Faculty Evaluation System
Overview of Steps for Annual Data Collection in Activity Insight

Step 1: Set Advancement Goals and Annual Performance Goals (new faculty set goals by September 15 of first year; returning faculty update goals in late spring once contract decisions are received)

   a. Set/Update your extended contract and rank promotion goals at the appropriate links in the Goals and Expectation section
   b. When appropriate, set and record at least 1 performance goal in each of the 3 primary roles (optional goals may be set in faith integration and professional development) by clicking the link titled “APU Goals and Expectations”. Your supervisor may add more goals and expectations as part of your annual meeting.

Step 2: Enter Annual Activities and Review Data (late May/early June, prior to meeting with supervisor)

   a. To update activities, choose the appropriate links in the Activities section for each role (e.g., Educator-Mentor, Scholar-Practitioner, Servant-Leader, Faith Integration, and Professional Development), click on ADD NEW ITEM and enter details
   b. The annual Servant-Leader score can be viewed in the Advancement Portfolio Data section at the link titled “Annual Servant Leader Scores”
   c. Teaching scores are uploaded for you and can be found in the Advancement Portfolio Data section at the link titled “Annual IDEA Scores” or “Annual Library Classroom Evaluation”; you may also view these scores more easily by running Custom Report FES 3 or 3a (see Step 3 below)

Step 3: Upload 2 Reports and Engage in Reflection on Performance (early June, prior to meeting with supervisor)

   a. Run Custom Reports FES 2: Activity Report and FES 3: IDEA Scores Report (or FES 3a: Library Classroom Evaluation Report), review them for accuracy, and save them to your computer.
   b. Upload the FES 2: Activity Report and FES 3: IDEA Scores Report (or 3a) to the link titled “Annual Reports and Faculty Reflection” in the Advancement Portfolio Data section
   c. After the Activity and IDEA Scores Reports are uploaded, reflect on your performance in each role at the link “Annual Reports and Faculty Reflection” in the Advancement Portfolio Data section
   d. After you have engaged in reflection, click SAVE AND RETURN, and notify your supervisor that your materials are ready for review; schedule a performance review meeting in order to receive feedback and to set goals for the next year

Step 4: Schedule a Meeting with Department Chair to Receive Feedback (June, but no later than June 30)

   a. Chairs and/or faculty members may generate Custom Report FES 4: Scoring Summary Report to view all reports and scores prior to the meeting (dates and format are preset for you)
   b. After reviewing faculty performance, chairs will help faculty set goals for the next year
   c. When goals have been discussed with your supervisor, run the Custom Report FES 1: Goals and Expectations Report (dates and format are preset for you)
   d. Upload Goals and Expectations Report to link titled “Annual Supervisor Approval of Goals and Expectations” in the Goals and Expectations section
   e. Supervisor approves Goals and Expectations Reports no later than August 15
   f. After the meeting between faculty and chairs, chairs will submit effectiveness ratings in the 3 primary roles and narrative feedback which can be viewed by faculty at the start of the academic year

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1 Details of each step can be found in the Activity Insight Basic User Manual. For a copy of the manual, please see the faculty evaluation website – www.apu.edu/facultyevaluation/activityinsight