

Faculty Acknowledgement and Response Instructions for FAME

- **Instructions for Faculty - Completing Acknowledgement Form in Interfolio/Facet RPT**
- **Instructions for Faculty – Submitting a Response**
- **Information about Ratings**

Faculty should receive their 2021-2022 merit evaluations no later than **May 20, 2022**. Completion of the **Acknowledgement Form** in Interfolio/Facet RPT is required by **May 27, 2022**. This form indicates that a faculty member has been shown their 2021-2022 merit evaluation, not that they necessarily agree with the content of the evaluation. Faculty also have the option to submit a **response document** by **May 27**.

To complete the **Acknowledgement Form**:

- While viewing the merit evaluation in Interfolio RPT, click "Committee Files" in the top right corner of the screen.
 - Alternatively, 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.
 - Your case will be available under "Your Packets" on the left side of the screen and under "My Tasks."
- Click the "Packet" tab.
- Under " Acknowledgment Form," click "Fill Out Form." It may first be necessary to click on the > to the left of "Acknowledgment Form" to make the section expand.
- Fill out the form and click, "Save Responses." Click "Return to Packet."
- Click the "Submit" button on the right side of the "Acknowledgment Form" section.

To upload a **response** document:

- Outside of Interfolio/Facet, write the response and save the file.
- Either while viewing the evaluation or while on the "Shared Committee Files" tab, click "Send Response."
- Name and then upload the response document.

Explanation of Ratings Used in Annual Merit Evaluation

These ratings include an expectation of performance at rank, and are made relative to other faculty in the department or program at the same rank. 'Exceptional' is reserved for signature accomplishments such as the release of a major work or receiving an international/national award or grant.