Annual Faculty Evaluation Quick Start Guide

Access here (click for link)

How it works:



Getting started:

- 1. To access you AFE form:
 - a. Log into Faculty Success
 - b. Go to Workflow
 - c. Click the link for AFE 2025 under tasks/process name

A	ctivities	CV Imports	Manage Data	Reports	Workflow 🔺	Tools 🔻
	Activities - University of Hartford Review a guide to manage your activities.				Configuration Permissions System Settings	SEARCH
*	Faculty I	nformation		_	Submissions	
	Personal and	d Contact Information	n		Tasks	Professional Certifica
	Education					Administrative Data -
	Prior Acader	mic and Professional	Positions			A

- 2. Your annual narrative and reflections on teaching, professional productivity, and service go here. You also have space to outline your goals for the coming year.
 - a. Be sure to always "refresh" if prompted
 - b. Make sure to save every time you work on the AFE
 - i. Go to actions save
 - c. When you are done, submit to the next step
 - i. Go to actions send
 - ii. You will only be able to submit once all of the necessary text boxes are completed.

A. TEACH	ling						
In 1-2 par courses t indicators innovatio	agraphs, de aught or pre related to t ns, and othe	scribe in b pared, act eaching, n r teaching	ulleted or r ivities, awa ew course -related ac	narrative f ards or qua s or classi tivities.	orm: ality room		
UHart A	FE Teaching Rep Last Updated Date and Time	port			C		
This report p	ulls from the folio	owing Activitie	s screens:				
1. Scheduled	Teaching, based	on review dat	e range				
2. Teaching E	ffectiveness, ba	sed on review	date range				
3. Awards, w	here Type of Act	ivity = Teachin	g, based on re-	view date ran	ge		
4. Faculty De	velopment Activi	ities, where the	e Type of Activ	ity = Teaching	1		
5. Directed S	tudent Learning	and Other Tea	ching-Related	Activities, bas	ed on re	eview	
date range							
	. Teaching *						
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- 3. To track your activities throughout the year (which pulls into the reports, which is included in the AFE)
 - a. Go to activities
 - b. Select the activity that you seek to update
 - c. Add the information
 - d. Save
 - i. Once the report is refreshed this activity will appear in the report,

included in the AFE.

Activi	ties CV Imports	Manage Data	Reports	Workflo					
< Pul	olications								
â	DUPLICATE	MPARE ADD NET	w						
Filters: None									
	PUBLICATION TYPE	* EXPLANAT	ION 🔻 STA	TUS					
	Journal Article, Academic .	Journal	Acc	epted					
	Book, Scholarly-New		Acc	epted					

- 4. If you want to see how everything is coming together and appearing to your chair or dean:
 - a. Go to workflow
 - b. Tasks
 - c. Select your AFE
 - d. Click the little download button

