Faculty Evaluation Review on Blackboard Learn Guidelines

Annual Evaluation & Post Tenure Review
June 2021

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Introduction

The process of applying for Annual Evaluation and Post Tenure Review has been moved to an electronic format to eliminate some of the issues that occur with a physical binder submission process. The Office of Academic Affairs, in consultation with the Academic College Deans' Offices and Distance Learning and Instructional Technology, has utilized current software technology to make this possible. This guide will give instructions as well as helpful suggestions to help the individuals who review the Annual Evaluation and Post Tenure Review E-Portfolios on how to conduct these reviews in this electronic format.
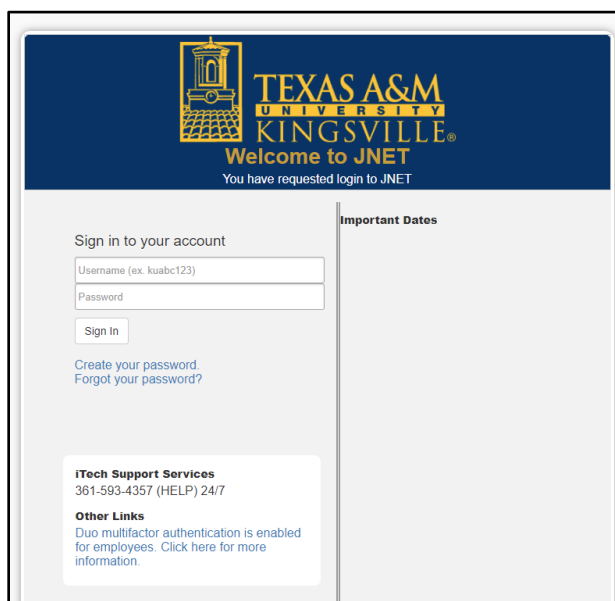
Blackboard Learn

The review process will be conducted in Blackboard Learn through your respective department or college course that has been created by Distance Learning and Instructional Technology. Your College Dean's Office has submitted to the Office of Academic Affairs a listing of individuals who are in the review process for Annual Evaluation and Post Tenure Review at both the department and college levels.

How to Log in to Blackboard Learn

Select the JNET link on the top corner of the University's homepage.
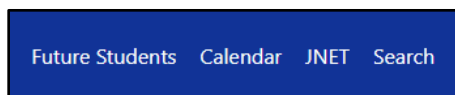
Once selected, a log in screen will appear. You will log in using your university credentials (same credentials you use to log in to university computers and university email).

Once your credentials have been submitted, you will be taken to the JNET homepage with various information for faculty. At the top right hand corner there are various icons available. Select the icon with "Bb" listed inside a box to access Blackboard Learn.

Because your login was done through JNET, you will automatically be logged in to Blackboard Learn.

Accessing the Blackboard Course

All faculty will be given access to a department course and/or college course depending on their review level (some faculty may have access to both a department course and a college course but with different levels of access). If you are serving as a reviewer, you will be given the role of an "instructor" in the course, in order to have access to the E-Portfolios that "students" (faculty) submit. When you log into Blackboard Learn, you will be taken to the Blackboard Learn Homepage. You can access the course in two different ways.

You can click on the "My Courses" box on the Homepage to be taken to the courses you are currently registered in.
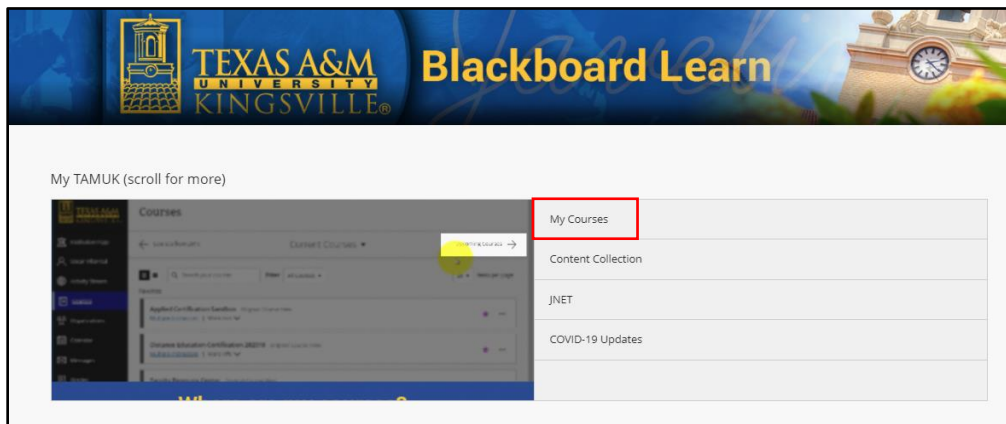
You can also access your courses by selecting "Courses" on the side navigation. Either option will take you to your course listings.
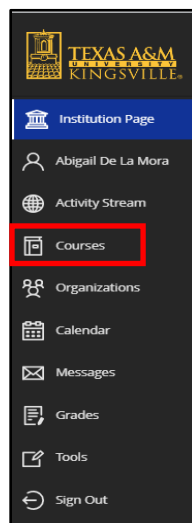
Once you have clicked on "My Courses" on the homepage or "Courses" on the side navigation pane, you will be taken to the Courses page with your current courses listed. *(Screenshot shows multiple courses but you will only see the course for the respective department or college you are reviewing for, in addition to courses you are currently teaching in the semester).*
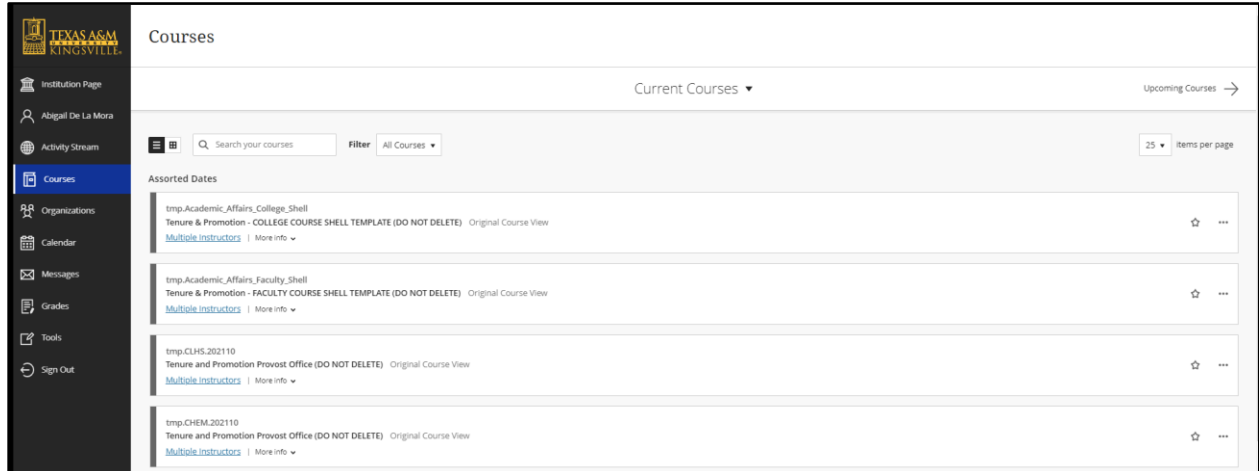

You will select your department or college courses depending on your level of review to access information for review. Department Blackboard Courses are called: tmp.*Department Acronym*.202110 (e.g. Department of Biology course will be listed as "tmp.BIOL.202110"). College Courses will be listed as the following: tmp.*College Acronym*.202110 (e.g. College of Arts and Sciences will be listed as "tmp.CLAS.202210").

Once selected, you will be taken to the Course Homepage. The next section of this guide will go over the navigation of the course.

Course Navigation

When you enter the course, the department or college name will be displayed in the top banner. Please make sure you have accessed the right course for the review you are doing.
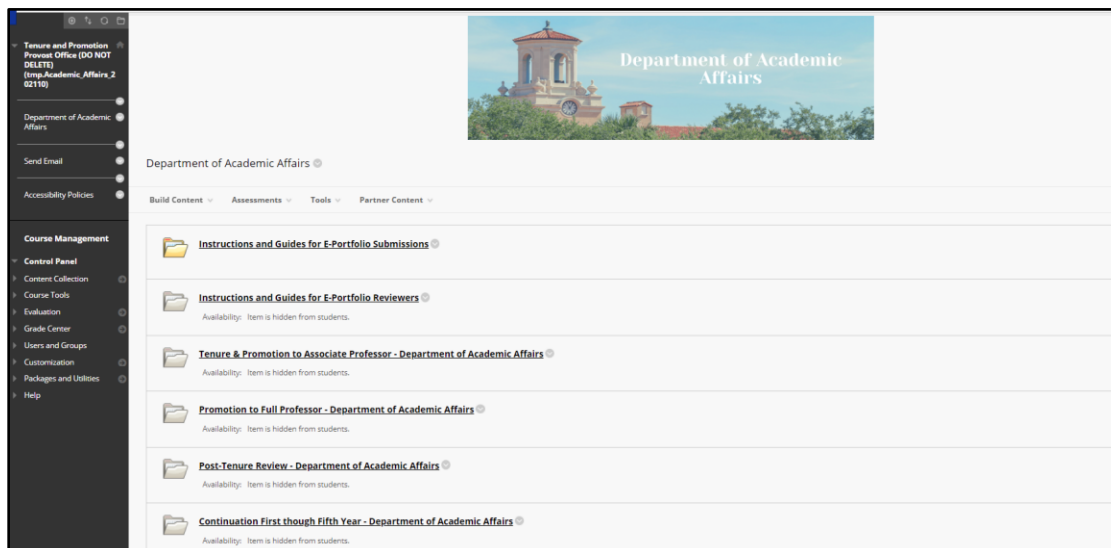
On the homepage, various items and folders will be listed that will help you through the review process.

Instructions and Guides

There are two instructions and guides folders for E-Portfolio Submission and E-Portfolio Reviewers. For the review process instructions and guides, click on the Instructions and Guides for E-Portfolio Reviewers folder. *You will notice this folder is hidden from students in the course. If you do not see this folder available to you, please contact your College Dean's Office to verify your role in the course.*
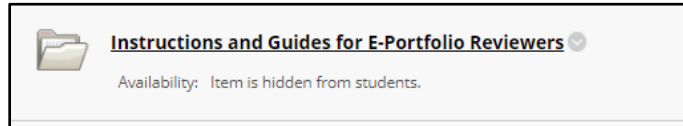

This folder will contain instructions, guides and resources to help you as your conduct the review process. These items include but are not limited to:

- Faculty Evaluation Reviewer's Guidelines
- Faculty Evaluation Review Tutorial Recording
- Faculty Handbook
- Evaluation Review Schedule
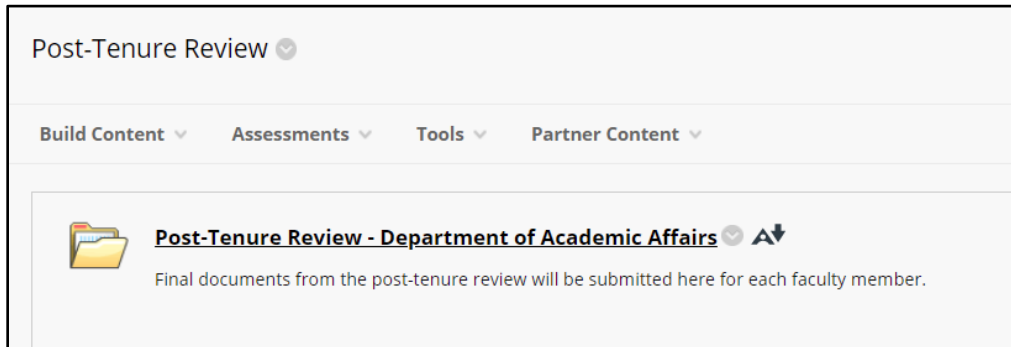
Recommendation Folders

The next series of folders are the folders where reviewers will submit their recommendation documents for the various types of reviews. In the department course, folders with various review types will be listed, such as "Tenure and Promotion to Assistant Professor," "Post-Tenure Review," and so on. Depending on the time of access and the type of reviews being conducted by the department, you may see several folders or just a few. You will notice all folders are hidden from students in the course; if you do not see these folders, contact your College Dean's Office.
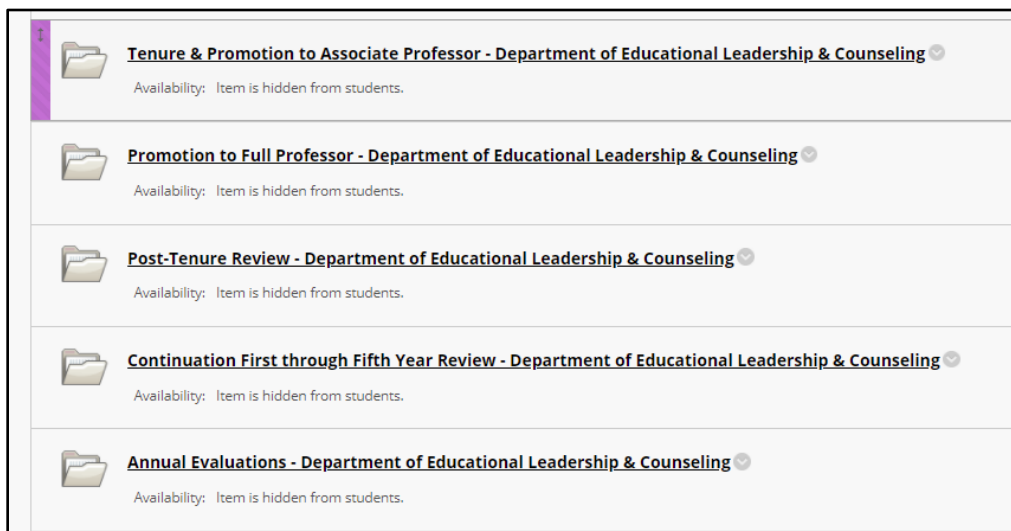
In the College course, you will see one folder with the review type listed, which is again hidden from students.
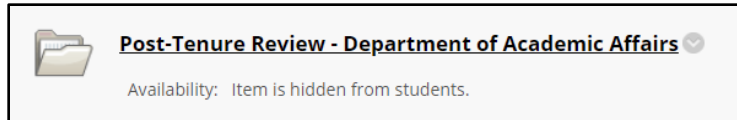
When this folder is selected, the various recommendation folders for the departments conducting the type of review are listed. Not all departments in your college will be listed, only those with faculty submitting E-Portfolios for review consideration.

Within these recommendation folders, the recommendation documents for each faculty member under review will be listed, as well as forms/documents (if any) required for the review process. More information on these folders will be discussed in the Faculty Review Process section.

E-Portfolio Submission Folder

This folder is only located in the department course. This folder contains the assignments for the various review levels that faculty will use to submit their E-Portfolios for review. Disregard this folder during your review process.
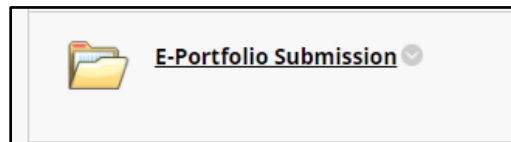
The next section will discuss the Annual Evaluation and Post Tenure Review Process within the Blackboard course at the department and college courses. To best use this guide, select the level of review you are conducting from the side bookmarks.

Annual Evaluation and Post Tenure Faculty Review Process

Department Chair

The Annual Evaluation and Post Tenure Review process starts at the Department Chair level. Faculty who are submitting E-Portfolios for this type of review will submit their E-Portfolios through a specific assignment created for these reviews. Faculty will have up until the specified deadline to submit their E-Portfolios.

Accessing Faculty E-Portfolios

To access the E-Portfolios of the faculty members up for Annual Evaluation and Post Tenure Review, you will need to select the Grade Center option on the side navigation pane of the Department course.
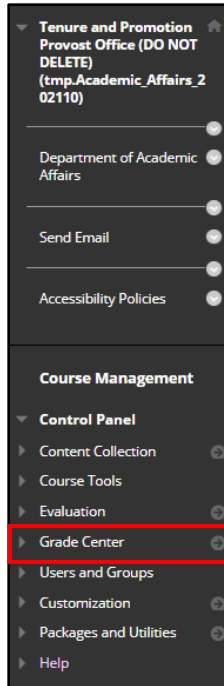
Once selected, a drop down menu will appear with various options available for selection. For this type of review, you will need to select the "Needs Grading" option to access the assignment submissions.
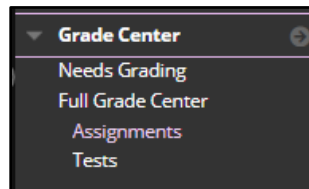
Assignments will be titled with the type of review they are submitting. Information will be listed in the table, such as category of item, the item name, the user name, date submitted, and due date of the assignment. Above the table, there are filter options available if needed. To review the E-Portfolio, select the user name in blue to access the assignment. (In this example, it is "bblsupport student2" who is the user).


Once the user is selected, you will be taken the Grade Assignment screen. IMPORTANT: You will NOT be grading this assignment. This page is will be used solely to view the document.
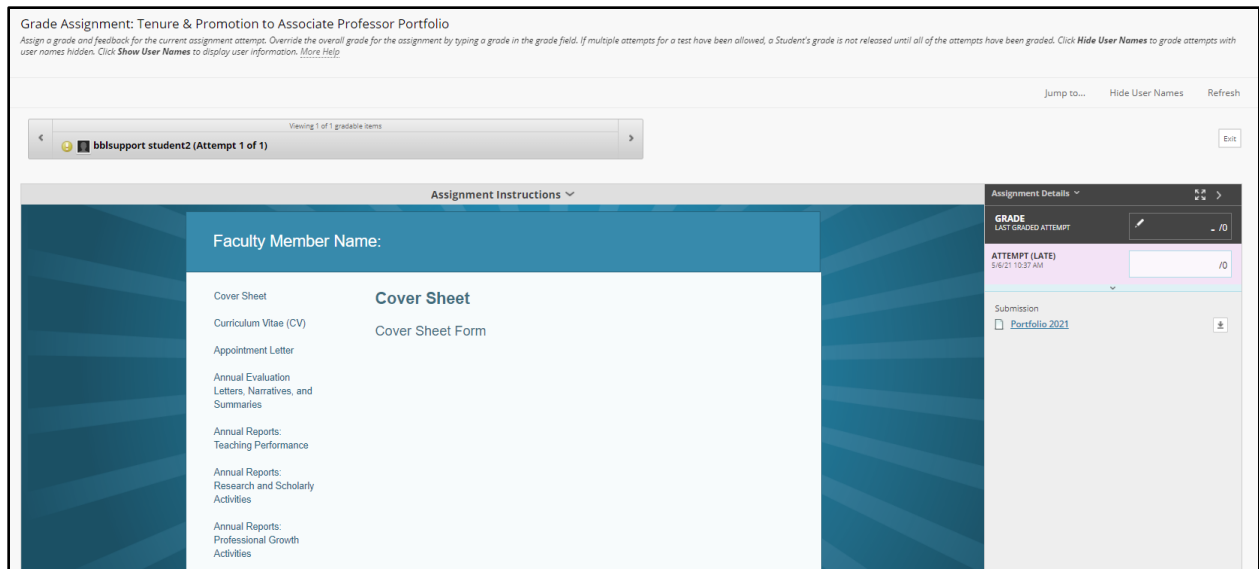
The top toolbar will display the user name and which submission attempt you are viewing. Faculty who are submitting their E-Portfolios have the option of multiple attempts of submission up until the deadline set by the Faculty Evaluation Review schedule. By default, the most recent attempt will be displayed and will be the version that all levels of review will list. In this example, the user has only one attempt submitted. If there are multiple users who submitted E-Portfolios for this type of review, you can switch between submissions by selecting the arrows at the ends of the toolbar to transition to the next user's E-Portfolio or go back to the previous user's E-Portfolio.
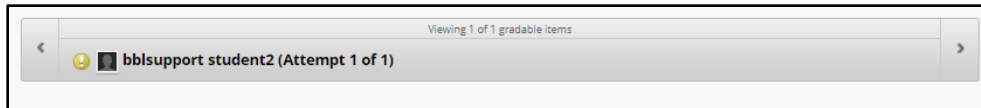

Right below this toolbar is the E-Portfolio of the faculty member. You can interact with the E-Portfolio in this screen by clicking on the side navigation pane as well as clicking on the artifacts attached to the E-Portfolio. You will be spending most of your time in this area of the Grade Assignment screen.
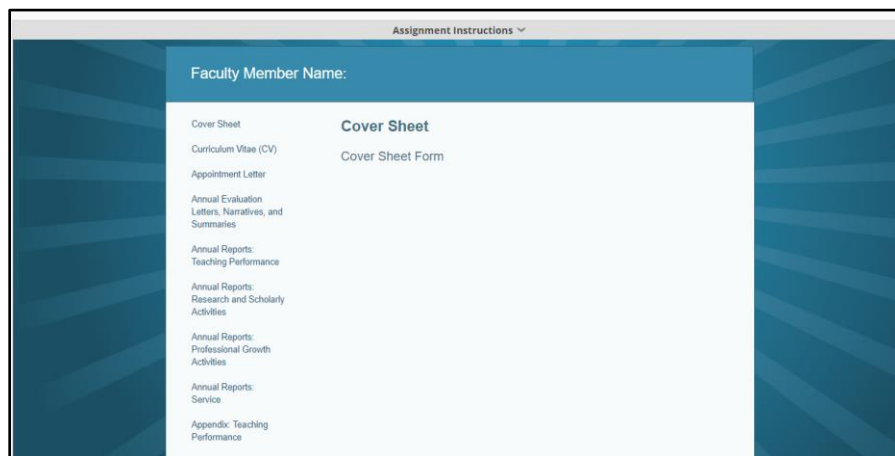
Next to the E-Portfolio are the Assignment details. Information on the attempted submission such as date, time and whether or not the assignment is late is displayed here. This area allows you to download

the E-Portfolio as well as submit a grade, both items that the department committee will disregard, as they are not needed.
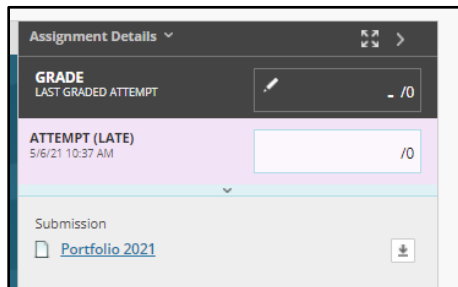

Meeting on Zoom

When it comes time for the Department Chair to conduct their meeting with the faculty up for review, the Department Chair will create a Zoom meeting outside of the Blackboard course or setup a traditional face to face meeting. All faculty have a Zoom Education account through the university. For information on how to login to Zoom, host a meeting, as well as other helpful tips, please refer to the Zoom Education @ TAMUK website.

Recommendation Documents Folder

Once the Department Chair has reviewed the E-Portfolio, met with each faculty member who is up for post tenure review or conducting their annual evaluation, the Department Chair will need to fill out the required documents for that type of review. The Department Committee Chair can access the appropriate forms (if applicable) in the specific review folder (e.g. Annual Evaluation of Faculty form will be found in the Annual Evaluation folder). To submit the recommendation documents, the Department Chair will click on the Recommendation Documents folder for the review type. Recommendation Documents folder will have listed the required documents for the specific type of review.
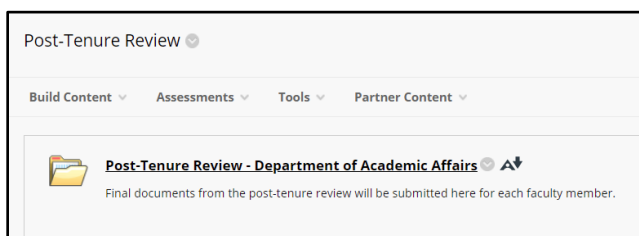

In the Recommendation Documents folder, various folders will be listed for each of the faculty members that are up for post tenure review or annual evaluation. Select the faculty folder you wish to upload documents to.
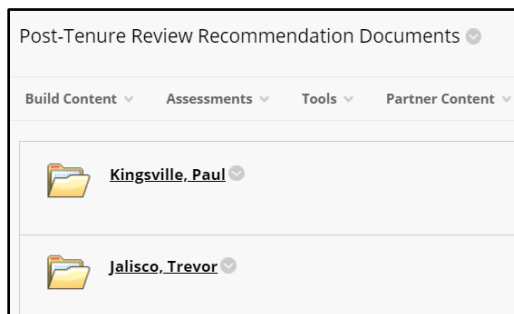
The faculty folder will contain separate folders for the various levels of review. Select the Department Chair Recommendation folder to start adding recommendation files.

Once in the Department Chair Recommendation folder, click on the Build Content button in the top toolbar. A dropdown menu will appear with various options available. Select the Item option (first option on the left hand column).
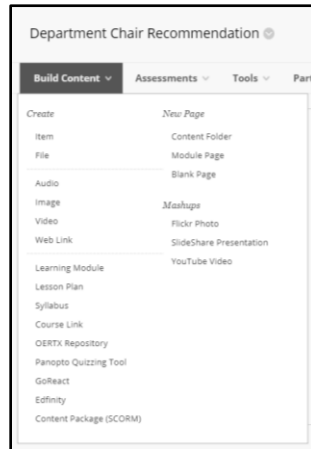
The screen will transition to the Create Item window. This is where you will be able to not only add the file but also designate a name and other setting properties.
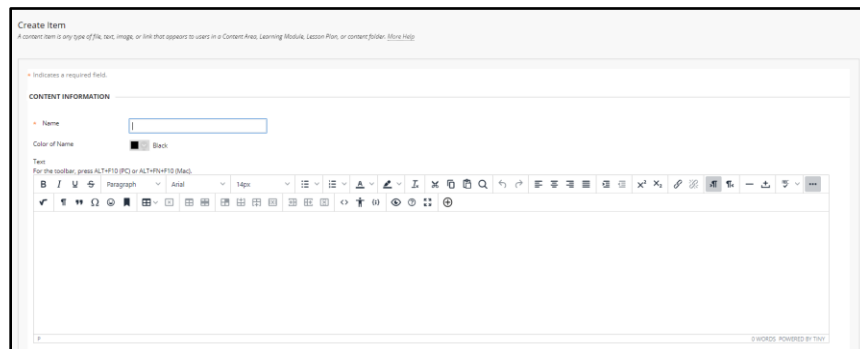
Any box that has a red asterisk (*) is a required field and will have to be filled before you can submit your documents. Your file name should be a simple description of the file (e.g. Department Chair
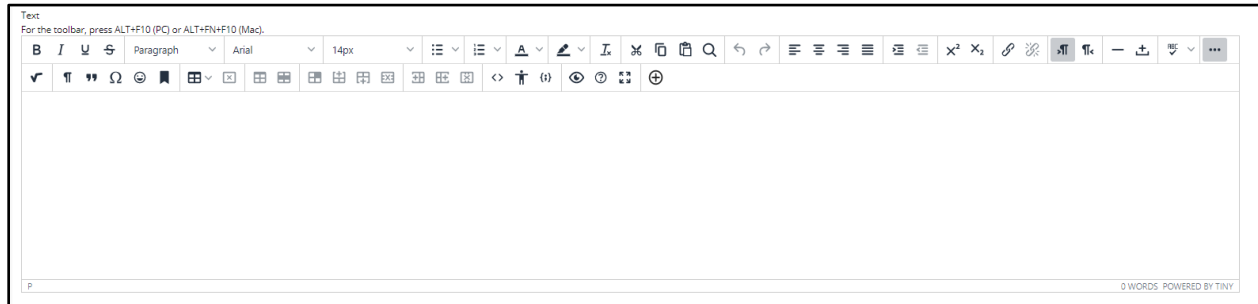
Recommendation Letter). This will help future reviewers locate the documents needed during their review process.

The next option is the text box. This a not a required field but can be used by the Department Chair in the event they want to add a note regarding their submission. This area can be left blank.
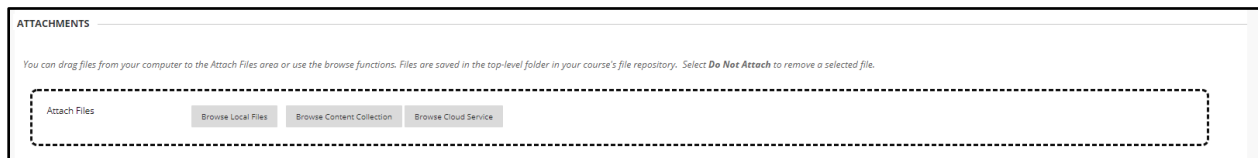

The next section allows the Department Chair to search for the document they wish to add. They will select Browse Local Files to search for the file located on their computer. Once selected, a popup window will appear that will allow the committee chair to search through their computer files.

Once the file is selected, the file will appear below the Attach Files box. If you selected the wrong file, you can select the Do Not Attach option at the end of the listing to remove the document. You would repeat the step above to upload the correct file.


Once the files have been uploaded, the Department Chair will email Dr. Jaya Goswami (jaya.goswami@tamuk.edu) and Abigail De La Mora (abigail.delamora@tamuk.edu) that you have uploaded the documents. They will then move the content from the Department Course into the College Course for the next stage of review. At that point, the Department Chair's task is complete.

College Dean

The next reviewer in the process is the College Dean who will have access to the College Blackboard Course.

Accessing Faculty E-Portfolios

To access the E-Portfolios of the faculty members up for Annual Evaluation and Post Tenure Review, you will need to select the Review folder depending on the type of review the faculty member is submitting to.
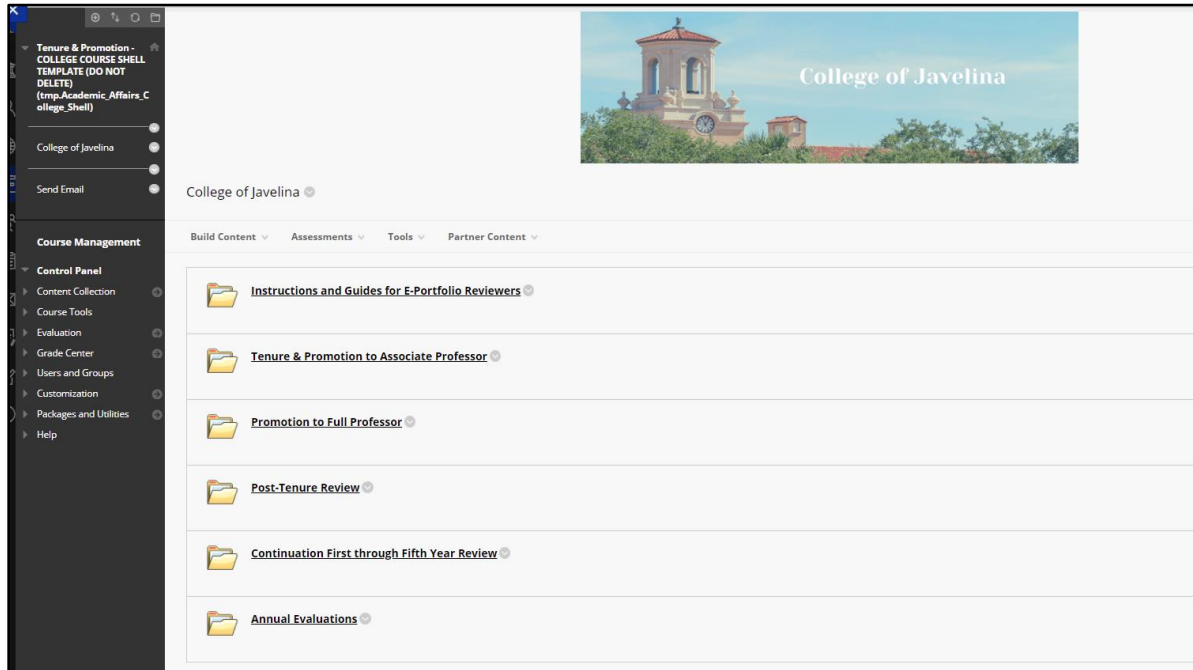

Once selected, you will see various department folders for that type of review. In this example, three departments are shown for the tenure & promotion to associate professor folder. Only departments that have faculty under that type of review will be listed. Select the department folder you wish to review.
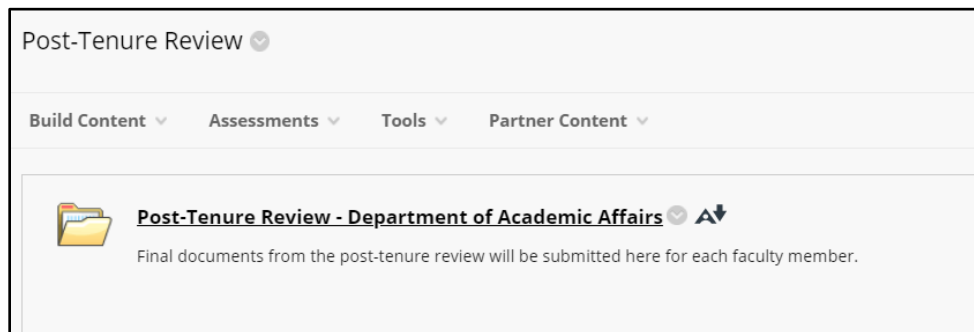

In each department folder, you will see the following items:

- Faculty Review E-Portfolio Links:
  - This is a PDF file of the Snapshot Links for all faculty members in that department that have submitted E-Portfolios for review. Committee members can click on each snapshot link in the PDF under each faculty member's name to review their E-Portfolio.
- Recommendation Forms (if applicable):

o   Depending on the type of review, there may be required recommendation forms. If there are required forms, the blank forms will be available in the review folder.
- Recommendation Documents:
    o   This folder houses the recommendation documents from the Department Chair for each faculty member. This is also the location to which the College Dean will submit their recommendation documents at the end of their review.
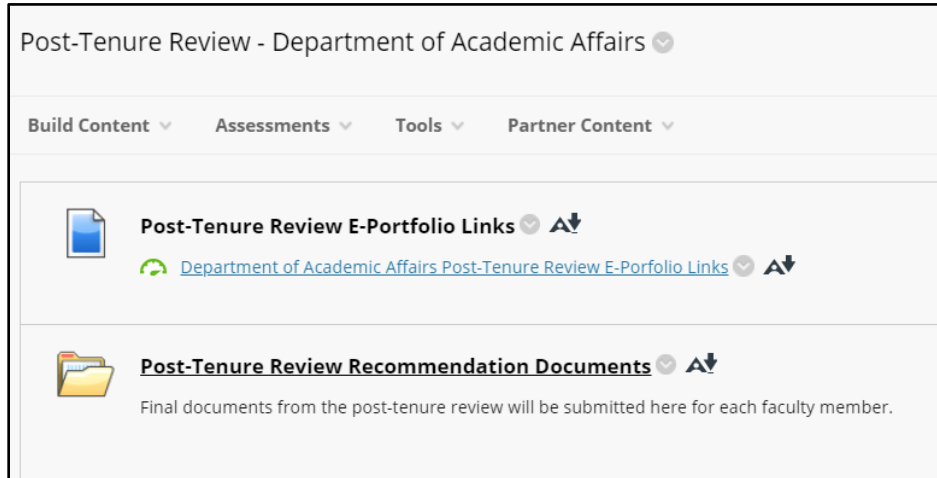
To review the faculty member's E-Portfolio, click on the E-Portfolio Links PDF document. Once selected, a PDF will appear with the various names and snapshot links available. Click on the link underneath the faculty member's name that you want to review.
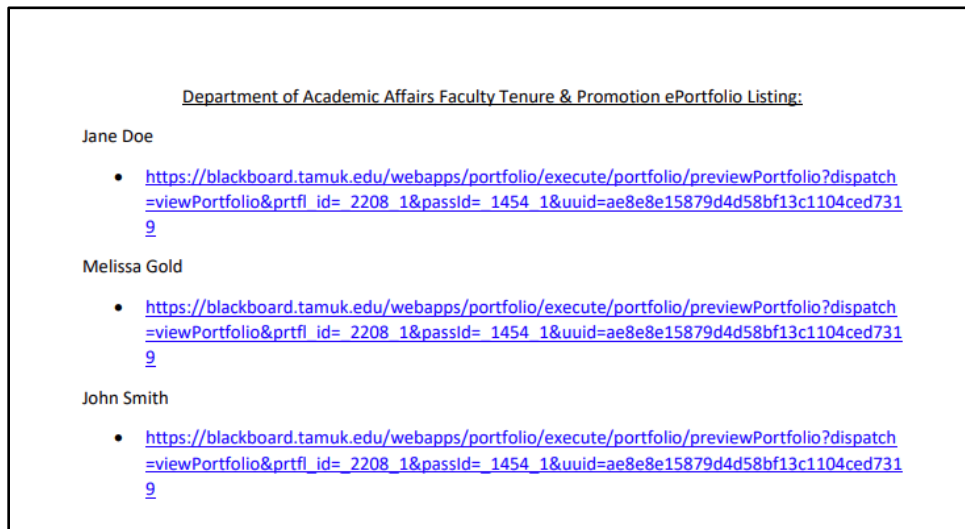
There you will be taken to the interactive E-Portfolio where you can click and access various sections and documents for your review.

Review Previous Recommendation Documents

To review the recommendation documents from the department chair, college deans can find the documents in the recommendation documents folder in the department review folder. In this example, it is the Post Tenure Review Recommendation Documents folder.

In this folder you will see individual folders for each faculty member in that department that is currently under review. In this example, there are two faculty members that are being reviewed for Post-Tenure Review in this particular department. Departments may have more or fewer folders depending on the number of faculty members up for review. Select the faculty member's folder you wish to see the recommendation documents for. This example will be selecting Paul Kingsville's folder.
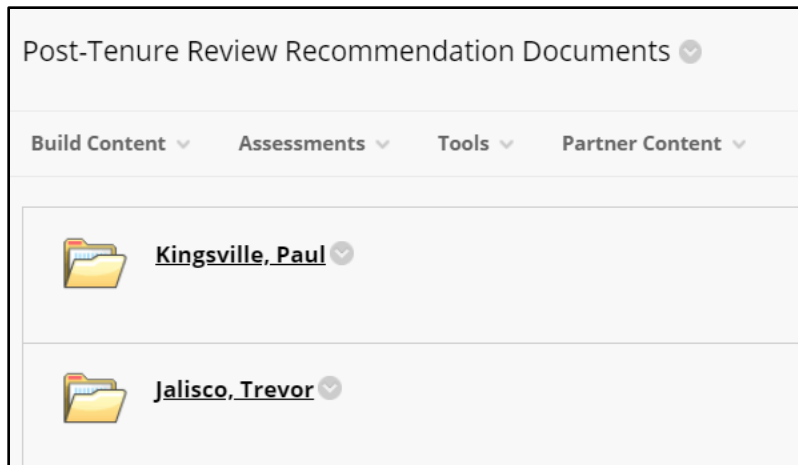
In the faculty folder, you will see individual folders for the department chair and college dean recommendation. You can select the Department Chair Recommendation folder to review documents submitted by the Department Chair.
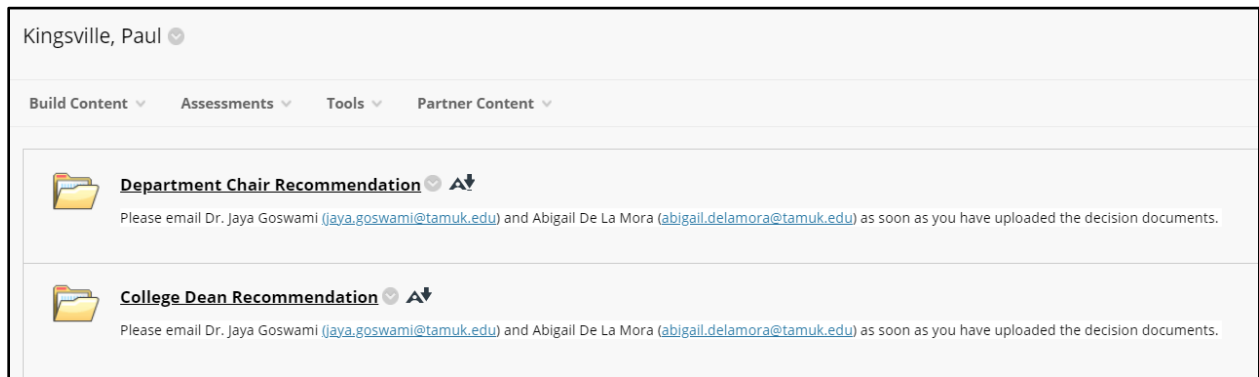
Click on the item in the review folder to review the document.
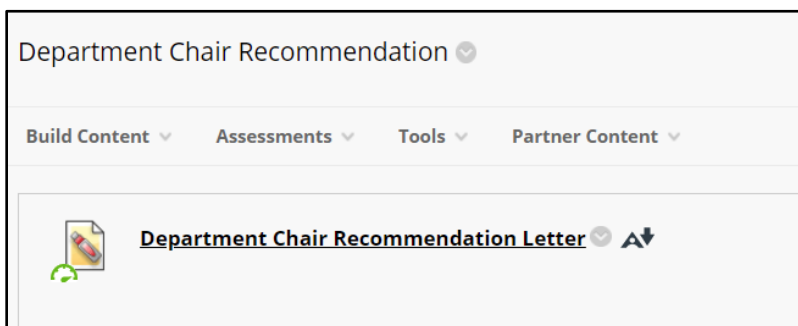

## Recommendation Documents Folder

Once the College Dean has reviewed each faculty member under annual evaluation or post tenure review, the College Dean will need to submit the required documents for that specific review. To submit required documents, the College Dean will click on the Recommendation Documents folder for the review type.
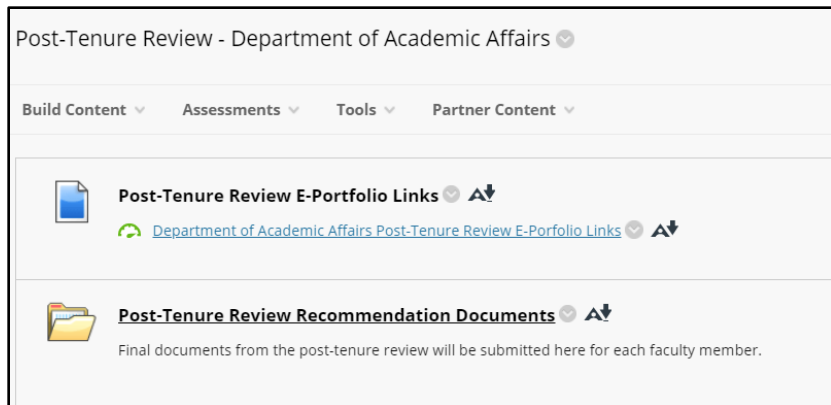
In the Recommendation Documents folder, various folders will be listed for the faculty members that are up for tenure/promotion/continuation review, depending on the recommendation folder you are in. There may be one folder or several depending on the number of faculty that submitted E-Portfolios. Select the faculty folder you wish to upload documents to.
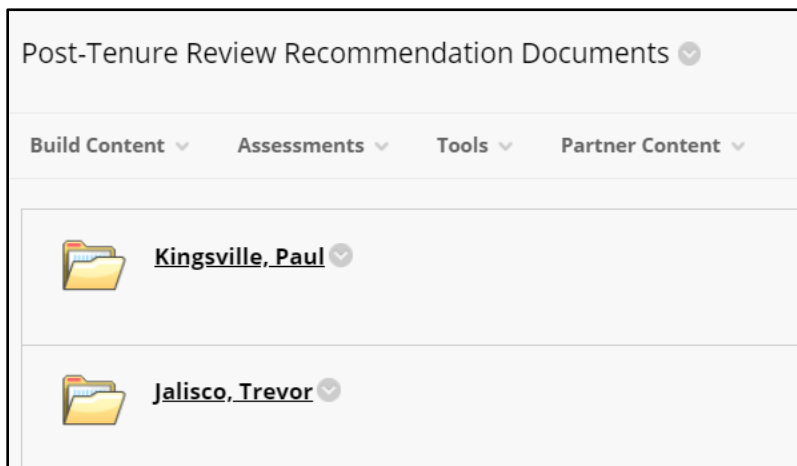

The faculty folder will contain separate folders for the various levels of review. Select the College Dean Recommendation folder to start adding recommendation files.
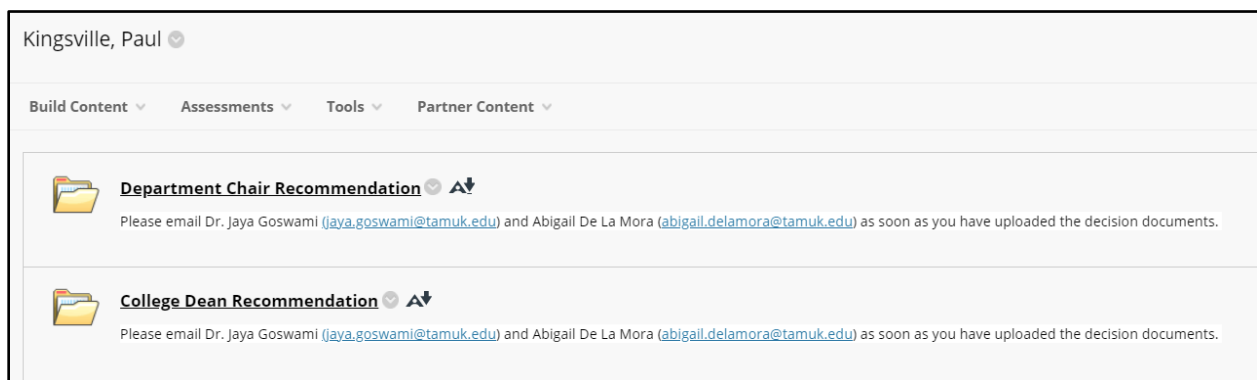
Once in the College Dean Recommendation folder, click on the Build Content button in the top toolbar. A dropdown menu will appear with various options available. Select the Item option (first option on the left hand column).
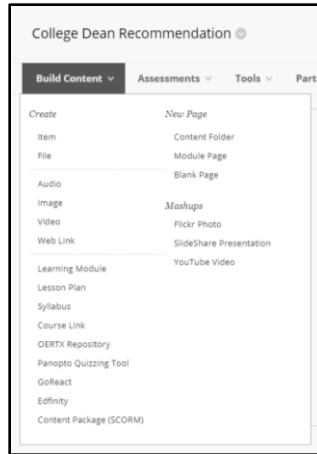
The screen will transition to the Create Item window. This is where you will be able to not only add the file but also designate a name and other setting properties.
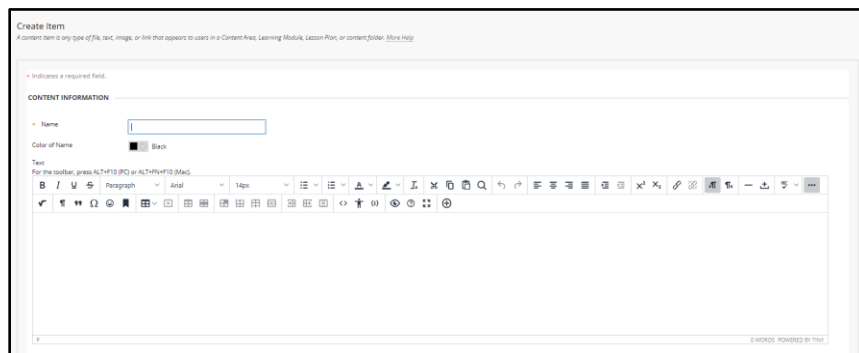
Any box that has a red asterisk (*) is a required field and will have to be filled before you can submit your documents. Your file name should be a simple description of the file (e.g. College Dean Recommendation Letter). This will help future reviewers locate the documents needed during their review process.

The next option is the text box. This a not a required field but can be used by the College Dean in the event they want to add a note regarding their submission. This area can be left blank.
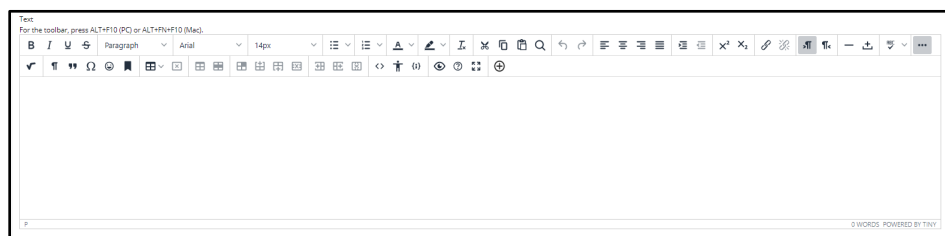
The next section allows the College Deans to search for the document to they wish to add. They will select Browse Local Files to search for the file located on their computer. Once selected, a popup window will appear that will allow the College Dean to search through their computer files.
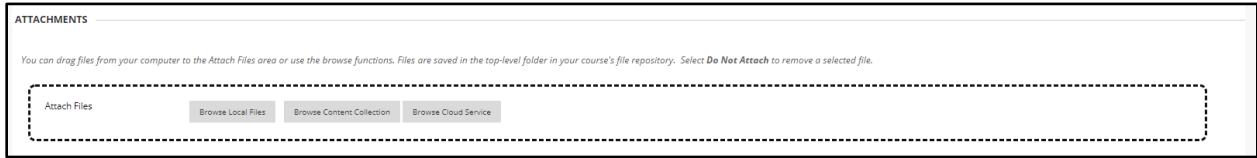
ATTACHMENTS

You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. Select **Do Not Attach** to remove a selected file.

Attach Files   [Browse Local Files] [Browse Content Collection] [Browse Cloud Service]

Once the file is selected, the file will appear below the Attach Files box. If you selected the wrong file, you can select the Do Not Attach option at the end of the listing to remove the document. You would repeat the step above to upload the correct file.

Attached files

File Name	Link Title	File Action	
Handbook_November 2020.pdf	Handbook_November 20	Create a link to this file	Do not attach

Once the files have been uploaded, the College Dean will email Dr. Jaya Goswami (jaya.goswami@tamuk.edu) and Abigail De La Mora (abigail.delamora@tamuk.edu) that you have uploaded the documents. At that point, the College Dean's task is complete.