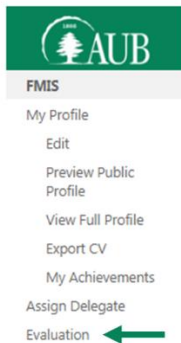


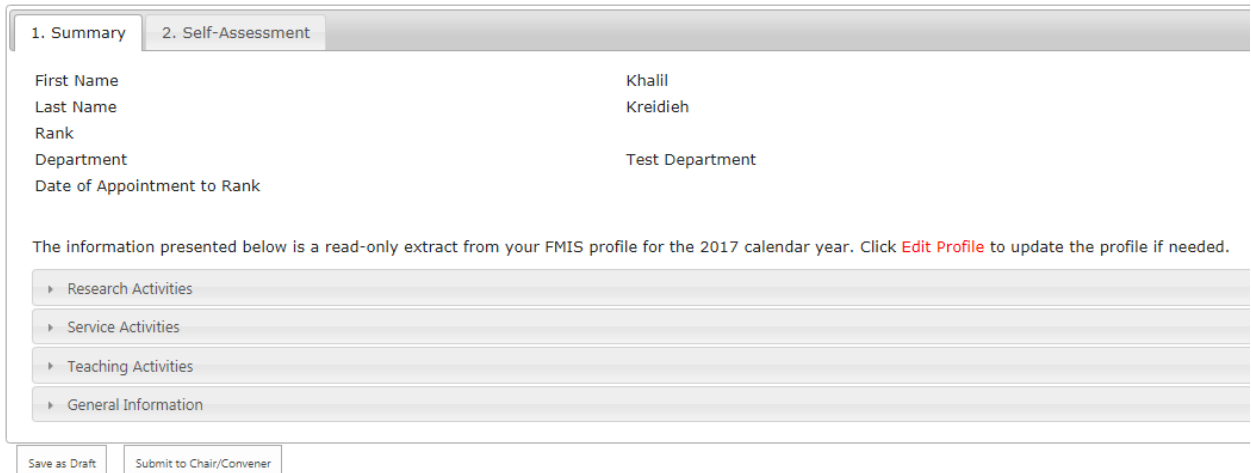
Dear Colleagues,

As part of the annual faculty assessment, all members are asked to initiate an evaluation process. The Faculty Affairs Office (FAO) is adopting the “Evaluation Form” set by the Provost Office via the Faculty Management Information System (FMIS). Every faculty member will be evaluated by his/her Chairperson or Head of Division. This was approved by the Academic Committee at its last meeting. The deadline to fill FMIS evaluation forms and to submit requested documents is **Friday February 09, 2018**. Please follow the attached steps. For any concerns, please do not hesitate to contact Mr. Khalil Kreidieh, FM Academic Affairs Coordinator.

1. Login to FMIS: <https://fmis.aub.edu.lb/Pages/default.aspx>
2. Click on “Evaluation”



3. Edit your FMIS profile. The information presented in the “Summary” toolbox is a read-only extract from your FMIS profile for the 2017 calendar year. When editing your profile, please make sure to select end-dates as “present” in any ongoing task.



4. In the “Self- Assessment” toolbox:
 - a. In the “Personal Statement” section, provide a brief summary of your research productivity, external/internal research support, teaching effectiveness, and service activities for the reporting period (2017).
 - b. In the “Next Year Plan” section, provide a concise list of activities and goals that you expect to achieve next year in terms of research, teaching, and service.

- c. In the “Additional Attachment1” section, attach your 2017 teaching evaluation(s). Zip multiple files if needed.
- d. In the “Additional Attachment2” section, attach your 2017 clinical workload, if applicable.
- e. In the “Additional Attachment3” section, attach any additional files you would like to present in your 2017 evaluation.
- f. Press on “Fill Time & Effort”, and fill in your 2017 time and effort.

The screenshot shows a web-based form interface. At the top, there are two tabs: "1. Summary" and "2. Self-Assessment", with "2. Self-Assessment" being the active tab. The main content area is divided into several sections:

- Personal Statement**: A large text area with a rich text editor toolbar above it containing icons for Bold (B), Italic (I), Underline (U), Strikethrough (S), Bulleted List, Numbered List, Indent, Outdent, Text Color (A), Background Color (A), Link, Unlink, and Undo/Redo.
- Next Year Plan**: Another large text area with a similar rich text editor toolbar.
- Additional Attachment1**: A section with a "Choose File" button and the text "No file chosen".
- Additional Attachment2**: A section with a "Choose File" button and the text "No file chosen".
- Additional Attachment3**: A section with a "Choose File" button and the text "No file chosen". Below this section, there is a note: "Zip multiple files if needed".
- Fill Time & Effort**: A section header in red text.

At the bottom of the form, there are two buttons: "Save as Draft" and "Submit to Chair/Convener".

- 5. Submit to Chair/Convener.