COMPLETING A FACULTY ANNUAL REVIEW IN ELEMENTS

Unit leaders must provide written reviews and evaluation ratings as part of the faculty annual review process. Reviews should be provided for the following sections of the assessment: faculty self-evaluation, administrative assignments, teaching & mentoring, scholarly & creative works, grants & contracts, and service & leadership.

- To access an annual review assessment that has been submitted for review, login to Elements via the Elements link under Instructional Support in your MyLSU or via the [Elements URL](#).
- Once logged into Elements, reviews for review will be located in your **MY ACTIONS** box on your Elements homepage.
- Click **Reviews to complete**.

MY ACTIONS (7)

Reviews to complete
You have 21 reviews to complete for the "2022 Annual Review" review process. **View »**

Add your ORCID iD
Adding your ORCID iD can help us find your scholarly & creative works across the web. **Add »**

Set up your search settings
Add extra name variants and information about your past affiliations to help us more accurately find your past works across the web. **View »**

- Click **Start review** on the assessment needing your review.

👤 CASSIDY, Jane W   Needs attention
Academic Affairs
Stage: Unit Leader Review

                                                            Start review
                                          You last modified your review 4 minutes ago.

- The **introduction** page provides some instructions that are also found in this guide.

Introduction

2022 FACULTY ANNUAL REVIEW
Welcome to the 2022 faculty annual review assessment. The annual review assessment consists of two parts; an activity report completed by the faculty member and a review of those activities by the unit leader/secondary unit leader/review committee and the dean.

UNIT LEADER EVALUATION
Primary unit leaders should provide a written reivew and **Evaluation Rating** (satisfactory, needs improvement, or unsatisfactory) for each of the following sections: **E. Teaching & Mentoring**, **F. Scholarly & Creative Works**, **H. Grants & Contracts**, and **H. Service & Leadership**.

If the faculty member has a dual appointment, the primary unit leader must download the activity report and share it with the secondary unit leader. The primary unit leader will copy and paste the secondary unit leader's review in the **J. Secondary Unit Leader Review** section and also provide the secondary unit leader's evaluation rating.

For tenure-track faculty, primary unit leaders must download the activty report and share it with the review committee. The primary unit leader will copy and past the review committiee's reivew in the **K. Committee Review** section and select the evaluation rating.

Unit leaders should then provide a determination of graduate faculty status in section **L. Graduate Faculty Status** and an overall review in section **M. Unit Leader Overall Review.** The overall review must include the (1) **Evaluation Rating** via the dropdown, (2) the **date of meeting with faculty member**, (3) any background information.

Once reviews are provided for sections E-L, the primary unit leader will send the review back to the faculty member to provide an optional response in the Faculty Response secion. The review will be sent back to the faculty member by clicking the MOVE STAGE button and selecting Faculty Response.

- Click on **B. Attachments** to read or download any attachments the faculty member may have included with their activity report. *Note: when sending the activity report to a secondary unit leader or review committee, you'll need to download any attachments and include those with the activity report.*

B. Attachments

C. Faculty Self-Evaluation

D. Administrative Assignments

E. Teaching & Mentoring

F. Scholarly & Creative Works

G. Grants & Contracts

H. Service & Leadership

J. Secondary Unit Leader Review (if applicable)

K. Committee Review (if applicable)

I. Graduate Faculty Status

L. Unit Leader Overall Review

- Click the download button ⬇ to open the attachment on your computer.

B. Attachments

< PREVIOUS   NEXT

Faculty should attach any documents relevant to their annual activity report that would be useful for the unit leader or dean to review when completing the evaluation (i.e. syllabus and course evaluations).

Attachments

1 attachment

Academic Standard Operating Procedures.docx
Uploaded on 07 Feb 2023 15:46 | 1 MB

Type
Course evaluations

< PREVIOUS   NEXT

- Click **NEXT** to move to the next section or click on **C. Faculty Self-Evaluation**. Verify the faculty member provided a self-evaluation for each of the four sections: teaching, research/creative activities, service/professional activities, and overall assessment. Provide your review of their self-evaluation in the **Reviews** textbox.

Reviews

Stage: **Unit Leader Review**

Testing adding a review on the self-evaluation section.

SAVE

PREVIOUS   NEXT >

- Click **SAVE.**

Reviews

Stage: **Unit Leader Review**

Testing adding a review on the self-evaluation section.

SAVE

PREVIOUS   NEXT >

- Now provide an evaluation rating and review for administrative assignments by clicking **NEXT** or clicking on **D. Administrative Assignments.**
- Select an **Evaluation Rating** from the dropdown menu.

Administrative Assignments

4 administrative assignments fields

Position/role 1
Senior Vice Provost

Start date
01 Feb 2010

Number of hours spent per year
50+ hours a week

Responsibilities/description
Testing responsibilities text box.

Reviews

Evaluation Rating: [Satisfactory ▾]   Stage: **Unit Leader Review**

Testing adding a review for administrative assignments.

- Type your review of administrative assignments in the text box and click **SAVE.**

Administrative Assignments

4 administrative assignments fields

Position/role 1
Senior Vice Provost

Start date
01 Feb 2010

Number of hours spent per year
50+ hours a week

Responsibilities/description
Testing responsibilities text box.

Reviews

Evaluation Rating: [Satisfactory ▾]   Stage: **Unit Leader Review**

Testing adding a review for administrative assignments.

SAVE

- Now, provide an **Evaluation Rating** and **written review** for **E. Teaching & Mentoring.** *Note: Repeat these steps for F. Scholarly & Creative Works, G. Grants & Contracts, and H. Service & Leadership.*
- Select the **Evaluation Rating** from the dropdown menu, write a **review** in the text box, and click **SAVE**. *Note: the faculty member selected activities for each of these sections from Elements. The selected 2022 activities will appear under the review text box.*

E. Teaching & Mentoring

PREVIOUS   NEXT >

Select your teaching and mentoring activities. Teaching and mentoring activities include courses taught, course evaluations, mentoring, advising, course contributions, directed student learning, self-published course materials and teaching innovation/course development..

Reviews

Evaluation Rating: Satisfactory   Stage: **Unit Leader Review**

Testing adding a review for teaching & mentoring activities.

SAVE

Teaching Activities
1 item

1 item

10 per page   1-1 out of 1

VIEW ITEM DETAILS →

Academic advising

ACADEMIC ADVISING
Number of Undergraduate Students Advised: 3
Number of Graduate Students Advised: 1
Reporting Dates: 22 Aug 2022 - 16 Dec 2022

SUMMARY

- Once you have provided reviews for sections **C-H**, you'll need to obtain the secondary unit leader and committee reviews if applicable (sections J and K).
- Download the faculty member's activity report by clicking the **Download** button.

Download
Download the exercise report
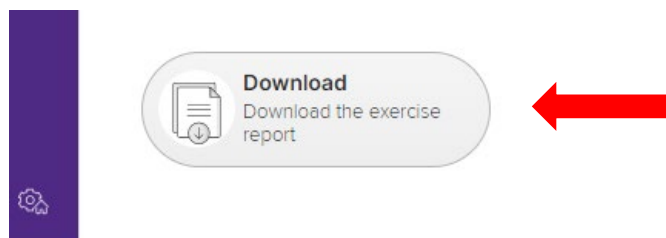
- Share the downloaded **activity report** and any **attachments** with the secondary unit leader and review committee via LSU Box or email. *Note: the secondary unit leader and/or review committee will need to email you their review.*
- Once you receive the secondary unit leader's review, as the primary unit leader, you will provide that review **in J. Secondary Unit Leader Review.**
- Select secondary unit leader's given **Evaluation Rating** from the dropdown menu.

- Copy and paste the secondary unit leader's **written review** in the review text box and click **SAVE.**

- Once you receive the review committee's review, you will provide that review **in K. Committee Review.**
- Select review committee's given **Evaluation Rating** from the dropdown menu.

- Copy and paste the secondary unit leader's **written review** in the review text box and click **SAVE.**

- Next, you will complete the **I. Graduate Faculty Status** section.
- Select the **Graduate Faculty Status** from the dropdown menu and provide any comments (if applicable) in the review text box.

- Click **SAVE.**

- Finally, you will click on the **L. Unit Leader Overall Review** section and provide your overall review.
- Click the dropdown menu to select an **Evaluation Rating.**

L. Unit Leader Overall Review

⟨ PREVIOUS   NEXT ⟩

The unit leader should provide an overall review in the text box below. This review must include the (1) **Evaluation Rating** via the dropdown, (2) the **date of meeting with faculty member**, and (3) any **background information**.

Reviews

Evaluation Rating: [Satisfactory ▾]   Stage: **Unit Leader Review**

Meeting with faculty member: March 10, 2023

Testing adding review for unit leader overall review.

SAVE

- Type your overall review in the review text box and click SAVE.

L. Unit Leader Overall Review

⟨ PREVIOUS   NEXT ⟩

The unit leader should provide an overall review in the text box below. This review must include the (1) **Evaluation Rating** via the dropdown, (2) the **date of meeting with faculty member**, and (3) any **background information**.

Reviews

Evaluation Rating: [Satisfactory ▾]   Stage: **Unit Leader Review**

Meeting with faculty member: March 10, 2023

Testing adding review for unit leader overall review.

SAVE

- Once reviews have been provided for sections E – L, route the review back to the faculty member for their response by clicking the **SUBMIT** button then **Faculty Response**. *Note: Do NOT click the MARK AS DONE button, this will send the review into an idle status.*

current stage: **Unit Leader Review**   SUBMIT ⟩
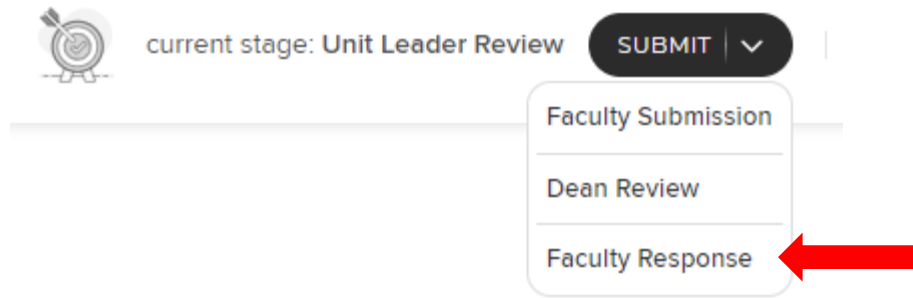
- The Summary screen appears. Click **CONFIRM.**
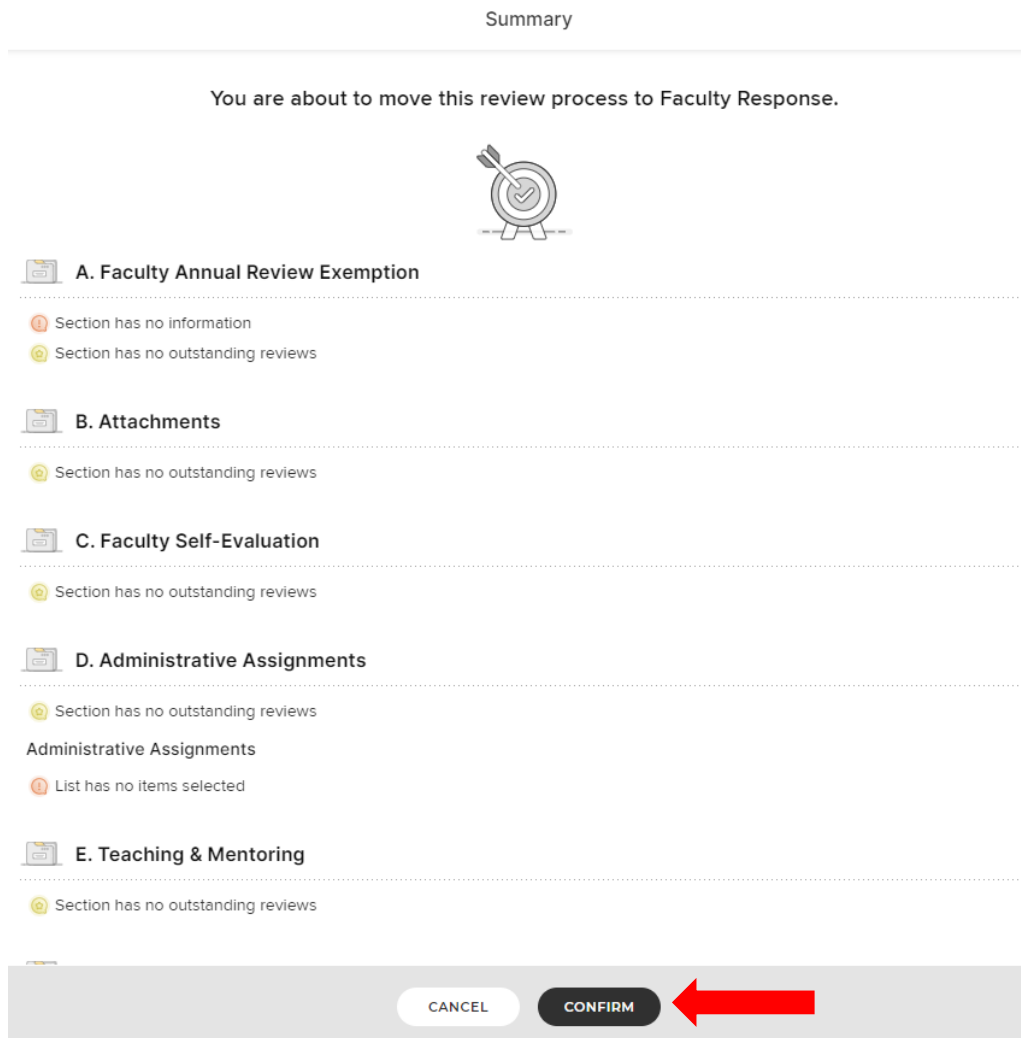
- Once the faculty member completes the **M. Faculty Meeting & Response section**, the faculty member will route the review back to you so that you can send it on to the dean or OAA.