



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

Laura Papotto

Arts and Sciences | Review | ECAS Review Test

2 Review the Materials

Review faculty member materials by
clicking on “Annual Review Report”

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.



You are asked to submit required items as part of this case. [View](#)

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.

Fill Out Form

5 Select Form to Move Forward

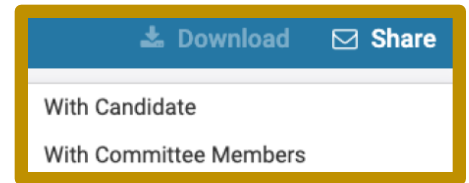
Click on “Case Materials” at the top of the page, then “Expand
All.” Scroll down to “Internal Sections.” Under either “Faculty
Merit Form > Committee Forms” or “Committee Documents,” you will see the
completed 2021-22 Evaluation Form. If it still says “Pending” under “Details” for the
form, refresh the page until it shows the submitted date. Check the box next to the
2021-2022 Evaluation Form.

Committee Forms

Title

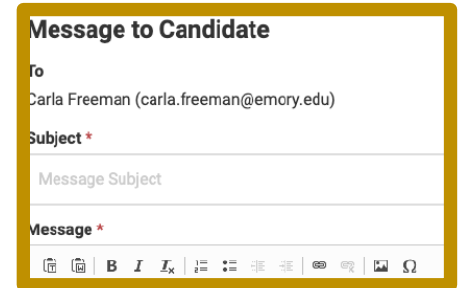
6 Share with the Faculty Member

At the top of the page, click on the envelope that says “Share” then select “With Candidate”



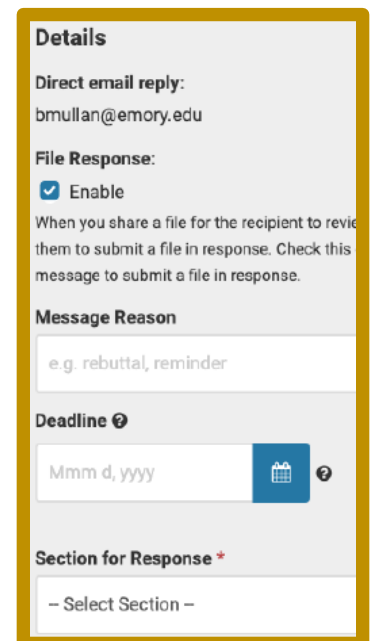
7 Add a Subject and Message

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).



8 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