Lead Staff Responsibilities for AY 2021-2022 ECAS Annual Faculty Activity and Merit Evaluation (FAME) Process

Share Grant Information

Grant reports from EBI have been loaded into the shared OneDrive folder, *Department Name*- **ECAS Department and Faculty Development Info Sharing > Faculty Activity and Merit Evaluation > 2021-22 Grant Information –** *Department Name*. Individual PDFs are available about each faculty member who had grant information in EBI during the relevant time period. Please share these files with each individual faculty member and ask them to review. Edits or additions can be made directly to the PDF, or a supplemental document can be created if needed. Both the grant information PDF from OneDrive and any additional grant-related documentation will need to be uploaded to each case in Interfolio RPT, which is also known at Emory as the Facet system (see "Upload Grant Data" below).

Create Cases

You will create annual merit evaluation cases in Interfolio RPT for all regular tenure-track and lecture-track faculty in your department or program. Additionally, you will also need to create cases for jointly appointed faculty whose tenure home or primary appointment is in your department or program. You do not need to create cases for chairs, directors, or jointly appointed faculty whose tenure or primary home is outside of your department or program.

- To log-in, go to www.emory.edu/facet. Please note that Chrome and Firefox provide the best browser interface for this application.
- Log-in using your regular Emory credentials.
- If you see icons for Emory University and Dossier, select Emory University.

You will use the template called, "ECAS-*Department/Program Name*" for most faculty. For jointly appointment faculty, look for the template called, "Joint *Department/Program Names*." After creating cases, you must also forward them to the departmental review committee. **For detailed instructions, see the separate infographic on case creation.**

NOTE: You can choose to create cases ahead of time, or can do so after all faculty activity reports have been submitted by April 29 (or by the department/program deadline if it is earlier). If you create cases before the activity report submission deadline, you will need to "regenerate vitas" as described below. Additionally, if you forward the cases to the department review at this early stage, you may want to let your chair/director know that although they can see the cases in Interfolio, the cases will not be ready for review until after the vita is regenerated. If you wait to create cases until after the activity report submission deadline, you do not need to "regenerate vitas," but you will need to create all the cases, upload all the grant data, and forward all the cases in the business days immediately following the activity report submission deadline.

Upload Grant Data

Upload the grant data PDFs from OneDrive, along with any supplemental documents provided by the faculty member, under the heading "Candidate Documents" in the Candidate Packet section of each individual faculty member's annual merit evaluation case.

Remind Faculty to Complete and Submit Activity Reports

On Monday, April 25, the ECAS Office of Faculty will send you and the department chair or program director a list of all regular faculty in the department or program who have not yet submitted their activity reports. Please remind these faculty to complete and submit their activity reports by **Friday, April 29** (or by the department/program deadline if it is earlier).

Regenerate Vitas

If you created cases before the activity report submission deadline, regenerate the "Faculty180 Vita" for each faculty member being reviewed. Instructions:

- Log-in to Interfolio, and go to "Cases" under "Review, Promotion, and Tenure" on the left side of the screen.
- In the faculty member's annual merit evaluation case in Interfolio RPT, go to the Candidate Packet, "Faculty180 Vita."
- Click on "Edit."
- Ensure that the "Start Term" is <u>Summer 2021</u> and the" End Term" is <u>Spring 2022</u>. Then, click "Regenerate."
- Repeat this process for all regular lecture-track and tenure-track faculty in your department or program, and for jointly appointed faculty whose tenure home or primary appointment is in your department or program.

Forward Cases

Chairs and directors will complete their faculty evaluations in Interfolio RPT by May 20, and faculty have until May 27 to complete a form in Interfolio RPT acknowledging that they have received their evaluation and to submit a response (optional). On **Tuesday, May 31**, please complete the following steps to forward complete merit evaluation cases to the Dean's Office for review. If this timing presents a problem, please email dean_of_faculty@emory.edu in advance and staff from the Office of Faculty will assist with forwarding the cases.

- Log-in to Interfolio, and go to "Cases" under "Review, Promotion, and Tenure" on the left side of the screen.
- Select a faculty member's name.
- Click "Send Case" at the top right of the screen.

- Click Forward to "Dean's Review" and **<mark>uncheck the blue check box in the pop-up box</mark>**.
- Click "Continue." Repeat this process for all regular lecture-track and tenure-track faculty in your department or program, and for jointly appointed faculty whose tenure home or primary appointment is in your department or program.