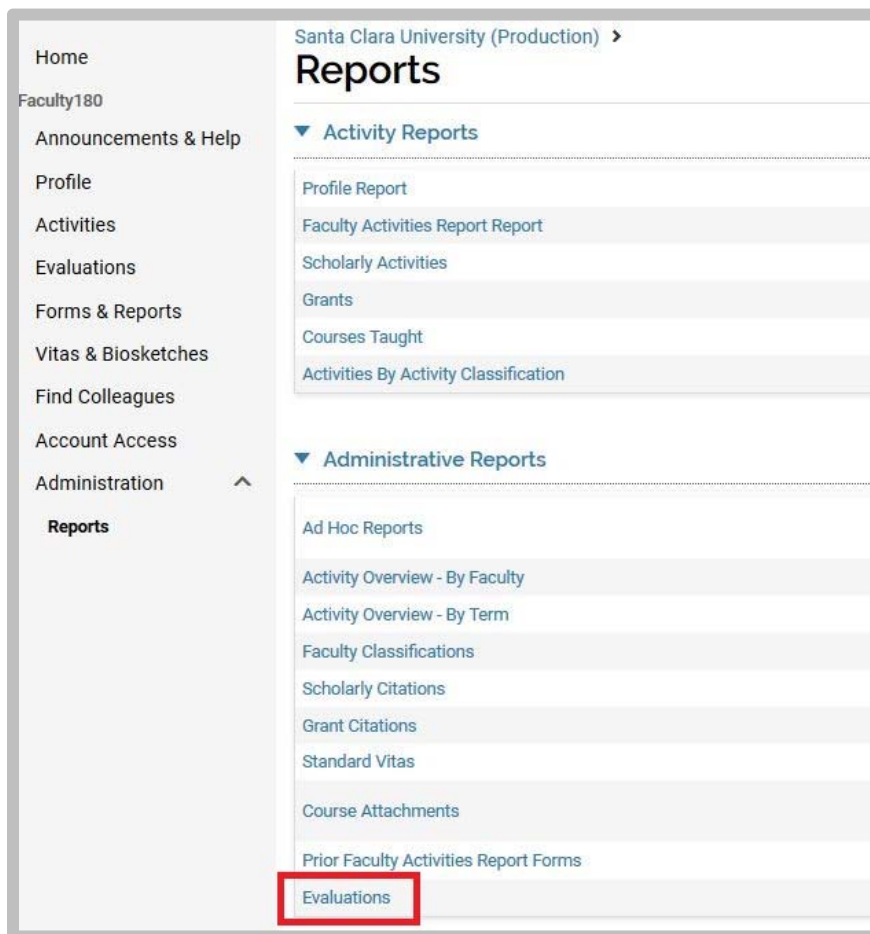**Instructions for the Dean level for retrieving historical Evaluations and/or Applications**

Navigate to Administration → Reports

Click on the **Evaluations** link

Enter the appropriate date range   *example: begin: 2017-09-01*
                                                        end: 2019-10-02

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).