

ANNUAL FACULTY REVIEW (afr) STARTER GUIDE

UTHealth | Medical School
The University of Texas
Health Science Center at Houston

Annual Faculty Review v. 2.0.0

Home Tools (Assign Access, etc.) Reports Help

Welcome Rongrong Yu

Load your faculty review for 2014-15.

You have review(s) to work on in your non-faculty role(s).
[Click here to see the list.](#)

Once you load a review, to view as one of your other role(s), choose from the "View As" menu.

This is the HOME page.
Click "Home" in the menu bar to come back to this page.

Annual Faculty Review v. 2.0.0 Sign Out
Signed in as: Rongrong Yu

Help

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Faculty: start by clicking here to load your review.

Other roles: start by clicking here to see all reviews pending your input.

NAVIGATION: USING THE MENU BAR

Click "Reports" in the menu bar to access :

- * the list of reviews pending your input (to do list)
- * the list of all reviews to which you have access (all reviews)
- * your role(s) in the system

Reports ▾

To Do List for 2014-15
All Reviews in 2014-15
My Role(s)

Tools (Assign Access, etc.) ▾

Assign Faculty Assistant
Assign Other Access
Work in Another Year

Click "Tools" in the menu bar to :

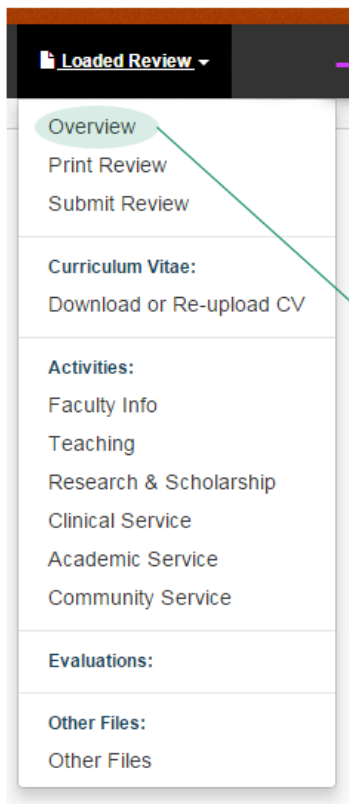
- * assign faculty assistant (visible only to faculty)
- * assign any other access
- * work in another year

Click "Help" in the menu bar for :

- * starter guide (this PDF)
- * review instructions for faculty
- * general info about afr
- * email to contact your department admin(s)
- * email to contact us

Help ▾

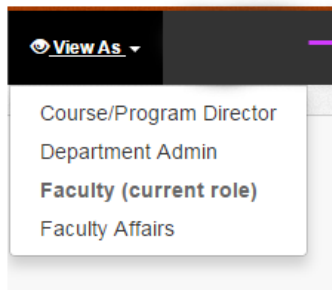
Starter Guide
Review Instructions for Faculty
About
Contact Your Department Admin(s)
Contact Us



Once a review is loaded, you may click "Loaded Review" in the menu bar to navigate to different sections of the review.

NOTE: This dropdown menu is context sensitive. Available sections depends on the phase of review and your role(s) for the loaded review.

! TIP: Click "Overview" for a graphical representation of the review phase.



Once a review is loaded, you may click "View As" in the menu bar to view as/work on the review in one of your other roles in the system, if any.

TO DO LIST REPORT FOR NON-FACULTY ROLES

My To Do List for 2014-15

1208 reviews found

You may search for a particular review by typing in these boxes.

displaying reviews # 1 - 10 out of 1208 found

Click on the up arrow or down arrow to sort.

Department	Division	Faculty	Summary	Next Step	Created	Last Modified	Has Conflict	Load Review
Advanced Heart Failure, Cardiopulmonary Support and Transplantation Program		Jennifer L Canup		Faculty Input Submission	08/04/2015 01:39 PM	08/04/2015 01:41 PM By Jennifer L Canup	No	<input type="button" value="Load as Faculty Affairs"/> <input type="button" value="Load as Course/Program Director"/>

Hover over the boxes in the summary column to see review phase completion information

To load a review to complete your part, click Load as [role you wish to work as].

! TIP: To find all reviews pending your input as a specific role (e.g. Peer), type the role name (e.g. Peer) in this box to filter the list of reviews.

! TIP: If you cannot find a specific review, try the all reviews report as the review you are looking for may not be pending your input right now.