

Accessing Faculty Reviews and Attachments – Deans

To Access Department Head Evaluations and Attachments (including CV)

1. In Career Pathway, hover over the My Team tab and select My Team.
2. Select the Department Head's "card" (or box – it turns blue when selected).
3. Choose the Performance icon.
4. Select the Reviews tab.
5. Click on the evaluation title to open a pdf.
6. Click on the paper clip icon to see any attachments that are part of the evaluation (including the CV).
7. Click on the CV to open a pdf.

To Access Faculty Member Evaluations and Attachments (including CV)

1. In Career Pathway, hover over the My Team tab and select My Team.
2. Find the Department Head's "card" and click on the "people" icon in the lower right-hand corner; this changes the view to show all faculty members reporting to that department head.
3. Choose the Performance icon.
4. Select the faculty member's "card".
5. Select the Reviews tab.
6. Click on the evaluation title to open a pdf.
7. Click on the paper clip icon to see any attachments that are part of the evaluation (including the CV).
8. Click on the CV to open a pdf.