

Department Head Accessing and Completing the Faculty Evaluation and Workflow – Dean Review and Evaluation Finalization


This guide instructs Department Heads on the following steps: Submitting the completed draft evaluation to the Dean for review; returning the completed evaluation to the faculty for finalization; and evaluation meeting, signatures, and final submission.

USE CHROME AS YOUR BROWSER

Submitting for Dean Review

1. The Dean reviews completed draft evaluations and provides feedback to the DH outside of OnBase. After review of the evaluation, the Dean will route the evaluation back to the DH to finalize (and revise based on feedback if needed). The DH will receive an email notification:

FDR/Evaluation Returned from Dean: Melanie Barnhart

academic-affairs@mines.edu
Fri 12/11/2020 11:02 AM
To: Vanessa Rael

The Faculty Evaluation Form that you submitted to the Dean has been returned to you. Please schedule the meeting with the faculty member for discussion and signing of the form.

To access the evaluation to make edits/updates to the document, visit:
<https://onbase.mines.edu/APPNET/Workflow/WFLogin.aspx?LifeCycleID=122&QueueID=183&DocID=1143646>

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

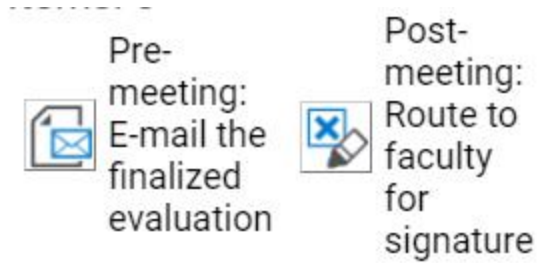
To send the faculty a copy of the evaluation prior to your meeting, please click the "Pre-meeting: E-mail the finalized evaluation" user action in OnBase.

Following your meeting with the faculty, please click "Post-meeting: Route to faculty for signature" user action in OnBase.

Thank you!


2. Click and or copy and paste the link in the email notification and log into OnBase. That faculty member's evaluation should now be in the following queue: "Dept Head Finalize Evaluation Queue."
3. The DH should be able to edit all fields in the evaluation form (including the faculty narrative boxes, self-assessment ratings, and attachments). Changes to the faculty content should only be made with the faculty member's knowledge and consent.
4. Make any corrections/changes necessary based on feedback from the Dean. Save the evaluation by clicking the "Save Evaluation" button at the bottom.
5. Once saved, the DH has access to two user action buttons above the evaluation form:






OnBase Quick Reference Guide



6. Select the “Pre-meeting: Email the finalized evaluation” user action button, which will send the faculty member an email (and copy the DH) linking to the evaluation as saved in Step 4. This link connects to a copy of the evaluation that cannot be edited by either the faculty member or DH.

Faculty/Department Head Meeting: Review your evaluation

 **academic-affairs@mines.edu**
Fri 12/11/2020 11:06 AM
To: Melanie Barnhart; Vanessa Rael

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/APPNET/docpop/docpop.aspx?docid=1143646&chksum=7dbb92e979b27922ef8ddb92c9b67704cff1f19bfd7b83da0cc3a1dd3287d6>

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](#).

[Reply](#) | [Reply all](#) | [Forward](#)

7. Once the evaluation link has been emailed, the DH should reach out to the faculty member outside of OnBase to schedule a meeting to discuss the evaluation.

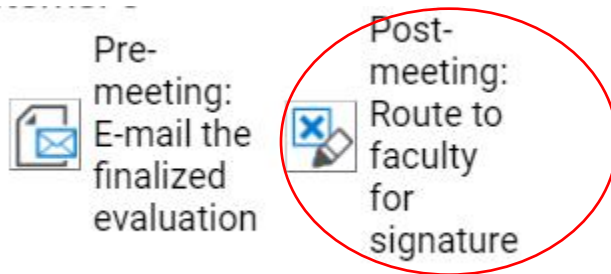
Meeting with Faculty Member, Signing the Evaluation, and Final Submission

Perform the following steps to discuss the evaluation with faculty member, make any needed revisions, and submit the evaluation.

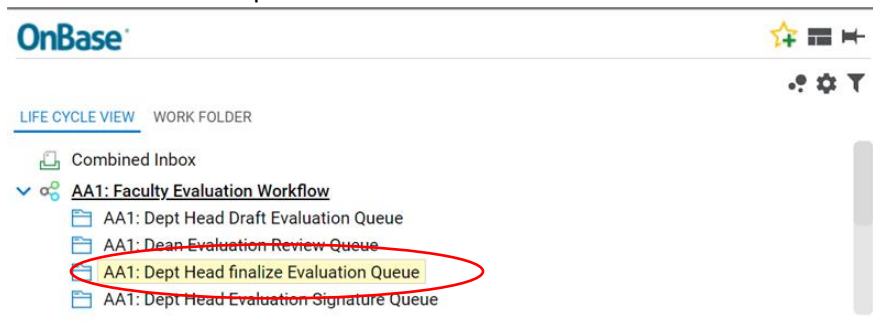
1. During the evaluation meeting, the DH can access an editable version of the faculty evaluation via OnBase to make revisions. Follow the email link from the email you received after the Dean returned the evaluation or log into OnBase and select the “Dept Head Finalize Evaluation Queue.” Be sure to save the document if any changes were made.
2. The DH can change any content, but should have the faculty member’s consent to change faculty-submitted content. Note that the faculty member is locked from making any revisions.

OnBase Quick Reference Guide

- Once any final revisions have been saved, the DH can route the finalized document for faculty signature by selecting the “Post-Meeting Route to Faculty for Signature” user action, circled below:



- Once the DH clicks the user action circled above, the DH can refresh their queue to find additional faculty evaluations to complete. To refresh the queue, click “Life Cycle View” and then select “AA1: Department Head Finalized Evaluation Queue.”



- For finalized evaluations that have been routed to the faculty member for signature, that faculty will have seven days to sign and submit the finalized evaluation. During that window, the faculty member will receive daily notification reminding them to sign and submit the evaluation. If they do not sign within the seven-day window, the evaluation will auto-route to the DH for signature, indicating that it is “Unsigned” by the faculty member and providing a time stamp when the form was auto-submitted. Once the evaluation has been submitted, the DH will receive the following email notification:

OnBase Quick Reference Guide

Faculty Evaluation: Department Head Signature Required



academic-affairs@mines.edu

Fri 12/11/2020 11:22 AM

To: Vanessa Rael



The faculty evaluation review has been completed and the faculty has signed the form. To review and sign the evaluation, visit:
<https://onbase.mines.edu/APPNET/Workflow/WFLogin.aspx?LifeCycleID=122&QueueID=185&DocID=1143646>

Please click the "Sign and Route to Dean" button (your digital signature) to route the evaluation to your Dean for their signature.

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

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.

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

- Click or copy and paste the link into browser to be routed to OnBase login. The system will then link to the evaluation for the DH's signature.

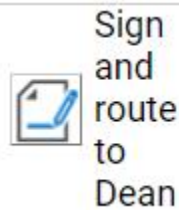
Digital Signatures		
(check box to digitally sign) (Name) (Date of signature)		
<input checked="" type="checkbox"/> <u>Faculty digital signature</u>	MELANIE BARNHART	12/11/2020
Checking this box acknowledges the discussion, but it does not necessarily indicate agreement with the evaluation.		
<input type="checkbox"/> <u>Dept. Head digital signature</u>	VANESSA RAEI	
Checking the box authorizes your signature of the evaluation.		

If the faculty member did not sign within the seven-day grace period or if they purposely chose not to sign, the signature pane on the form will look like this (faculty name and timestamp will be included, but are not shown below):

Digital Signatures		
(check box to digitally sign) (Name) (Date of signature)		
<input type="checkbox"/> <u>Faculty digital signature</u>		
<input type="checkbox"/> Unsigned		
Checking this box acknowledges the discussion, but it does not necessarily indicate agreement with the evaluation.		
<input type="checkbox"/> <u>Dept. Head digital signature</u>		
Checking the box authorizes your signature of the evaluation.		
<input type="checkbox"/> <u>Dean digital signature</u>		
Checking the box authorizes your signature of the evaluation.		

OnBase Quick Reference Guide

- The DH should sign the evaluation by checking the signature checkbox. Once checked, the system will provide a timestamp. "Save" the signed evaluation.
- To route the signed evaluation to the Dean, click the user-action button above the evaluation in the middle of the screen:



- Once the DH has clicked the "Sign and Route to Dean" user action, the DH can refresh their queue to find additional faculty evaluations to complete. To refresh the queue, click "Life Cycle View" and then select "AA1: Department Head Finalized Evaluation" and move onto the next evaluation.
- After the Dean signs the evaluation, the process is complete. An email notification will be sent to the faculty member and the DH with a link to review or download the completed, fully signed evaluation:

