

## Academic Faculty Evaluation Finalization and Signatures

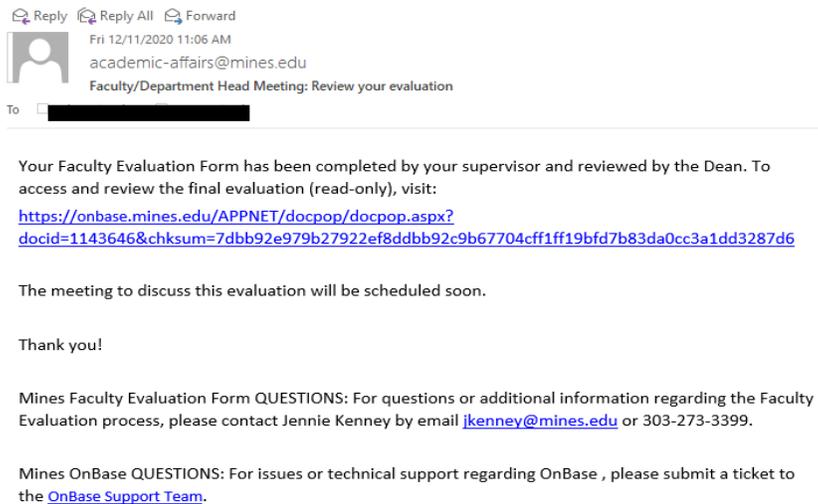
This guide offers instructions on the finalization of the evaluation process, signatures, and submission in OnBase.

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### Meeting with Department Head and Finalizing Evaluation

Once the Department Head has received the draft evaluation back from the Dean and made any changes based on the Dean’s feedback, they’ll route a copy to you for your review prior to the evaluation discussion meeting.

1. You should receive an email like the one below. You can either click or copy and paste the link in your browser (CHROME is recommended), and it will take you to a copy of your evaluation with DH ratings and comments. You can no longer edit the evaluation – only view it.

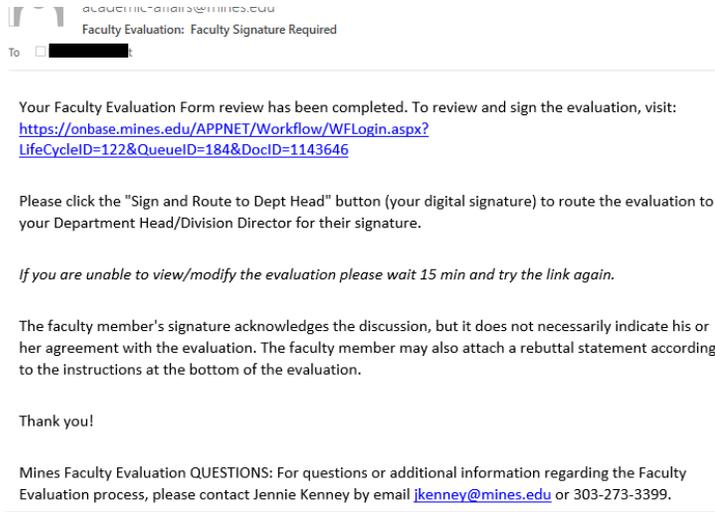


2. During the evaluation discussion meeting, your DH will be able to edit the evaluation document with any agreed upon adjustments if warranted.

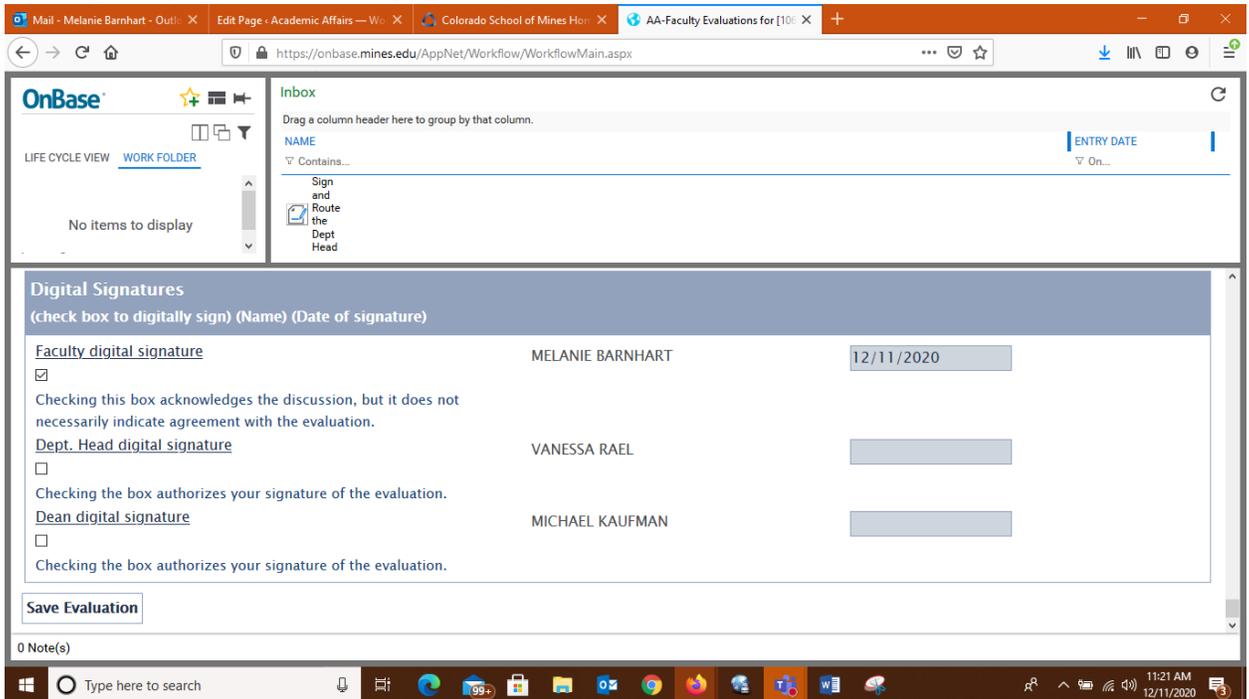
# OnBase Quick Reference Guide

## Signing the Evaluation and Final Submission

After the meeting, the DH will route the finalized copy of the evaluation to you for signature. You'll receive and email like the one below:



1. Review the form again and make sure everything is correct. Then scroll down to the bottom of the form to the Signature section. There is a check box by your name that you must click: This is your digital signature acknowledging receipt of the finalized evaluation.



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2. Once the signature box by your name has been clicked, the signature date will auto populate. Click “Save Evaluation” button at the bottom and a dialog box will appear showing that it is saving.
3. You will have seven days to sign the form and submit to your Department Head. You will get daily email notifications until the form has been submitted. If you do not sign and submit within the seven-day period, the form will auto-route to the Department Head noting that you didn’t sign. This information will stay on the record of the form. If the form is auto-routed, it will look like this, along with your name and the time-stamp for when the form was auto-routed (not pictured):

Digital Signatures  
(check box to digitally sign) (Name) (Date of signature)

Faculty digital signature

Unsigned

Checking this box acknowledges the discussion, but it does not necessarily indicate agreement with the evaluation.

Dept. Head digital signature

Checking the box authorizes your signature of the evaluation.

Dean digital signature

Checking the box authorizes your signature of the evaluation.

4. If you wish to submit a rebuttal, you’ll have the option to click the checkbox under the “Submit Rebuttal Statement?” section:

Submit Rebuttal Statement?

By checking this box, you will be prompted to upload a rebuttal statement in PDF form.

If you check the box, an attachment control for attaching a rebuttal statement will appear:

Submit Rebuttal Statement?

By checking this box, you will be prompted to upload a rebuttal statement in PDF form.

**Rebuttal Attachment**

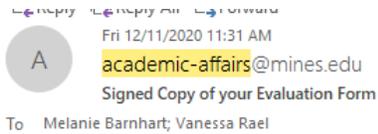
By submitting a rebuttal, this signifies that the faculty member fundamentally disagrees with the substance of the evaluation. If you decide not to submit a rebuttal, you may uncheck the box above. \*

5. Note that there is also a check box for affirming that you have completed the required Annual Disclosure Form for Conflict of Interest and submitted that to the Compliance and Policy office. The form and further details can be found here: <https://www.mines.edu/compliance/conflict-of-interest/>
6. Once you are ready to submit your finalized evaluation form to your Department Head, scroll back to the top of the window so that you can see the user action button “Route to Department Head for Signature” and **click that button just one time**. This will route the form to the DH for their signature.

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## Final Evaluation Receipt

Once the Department Head and Dean have digitally signed your evaluation form and submitted it to Academic Affairs, you'll receive an email notification like the one below:



The Faculty Evaluation Form for Melanie Barnhart has been submitted to **Academic Affairs**. To view the final signed evaluation, visit:

<https://onbase.mines.edu/APPNET/docpop/docpop.aspx?docid=1143646&chksum=7d9b92e979b27922ef8ddb92c9b67704cff1ff19bfd7b83da0cc3a1dd3287d6>

Thank you!

Mines Faculty Evaluation Form QUESTIONS: For questions or additional information regarding the Faculty Evaluation process, please contact Jennie Kenney by email [jkenney@mines.edu](mailto:jkenney@mines.edu) or 303-273-3399.

Mines OnBase QUESTIONS: For issues or technical support regarding OnBase , please submit a ticket to the [OnBase Support Team](#).

For instructions on printing and/or saving a final signed copy of your evaluation packet, please refer to the Reference Guide on Printing.