Creating Your Digital Evaluation File
AY 2020-2021

The Faculty evaluation process at SCSU is governed by our CSU-AAUP CBA and our Faculty Senate Renewal, Promotion and Tenure, and Professional Assessment documents. Please follow the requirements and calendars of those documents. Your digital file is a repository for the documents that are required as well as for the documents that you will choose to include in your file to best represent the quality of your professional activity in the evaluative categories.

Every full-time employee governed, by the AAUP Collective Bargaining Agreement, has been provided with a Digital Evaluation file based on their employment category. You will find, for example**, Digital Evaluation TF (Teaching Faculty), Digital Evaluation CL (Counseling and Library Faculty), Digital Evaluation C (Coaches), or Digital Evaluation AT (Athletic Trainers).**

Log in to Blackboard Learn 9 through the Apps page, via *login.southernct.edu* using your usual Southern login credentials. Your digital file, titled **[Lastname, Firstname] – Digital Evaluation,** is listed under your Blackboard Learn 9 courses, along with any other Banner-based courses. You may find that your digital evaluation file is at the bottom of the list of courses.

Click on the indicated [**Lastname, Firstname] – Digital Evaluation** link to access your file. In the left-hand column of the next screen, you will see a list of links to the designated folders that correspond to your professional appointment. For example, for Teaching Faculty (TF), you will see, *Required Documents*; *Letters of Evaluation*; *Load Credit Activity*; *Creative Activity*; *Productive Service to the Candidate's Department and University*, etc.. You access each folder by clicking on the links in the column.

The folders mentioned above are the standard top-level folders in your digital file. You cannot delete or add any top-level folders. You will scan, save, and upload required documents or documents that you choose to add to these designated folders as appropriate. You may choose to add sub-folders within a folder to organize your documents.

All documents that you add to your file must be in the **PDF** format (i.e., no Word documents). Any exceptions to **PDF** documents might include **JPEGS**, **VIDEOS** or **URLs** as appropriate. Please note that due to the current design of the digital file, if you do not upload any documents to a particular folder, that folder will be invisible to the evaluators.

For further information about Faculty evaluation, please refer to the relevant documents on the Faculty Senate website, including **A Guide to Accessing and Uploading Documents To Your Digital Evaluation File** which provides more details about using Blackboard Learn 9 and uploading documents https://inside.southernct.edu/faculty-senate/faculty-evaluation.

Contact David Pettigrew, University Digital Evaluation Facilitator, at pettigrewd1@southernct.edu with any questions.