EMORY UNIVERSITY
Career Conference and Performance Review

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My Faculty Evaluations ②
Assessment Report
Status Report
Assign Evaluator(s)
Due for Review

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My Faculty Eval...

[Export CSV/Excel]

Evaluations from previous years can be fou...

1. Remove the default year from the filter of the Fiscal Year column and enter a search year or criteria.
2. In the row of a Faculty Member, click View/Evaluate in the last column. When the evaluation displays, click the dropdown below the menu bar and choose the evaluation you want to view (e.g., A-XXXXX - CCPR Evaluation for YYYY).

Fiscal Year ↑↓	Status ↑↓	Last Name ↑↓	First Name ↑↓	Title ↑↓	Department ↑↓	Division ↑↓	Submitted Part 1 ↑↓	Submitted Part 2 ↑↓	Submitted Part 3 ↑↓	
Enter Fisc	Enter Statu	Enter Last N	Enter First	Enter Title...	Enter Departmer	Enter Division...	Enter Submi	Enter Submi	Enter Submi	
2024	Part 2	Longs	Yvonne	Project Manager II (LITS)	Medicine	Medicine: Cardiology	2024-01-30	2024-01-30		View
2023	Saved	Reid	Ralph	Attending Physician	Medicine	Medicine: Cardiology				View
2023	Saved	McDonald	William	Professor	Psychiatry and Behavioral Sciences	Psych: Geriatric	2023-06-15			View
2023	Saved	Sedlack	Tom	Dir, Application Dev & Integra	Pediatrics	Peds: Administration				View
2023	Part 1	Longs	Yvonne	Project Manager II (LITS)	Medicine	Medicine: Cardiology	2023-07-21			③ Evaluate
2023	Part 4									
2023	Saved									
2023	Saved									
2023	Saved									
2023	Part 3									

10 ▾ Showing rows

EMORY UNIVERSITY
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Home / Evaluations / CCPR Evaluation for 2024 (A-12853)

[Print]

A-12853 - CCPR Evaluation for 2024 ▾

Saved   Part 1   ④ **Part 2**   Part 3   Part 4   Closed Complete   Not Applicable

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CCPR Evaluator Instructions

Part 2: to be completed by the Evaluator

1. As an Evaluator, you will receive an email when the Faculty Member you're evaluating has submitted Part 1 of their review in CCPR. To access CCPR, click the link in the evaluation email or click the link below:
   a. https://ccpr.app.emory.edu

2. In the **Reports** section of the menu bar, click **My Faculty Evaluations**
   a. Tip: My Faculty Evaluations can also be accessed by clicking the hyperlink in the list of Reports on the Home page

3. On the **My Faculty Evaluations List**, click **Evaluate** in the row of the Faculty Member you want to evaluate

4. In the **Status Bar**, click **Part 2** to be brought to that section of the page
   a. Note: **Next Year's Action Plan** in Part 1 is open for edits until Part 2 is finalized

Part 2

Faculty Rating

Date of Conference

02/16/2024

⑤ 🗓

	Below Expectations	Needs Development	Commendable	Accomplished	Exemplary	NA
Scholarship ⓘ	○	○	○	○	●	○
Teaching ⓘ	○	○	○	●	○	○
Internal Service ⓘ	○	○	●	○	○	○
External Service ⓘ	○	●	○	○	○	○
Citizenship ⓘ	●	○	○	○	○	○
Overall Performance Assessment ⓘ	○	○	○	●	○	

⑥

Summary of Faculty Review ⑦

Choose to Upload Narrative Summary File or Type/Paste Narrative Text

[   ] ▾

Type/Paste Text

Document Upload

⑧

Summary of Faculty Review

Upload Narrative Summary

Fac

| Choose File | bussey_brennae_2023.doc |

Successfully uploaded file
/CCPR_Doc_Library/Test/NarrativeSummaries/-/-/Summary_Bussey_Brennae_2023.doc

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<u>Part 2: to be completed by the Evaluator (cont.)</u>

5. In **Part 2**, click the **calendar icon** located in the **Date of Conference** field to choose the date of the conference this evaluation applies to
    a. Tip: Change the month/year shown on the calendar by clicking the triangle to the right of the date month and year shown
6. Using the **rating scale** in your evaluation notification email, select the Faculty Member's ratings for this review period
    a. Tip: Hover over the name of each category in the chart to see its description
7. The **Summary of Faculty Review** section is used to document the Faculty Member's Narrative Summary using the **Document Upload** function or by typing text into the field.
    a. Note: If you need to change your summary selection, you can refresh your browser to select the other option. This will remove anything you may have entered in the other summary selection.
8. If **Document Upload** is selected:
    a. Click Choose File to select a file from your computer
        i. Note: The file needs to be a .doc, .docx, or .pdf file for a successful upload
    b. The file automatically renames itself to the summary_lastname_firstname_currentyear format, then displays as a link so the file can be downloaded in the future
9. If **Enter/Paste Text** is selected:
    a. Enter text by typing into the field or by pasting text you've copied
10. To return to this evaluation to make additional changes, click **Save Part 2**
11. To finalize Part 2 of the evaluation to move it to Part 3, click **Evaluator's Signature & Submit**