

# CHAIR INSTRUCTIONS – FRS E-FORM REVIEW AND EVALUATION

Faculty members will complete the Faculty Record Supplement (FRS) e-form. Once the FRS is submitted, chairs will receive an email with a link to review the form.

Chairs will receive one email per faculty member within their department/program including the chair’s own FRS e-form. **Chairs are required to review every faculty member in their department/program, but are only required to submit an evaluation for assistant and untenured associate professors.**

## LOG IN to Faculty Record Supplement Form

**Connect to VPN.** To establish VPN Connection review link or contact your computer consultant:

<https://services.dartmouth.edu/TDClient/1806/Portal/KB/ArticleDet?ID=73771>

The chair will receive an email with a link to the FRS e-form. Click on the link within the email to review the e-form in a browser window.

Sender will be *OnBase*. Subject Line in email will appear as:

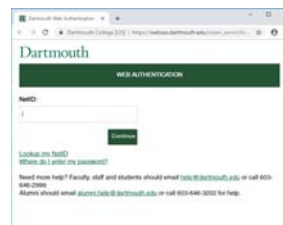
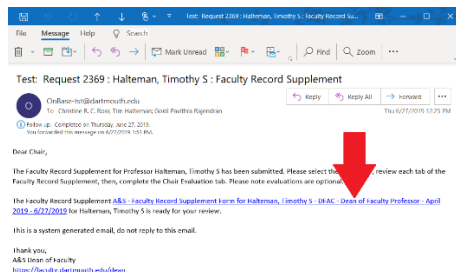
For Junior Faculty:

LAST, FIRST M.: Faculty Record Supplement - Junior Faculty Review

All other faculty:

LAST, FIRST M.: Review FRS and Optional Evaluation/Letter

The above will allow a search in email for the message with the link.



Use your DND (Dartmouth Net ID) Login and password to login to FRS e-form.

## Faculty Record Supplement Form Review

Review each of the five tabs of the Faculty member’s FRS e-form.

- General Info and Scholarly Activities
- Grants/Fellowships
- Teaching and Mentoring Activities
- Service and Other Professional Activities
- Department/Program Evaluation or Chair Evaluation

If you wish to share the FRS e-form, there is a print option available at the top of the e-form. Click this button and use your print dialog prompt for saving it as a PDF. This is helpful for sharing the junior faculty FRS with senior faculty for submitting the *Department/Program Evaluation*.

<b>DEAN OF FACULTY OFFICE</b>	
<b>FACULTY RECORD SUPPLEMENT</b>	
Reporting Year : April 2019	
Reporting Period: April 1 through March 31 of 2016–2017 , 2017–2018 , and 2018–2019	
<b>Request ID:</b> 2375	<b>Form Status:</b> In Review
	

## Evaluation Form Completion

Proceed with the Department/Program's process for evaluating Faculty. After completing this process, enter the finalized information into the **Department/Program Evaluation** tab or **Chair Evaluation** tab. As there is no save and continue later function, you must complete the evaluation in one session. You may however print the evaluation for reference. The evaluation form is illustrated on page 3.

The title of the tab and its content is based on rank:

### Junior Faculty

GENERAL INFO AND SCHOLARLY ACTIVITIES	GRANTS/FELLOWSHIPS	TEACHING AND MENTORING ACTIVITIES	SERVICE AND OTHER PROFESSIONAL ACTIVITIES	<b>DEPARTMENT/PROGRAM EVALUATION</b>
---------------------------------------	--------------------	-----------------------------------	---	--------------------------------------

### All other Faculty

GENERAL INFO AND SCHOLARLY ACTIVITIES	GRANTS/FELLOWSHIPS	TEACHING AND MENTORING ACTIVITIES	SERVICE AND OTHER PROFESSIONAL ACTIVITIES	<b>CHAIR EVALUATION</b>
---------------------------------------	--------------------	-----------------------------------	---	-------------------------

For your faculty, please respond to the questions that appear:

For Junior Faculty, *Is this faculty member under consideration for reappointment, tenure or promotion?*

Is this faculty member under consideration for reappointment, tenure, or promotion?

If you answer No, you must complete either the evaluation form that appears and/or browse in a letter that thoroughly addresses the areas of teaching, research, and service to the department.

If you answer Yes, you have the option to browse in a letter that thoroughly addresses the areas of teaching, research, and service to the department.

For Associate and Full Professors you have the option to upload a letter following these questions.

For Associate Professors, *Is this faculty member under consideration for tenure or promotion?*

Is this faculty member under consideration for tenure or promotion?

For Full Professors, *Do you wish to submit an evaluation?*

Do you wish to submit an evaluation?

## Evaluation Form Submission

Check the box and click the **Submit Evaluation** button for each of the faculty members in your department/program. This box must be checked even if no evaluation is required and not included.

Please check if evaluation is complete and you are ready to submit.  
If an evaluation letter is uploaded, it will be available to the faculty member upon your submission. \*

**SUBMIT EVALUATION**

**IMPORTANT:** This submission step must be completed in order for the FRS e-form to reach the Associate Dean.

The completed evaluation will be shared with the faculty member in question and it will be available to the faculty member in the FRS eForm following the Chair's submission.

**DEPARTMENT/PROGRAM EVALUATION OF ASSISTANT PROFESSORS**

The review of junior faculty should be made by the tenured members of the department/program. Please be sure to address thoroughly the three areas of teaching, research, and service to the department/program and to the institution.

A copy of each evaluation is to be shared with the faculty member in question. The annual review affords the Chair an opportunity to discuss with each junior colleague the department's or program's assessment of his or her performance. These assessments should also be discussed by you with your Associate Dean who will subsequently meet with each junior faculty member to review their evaluation. We cannot stress too emphatically the importance of these evaluations in providing feedback to junior colleagues on an annual basis.

Is this faculty member under consideration for reappointment, tenure, or promotion?

No

You may substitute a letter for the form below or supplement the form below with a letter. If you choose to submit a letter, please be sure to address thoroughly the three areas of teaching, research, and service to the department/program and to the institution.

**Upload Letter**

1. In teaching, this individual has fulfilled the expected standards of this department/program. (What is the basis for evaluation?)

Inadequately  Adequately  Well  Very Well  With Real Distinction

**Rationale**

**Feedback to Faculty Member**

2. As a scholar, this individual has fulfilled the expected standards of this department/program.

Inadequately  Adequately  Well  Very Well  With Real Distinction

**Rationale**

**Feedback to Faculty Member**

3. This individual's contribution to the overall activities of the department/program has been

Inadequate  Adequate  Good  Very Good  Excellent

**Rationale**

**Feedback to Faculty Member**

4. Additional Comments

**Please check if evaluation is complete and you are ready to submit.**

This letter or evaluation form will be available to the faculty member upon submission. \*

**Submit Evaluation**