

Evaluation Summary Process for Greenshades

FORM D
(Click here)

Faculty Reporting to Academic Chairs (Regular Faculty & Directors)

Chair completes Section 1 of Form D: Evaluation Summary

Chair submits fillable form to Dean via SharePoint

Chair submits form in Greenshades

Faculty member enters response and submits in Greenshades

Evaluation is received and record maintained by HR

Faculty Reporting to the Administrative Supervisor and Academic Department Chair

Chair completes Section 1 of fillable Form D: Evaluation Summary and sends to HR

Administrative Supervisor completes Section 2 of fillable Form D: Evaluation Summary & sends to HR

HR compiles faculty and administrative components to complete sections 1 & 2 and submits in Greenshades

Faculty member enters response and submits in Greenshades

Evaluation is received and record maintained by HR

Academic Department Chairs

Dean completes Sections 1 & 2 of Form D: Evaluation Summary

Dean submits form in Greenshades

Chair enters response and submits in Greenshades

Evaluation is received and record maintained by HR