



ACADEMIC AFFAIRS INDIANA STATE UNIVERSITY

Faculty Guide: Faculty Performance Evaluation Faculty Activity Database (FAD) Workflow

DUE:
September 20th
Updated FAD for August 1 – July 31 timeframe

*Each faculty member updates
their FAD for the previous
August 1 – July 31 period*

*FAD Rapid Report **automatically**
advances to evaluators. After
Sept. 20, changes made in FAD will
not be evaluated in the current year.*

Aug 1 – July 31st



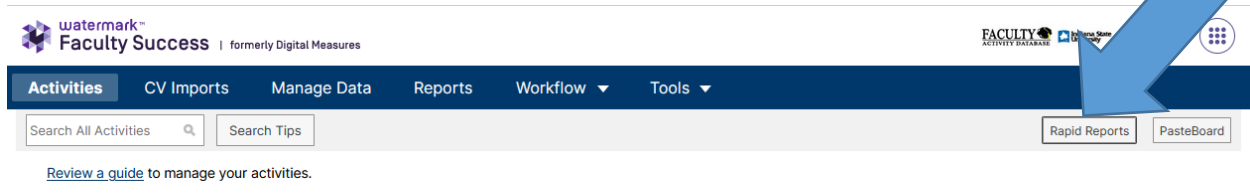
September 20th

FPE Summary:

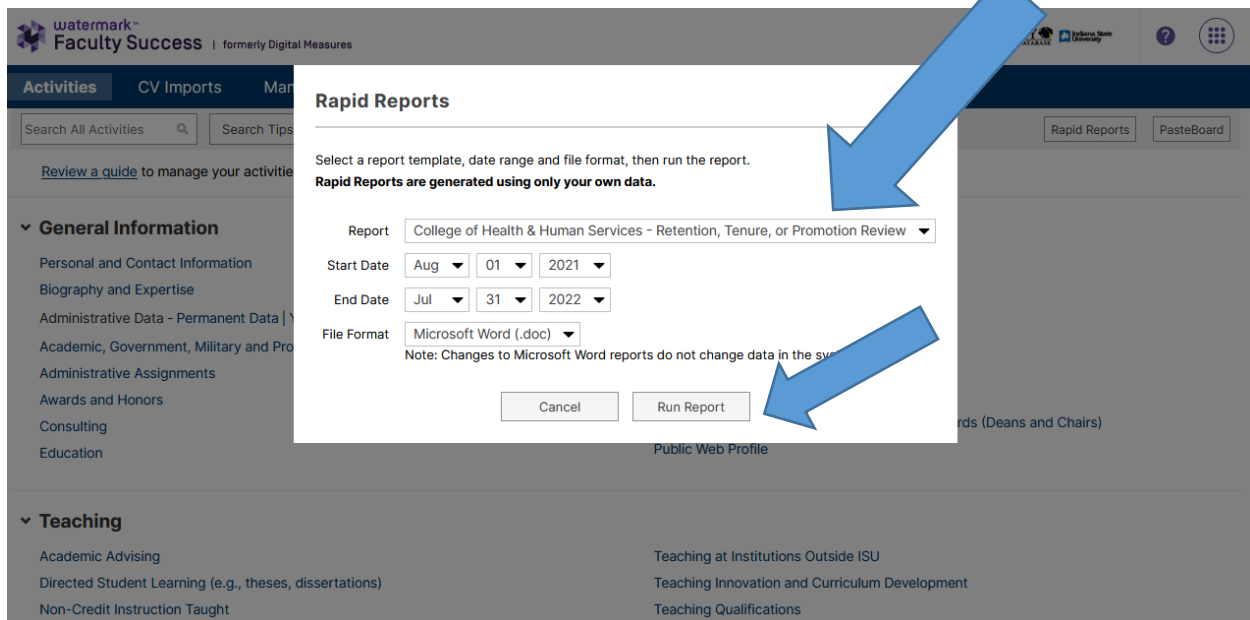
- The Faculty Performance Evaluation (FPE) was approved by Faculty Senate in April 2020
- FPEs begin in fall 2022 for **all** post-tenured faculty, senior instructors, and instructors with 6 years or more employment at ISU.
- Each year, FPE faculty must update their FAD by **September 20** for the previous August 1 – July 31 period.
- After September 20th Rapid Reports for the dates of August 1 – July 31 will automatically advance to evaluators. Any changes made to FAD after September 20, will not be evaluated in the current year. To check what information will be included in the evaluation, faculty can run a Rapid Report (instructions are on next page)
- **Fall 2022: Year 1**
 - Faculty evaluated by Dept or School Chair/Exec Dir and Dean.
- **Fall 2023: Year 2**
 - Faculty evaluated by Dept or School Chair/Exec Dir and Dean.
- **Fall 2024: Year 3**
 - Faculty evaluated by Dept or School Personnel Committee and Dept Chair (independently, then together), and Dean.
 - Faculty have option to submit one page narrative, no more than 1000 *characters*.

How to run a Rapid Report:

1. In FAD, under “Activities”, Click on Rapid Reports:



2. Select the “Retention, Tenure, or Promotion” review report from the dropdown list. MAKE SURE the START DATE is August 1 and the END DATE is July 31. This is the date range for which you will be evaluated this year. Click “Run Report”.





Frequently Asked Questions:

Why run a Rapid Report?

To ensure the FAD entries you have made are showing in the report and that there are no spelling/grammar errors.

What if I find errors in the Report or missing data/entries?

If there are errors in the report, you must return to FAD to fix the errors. **Any changes made in the document you downloaded will not change in the FAD database.** If there are missing data/entries in the report, check your FAD to see if they were entered/entered correctly.

Do I need to submit anything to anyone on or before September 20?

No, the Rapid Report for the previous August 1 - July 31 period will automatically advance in the FAD workflow to the evaluators. Faculty only need to have their FAD updated by September 20. There is nothing to actually 'submit' on September 20.

What if I enter more information in FAD after September 20?

You will still be updating your FAD, but any information entered after September 20 will not be included in the current evaluation cycle.

Can I check where my Report is in the FAD workflow?

Yes, you can click on "Workflow" and under "Tasks", click on the review. It will show the current review step (example on next page).

Can I enter a response after the Chair's and/or Dean's review?

Yes, in between each review you have the option of providing a response. The notifications will be in your Workflow (same as how you check to see the current review step).

This document shows how to locate FAD Workflow

1. In FAD, click the “Workflow” tab at the top of your screen.
2. Under the Inbox, there should be a line that says something about “xx year review”. Click it. It will show the current step of your review. This is also where you can enter a response if you choose in between each review step.

1



2



Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
2021-21 2nd year reviews January start	Faculty	Me	September 1, 2020 @ 11:59 PM

▼ History

Name	Current Step	Subject	Last Modified	Actions
1st Year Review - January start	Completed	Me	February 21, 2020	▼

https://www.digitalmeasures.com/login/indstate/faculty/app/workflow/submissions/66178ac0-9c64-43dd-9235-5d57ff21fd37?_s=0