

Instructions for Evaluators of the Digital Files. AY 2020-2021

The Faculty evaluation process at SCSU is governed by our CSU-AAUP CBA and by our Faculty Senate Renewal, Promotion and Tenure, and Professional Assessment documents. Please follow the requirements and calendars presented in those documents.

Every full-time Faculty member governed by the AAUP Collective Bargaining Agreement has been provided with a Digital Evaluation File in Blackboard Learn 9 based on their employment category. These digital files are a repository for the required documents as well as for those documents that the candidates choose to include in the required evaluative categories to represent the quality of their professional activity.

Log in to Blackboard/Learn9 through the Apps page via *login.southernct.edu* using your usual Southern login credentials. The 'courses' containing the candidate's files are named **Lastname, Firstname – Digital Evaluation** and will appear in your Blackboard Learn 9 course menu along with your other Banner-based courses. The digital evaluation file may be at the bottom of the list of courses.

Evaluators will have access to the digital files for a set period of time according to the schedule detailed in the calendar that appears at the end of the Faculty Senate documents.

For each person you are evaluating, click on the provided link [**Lastname, Firstname – Digital Evaluation**] to access the file. In the left-hand column of the next screen, you will see a list of links to the designated folders that correspond to the Faculty member's appointment. For example, for Teaching Faculty, you will see, *Required Documents; Letters of Evaluation; Load Credit Activity; Creative Activity; Productive Service to the Candidate's Department and University*, etc., all based on the CBA categories.

Click on the links to the individual folders to obtain access to the documents in the candidate's file. **Please do not copy, print or download any of this material, as the electronic copy in Blackboard Learn 9 is the property of the candidate.** You have **read-only** access. Please note that due to the current design of the digital file, if the candidate did not upload any documents to a particular folder, that folder will be invisible to evaluators.

Do not upload your letter of evaluation to the file; **only the candidate can upload documents to the digital file.** By the deadline indicated in the evaluation calendar, you must provide the letter to the candidate electronically via SCSU email in PDF format. The candidate will then upload the letter to the designated folder. It is crucial that you follow the deadline in the calendar. Once access has been removed from your level of review, you will no longer be able to view the file.

For further information about Faculty evaluation please refer to the relevant documents on the Faculty Senate website: <https://inside.southernct.edu/faculty-senate/faculty-evaluation>. If you have further questions about using BBL9 to access the candidates' files, please contact David Pettigrew, University Digital Evaluation Facilitator, at pettigrewd1@southernct.edu.