Academic Faculty Evaluation Finalization and Signatures

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

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.

   ![Email Attachment]

   Your Faculty Evaluation Form has been completed by your supervisor and reviewed by the Dean. To access and review the final evaluation (read-only), visit:
   https://onbase.mines.edu/APNNET/docpop/docpop.aspx?
docid=1135646&chksum=7dbb52e979b27922d8d8db92c9b870d4df1ff19bf978c9a1dd52876d

   The meeting to discuss this evaluation will be scheduled soon.

   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 or 303-273-3399.

   Mines OnBase QUESTIONS: For issues or technical support regarding OnBase, please submit a ticket to the Onbase Support Team.

2. During the evaluation discussion meeting, your DH will be able to edit the evaluation document with any agreed upon adjustments if warranted.
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 an email like the one below:

Your Faculty Evaluation Form review has been completed. To review and sign the evaluation, visit: https://onbase.mines.edu/APPNET/Workflow/WFLogin.aspx?lifeCycleId=1228&QueueId=188&DocId=1143666

Please click the “Sign and Route to Dept Head” button (your digital signature) to route the evaluation to your Department Head/Division Director for their signature.

If you are unable to view/modify the evaluation please wait 15 min and try the link again.

The faculty member’s signature acknowledges the discussion, but it does not necessarily indicate his or her agreement with the evaluation. The faculty member may also attach a rebuttal statement according to the instructions at the bottom of the evaluation.

Thank you!

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

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.
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):

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

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

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.
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=11d36468chksamn=7dbb92e979b27922ef8ddbb92c9b67704:ff1ff19b4f7b83da0cc3a1dd3287d6

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 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.