

## COMPLETING THE FACULTY MEETING & RESPONSE SECTION OF THE ANNUAL REVIEW ASSESSMENT IN ELEMENTS

Once the unit leader completes the faculty evaluation, the unit leader should meet with the faculty member to discuss the evaluation. The unit leader should give the faculty member the opportunity to respond to the evaluation by sending the annual review assessment back to the faculty member.

- Once the unit leader routes the annual review back to the Faculty Response stage, the annual review will appear in the **MY ACTIONS** box of the faculty member’s Elements profile.
- The faculty member must click on the “**Continue your 2022 Annual Review**” link to complete the **M. Faculty Meeting & Response** section of the assessment.

MY ACTIONS (4)




Link your scholarly & creative works to funding  
Linking your scholarly & creative works to the associated funding captures this information ready for reporting activities. [Link »](#)



Add your Figshare.com account  
Connecting to your Figshare.com account allows us to automatically harvest your dataset records from Figshare.com. [Add account »](#)



Continue your 2022 Annual Review   
Your 2022 Annual Review exercise is in progress. Please continue with your submission. [Continue »](#)

- Once in the assessment, confirm the current stage is **Faculty Response**.

### 2022 Annual Review



current stage: Faculty Response

SUBMIT >

< EXIT EXERCISE



### Introduction

Introduction


< PREVIOUS

Overview

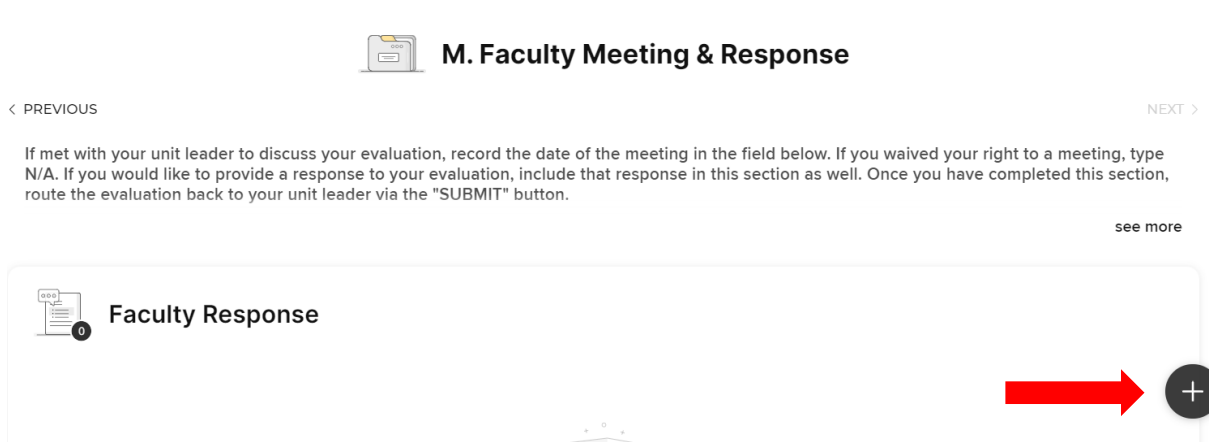
#### 2022 FACULTY ANNUAL REVIEW

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

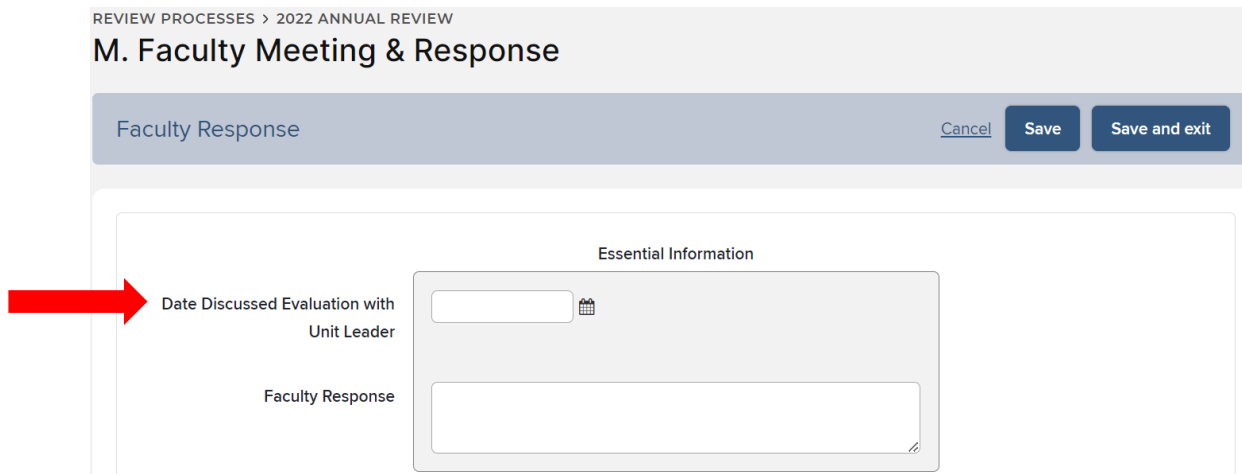
- Click **M. Faculty Meeting & Response** on the lefthand menu of the screen.

- A. Faculty Annual Review Exemption
- B. Attachments
- C. Faculty Self Evaluation
- D. Administrative Assignments
- E. Teaching & Mentoring
- F. Scholarly & Creative Works
- G. Grants & Contracts
- H. Service & Leadership
- M. Faculty Meeting & Response 

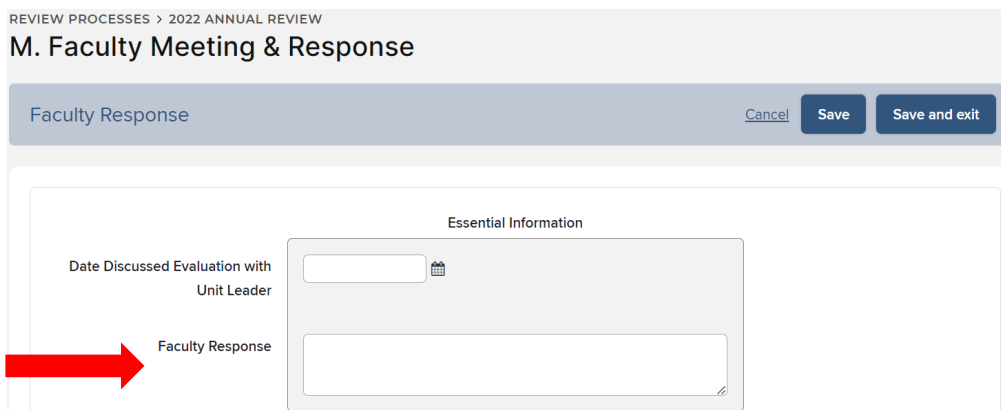
- Click the  button.



- Input the date you met with your unit leader to discuss your evaluation in the **Date Discussed Evaluation with Unit Leader** text box.



- Provide a response in the **Faculty Response** text box. If you choose to not provide a response, type “N/A”.



- Click **Save and exit**.

The screenshot shows a form titled "Faculty Response". At the top right, there are three buttons: "Cancel", "Save", and "Save and exit". A red arrow points to the "Save and exit" button. Below the buttons is a section titled "Essential Information" containing two fields: "Date Discussed Evaluation with Unit Leader" (with a date of 10 Mar 2023 and a calendar icon) and "Faculty Response" (with the text "N/A").

- If you would like to attach a document to the Faculty Meeting & Response section, click the **+** button.

The screenshot shows the "Faculty Response" section with a sub-header "2" and a note "2 faculty response fields". Below this is a summary of the response: "Date Discussed Evaluation with Unit Leader: 10 Mar 2023" and "Faculty Response: N/A". Below the summary is an "Attachments" section with a sub-header "0". To the right of the attachments section is a plus sign button (+) highlighted with a red arrow.

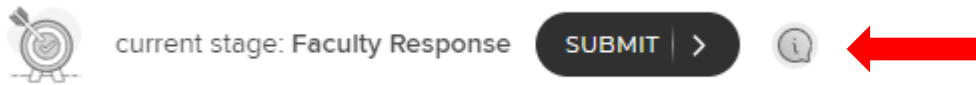
- Drag and drop the file in the Add an attachment box or click the **browse** button to select the file.

The screenshot shows a dialog box titled "Add an attachment". It features a dashed box containing a computer icon with an upload arrow and the text "Drag file here" followed by "or browse to choose a file". A red arrow points to the "browse" text. At the bottom of the dialog are two buttons: "CANCEL" and "SAVE".

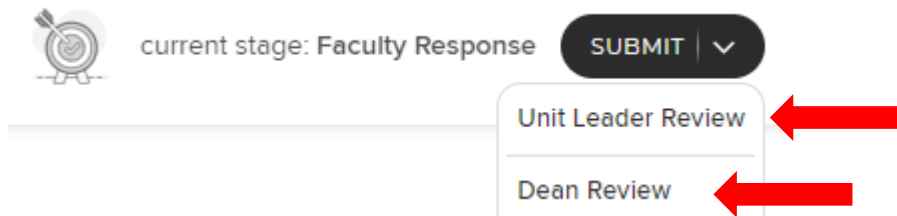
- Select the attachment type from the **Type** dropdown menu and click **SAVE**.

Add an attachment

- Route the assessment back to your unit leader or dean by clicking the **SUBMIT** button.



- Click **Unit Leader Review** if you report to a department unit leader. Click **Dean Review** if you report directly to a dean.



- The faculty member has now completed the annual review process unless the dean has notified him/her of additional comments made on the review.