

Faculty Annual Review Step-by-Step Guide – Department Heads

Preparation

Review the faculty member's teaching metrics directly in Banner or AEFIS. For assistance in using these systems, reach out to ais_student@drexel.edu.

Set up meetings with faculty members to discuss their reviews after the department head step is completed.

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 and their department heads 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 for the faculty member in question 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 faculty member to electronically sign.

Accessing the Faculty Member's CV and Other Attachments

Faculty members can attach up to three documents to the review. This includes the highlighted CV, which is required.

To access attachments:

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 for the faculty member in question under the “your tasks” box.
4. Click the options drop-down arrow at the top-right of the review.

5. Select “attachments” and choose the attachment you wish to view.

Adding a Delegate to Complete the Review (Co-Planner)

If someone else should participate in the faculty member’s review, you can add them as a co-planner. Please be aware that there will not be two different ratings, rather, you will share a rating with the co-planner.

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 for the faculty member in question under the “your tasks” box.
4. Select “add co-planner” from the options drop-down box in the upper-right corner of the review.
5. Search for the co-planner and then select the plus icon next to their name.
6. Select the done button.
7. You can remove the co-planner at any time by selecting the X icon next to their name in the add co-planner box.

Sending the Review Back to the Faculty Member Step

Sometimes a faculty member submits their review and needs to make edits afterward. Since the review is in the department head’s queue once the review is submitted, the faculty member cannot access it. If the review is in the department head step in the process, the department head can send the review back to the faculty member for edits. If the review is at any other point in the process, email hrperform@drexel.edu for assistance.

To send a review back to the faculty member step:

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 for the faculty member in question under the “your tasks” box.
4. Select the “reopen step” button at the bottom of the overview page. Alert the faculty member that they now have access to edit the review – they will not receive an additional email.

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 for the faculty member in question 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.
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 complete the review process.

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 faculty member's 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 "my team" tab and select my team.
4. Select the box on the left for the faculty member in question.
5. Click on the performance icon to the right.
6. Select the reviews tab below the performance icon; this will display any reviews in the system for that faculty member.
7. Click on the review title; this will open a .PDF of the review.