

# Faculty Annual Review Step-by-Step Guide – Faculty Members

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## Preparation

**Highlight in yellow** any new achievements or works in progress in your CV so the department head can pay particular attention to new content. See the [Faculty Annual Review CV Checklist](#) for items in to highlight in your CV, as appropriate.

Because Department Heads will have the ability to view teaching metrics in the source systems (Banner and AEFIS), there is no need to copy and paste that information into the review.

Please refer to the individual college/school's guidelines for any additional required information not included in the general review.

Gather information for the review form using the [Faculty Review Example](#) as a guide. Requested information includes:

- Achievement of 2020-2021 goals.
- Any details on teaching, research, and service from 2020-2021 not highlighted in the CV.
- Goals for 2021-2022.

Important notes:

- Any question response in the review is limited to 10,000 characters. Anything over that character limit will not be accepted by the system.
- The system will not accept complex formatting (i.e., tables).
- Faculty members can attach up to three documents to the review. This includes the highlighted CV, which is required. Each attachment is limited to 1MB in size.

## Steps in the Process

The review is comprised of the following steps:

1. The faculty member completes their review, including uploading their highlighted CV, along with any pertinent information mentioned above.
2. The department head or their delegate completes the department head review.
3. The faculty member electronically signs the review.
4. The department head or their delegate electronically signs the review.

## Accessing the Electronic Faculty Annual Review

The electronic faculty annual review will be accessible to full-time faculty from colleges/schools that do not already have an electronic system in place.

To access the review:

1. Log into DrexelOne and select the employee tab.
2. Click on Career Pathway under the “my career” channel.
3. Select the faculty annual review under the “your tasks” box.
4. Select “get started” at the bottom of the overview page.
5. Follow the instructions on each page and select save and continue to go to the next page.
6. When you have finished the review, select the submit button at the bottom of the last page. This will release the review for the department head or their delegate to complete.

## **Electronically Signing the Faculty Annual Review**

Once the department head or their delegate completes their step in the process, they should meet with the faculty member to discuss the review, and then both will electronically sign the review. Faculty members will sign first.

To sign the review:

1. Log into DrexelOne and select the employee tab.
2. Click on Career Pathway under the “my career” channel.
3. Select the faculty annual review under the “your tasks” box.
4. Select “get started” at the bottom of the overview page.
5. Review each page and select save and continue to go to the next page. The department head’s or their delegate’s comments and ratings will be visible. The expectation is that you will view the entire review before signing.
6. The last page is the signature page. Type your name in the box and select the sign button and then the submit button. This will release the review to the department head or their delegate for their electronic signature.

## **Accessing Past Reviews**

When the faculty annual review has been signed by the department head or their delegate, it is considered complete. Any faculty annual reviews that have been completed in Career Pathway will be available to the faculty member and the department head for future reference.

To access a past review:

1. Log into DrexelOne and select the employee tab.
2. Click on Career Pathway under the “my career” channel.
3. Hover over the performance tab and select performance reviews.
4. Select the “my personal reviews” tab. Any reviews completed in the past in Career Pathway will be visible.
5. Click on the review title; this will open a .PDF of the review.