Chair Guide to Annual Faculty Merit Evaluation Case Review

1. **Select Faculty Member**
   - Log in at https://emory.edu/facet
   - Enter Emory NetID and password
   - Under “Review, Promotion, Tenure” - Click Cases
   - Click on faculty member name

2. **Review the Materials**
   - Review faculty member materials by clicking on “Annual Review Report”

3. **Return to Case**
   - After reviewing, click “Return to Case” in top right of screen. Then scroll down to the “Internal Sections” and click the “View” button in the purple box.

4. **Enter the Evaluation Form**
   - Click “Fill out form” to complete the required responses/annual review. Then click “Submit.” Choose “Yes” when the box asks for confirmation.

5. **Select Form to Move Forward**
   - Click on “Case Materials” at the top of the page, then “Expand All.” Scroll down to “Internal Sections.” Under either “Faculty Merit Form > Committee Forms” or “Committee Documents,” you will see the completed 2021-22 Evaluation Form. If it still says “Pending” under “Details” for the form, refresh the page until it shows the submitted date. Check the box next to the 2021-2022 Evaluation Form.
Share with the Faculty Member
At the top of the page, click on the envelope that says “Share” then select “With Candidate”

Add a Subject and Message
Include next steps in the review process (For example, you might include when you and the faculty are meeting to discuss the appraisal and that the faculty may attach a written response).

Enable the Faculty Member to Respond
In the grey box on the right-hand side of the screen, select the check mark by “Enable” to allow responses from the faculty. Faculty have until May 27 to submit a response to their evaluation. By May 27, faculty are also being asked to complete a brief form within RPT to acknowledge receiving their evaluations. Next, select “Candidate Documents” within the “Section for Response” area. Then click “Send.”

For assistance, contact Facet Project team at facet.help@emory.edu