

# OnBase Quick Reference Guide

## Department Head 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 the Dean and Finalizing Evaluation

Once the Dean has received the draft evaluation back from the Provost and made any changes based on the Provost'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 Dean ratings and comments. You can no longer edit the evaluation – only view it.



Your Department Head Evaluation Form has been completed by your supervisor and reviewed by the Provost. To access and review the final evaluation (read-only), Copy and paste the following link in a new web browser window:

<https://onbasetestweb.mines.edu/APPNET/docpop/docpop.aspx?docid=210126&chksum=bd3eafdd5d2f0fd57674b03221e90933879ad423013ca54be639d903e348db18>

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

The meeting to discuss this evaluation will be scheduled soon.

Thank you!

Mines Department Head 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.

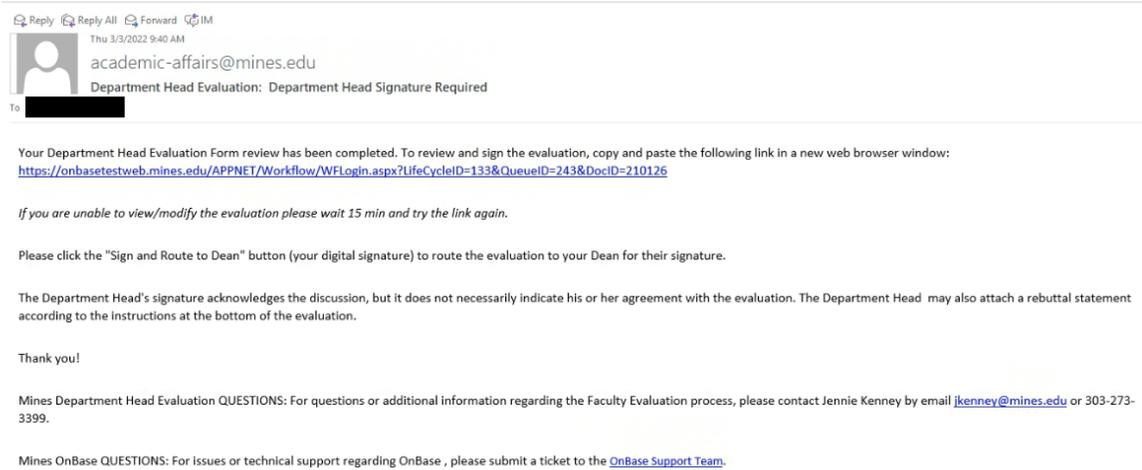
Mines OnBase QUESTIONS: For issues or technical support regarding OnBase , please submit a ticket to the [OnBase Support Team](#).

2. During the evaluation discussion meeting, your Dean will be able to edit the evaluation document with any agreed upon adjustments if warranted.
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## Signing the Evaluation and Final Submission

After the meeting, the Dean will route the finalized copy of the evaluation to you for signature. You'll receive an 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.

Digital Signatures		
(check box to digitally sign) (Name) (Date of signature)		
<input type="checkbox"/> Department Head digital signature	JENNIE KENNEY	<input type="text"/>
Checking this box acknowledges the discussion, but it does not necessarily indicate agreement with the evaluation.		
<input type="checkbox"/> Dean digital signature	JENNIE KENNEY	<input type="text"/>
Checking the box authorizes your signature of the evaluation.		
<input type="checkbox"/> Provost digital signature	RICHARD HOLZ	<input type="text"/>
Checking the box authorizes your signature of the evaluation.		

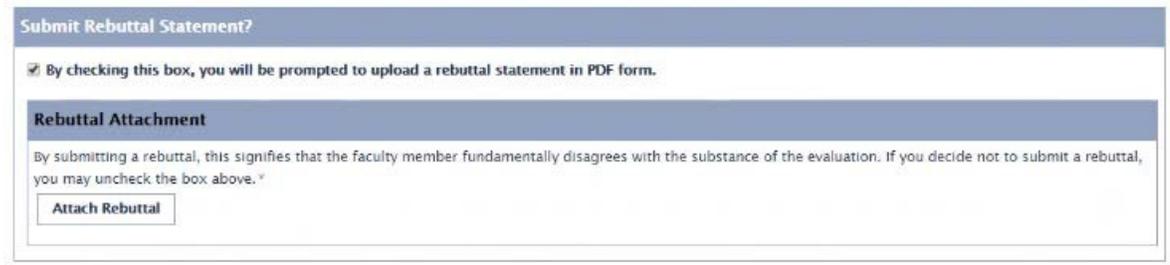
2. Once the signature box by your name has been clicked, the signature date will auto populate. Click "Save Evaluation" button at the bottom and a dialog box will appear showing that it is saving.
3. If you wish to submit a rebuttal, you'll have the option to click the checkbox under the "Submit Rebuttal Statement?" section:

**Submit Rebuttal Statement?**

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

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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**

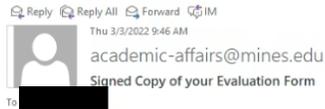
By submitting a rebuttal, this signifies that the faculty member fundamentally disagrees with the substance of the evaluation. If you decide not to submit a rebuttal, you may uncheck the box above.

4. 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/>
  5. Once you are ready to submit your finalized evaluation form to your Dean, scroll back to the top of the window so that you can see the user action button “Sign and route to the Dean for Signature” and **click that button just one time**. This will route the form to the Dean for their signature.
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## Final Evaluation Receipt

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



The Department Head Evaluation Form for Jennie Kenney has been submitted to Academic Affairs. To view the final signed evaluation, copy and paste the following link in a new web browser window:  
<https://onbasetestweb.mines.edu/APPNET/docpop/docpop.aspx?docid=210126&chksum=bd3eafdd5d210fd57674b03221e90933879ad423013ca54be639d903e348db18>

Thank you!

Mines Department Head Evaluation Form QUESTIONS: For questions or additional information regarding the Department Head 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.