

Lead Staff Responsibilities for AY 2023-2024 ECAS Annual Faculty Activity and Merit Evaluation (FAME) Process

Create Cases

You will create annual merit evaluation cases in Interfolio/Facet RPT for all regular tenure-track and teaching-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. Recommended browsers are the latest versions of Chrome, Firefox, Safari, or Edge.
- 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 30 (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 annual review reports” 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/Facet, the cases will not be ready for review until after the annual review reports are regenerated. If you wait to create cases until after the activity report submission deadline, you do not need to “regenerate annual review reports,” but you will need to create all the cases and forward all the cases in the business days immediately following the activity report submission deadline.

Remind Faculty to Complete and Submit Activity Reports

On Tuesday, April 23, 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 **Tuesday, April 30, 2024** (or by the department/program deadline if it is earlier).

Regenerate Annual Review Reports

If you created cases before the activity report submission deadline, regenerate the Faculty180 Vita “ECAS- Annual Review Report” for each faculty member being reviewed. Instructions:

- Log-in to Interfolio/Facet, and go to “Cases” under *Review, Promotion and Tenure* on the left side of the screen.
- Click on a faculty member’s name to enter their annual merit evaluation case. Go to the *Candidate Packet*, Faculty180 Vita, “ECAS- Annual Review Report.” Click on “Edit.”
- Ensure that the “Start Term” is Summer 2023 and the “End Term” is Spring 2024. Then, click “Regenerate.”
- Repeat this process for all regular teaching-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/Facet RPT by May 21, and faculty have until May 28 to complete a form in Interfolio/Facet RPT acknowledging that they have received their evaluation and to submit a response (optional). On **Wednesday, May 29**, 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/Facet, and go to “Cases” under *Review, Promotion and Tenure* on the left side of the screen.
- Check the box to the left of the candidates’ names for the cases you will forward (only those with the template name “ECAS-*Department/Program Name*” or “Joint *Department/Program Names*.” Do NOT forward tenure, promotion, or reappointment cases). Click “Send Forward” at the top of the screen.
- The cases will move forward to *Dean’s Office Review*. **Uncheck the “send a message to reviewers gaining access” box.** Click “Send.”