

Steps to Comment on Submitted Evaluations

1. Log in to your FMIS: <https://fmis.aub.edu.lb/Pages/default.aspx>
2. On the left, press on “Search” under “Evaluation”



- FMIS
- My Profile
 - Edit
 - Preview Public Profile
 - View Full Profile
 - Export CV
 - My Achievements
- Assign Delegate
- Evaluation**
 - Search

3. Check the list of faculty members who submitted their evaluation (Status: Pending Chair/Convener Review)

Submitted On	Status	Flagged For Dean Review		
	Not Started	No	View Form	
15 February 2018	Pending Chair/Convener Review	No	View Form	Print Form
6 February 2018	Pending Chair/Convener Review	No	View Form	Print Form
10 February 2018	Pending Chair/Convener Review	No	View Form	Print Form
6 February 2018	Pending Chair/Convener Review	No	View Form	Print Form
	Not Started	No	View Form	
7 February 2018	Pending Chair/Convener Review	No	View Form	Print Form

4. Press on “View Form”
5. Review the submitted “Summary” and “Self-Assessment”

1. Summary
2. Self-Assessment
3. Comments

First Name

Last Name

Rank

Department

Date of Appointment to Rank

▶ Research Activities

▶ Service Activities

▶ Teaching Activities

▶ General Information

1. Summary 2. Self-Assessment

Personal Statement ⓘ

Next Year Plan ⓘ

Additional Attachment1

Additional Attachment2

Additional Attachment3
Zip multiple files if needed

6. Select the “Comments” toolbar and fill-in your comments on “Research”, “Service”, “Teaching”, and “Overall”.

1. Summary 2. Self-Assessment 3. Comments

Chair/Convener Comments

Research Comments ⓘ

Service Comments ⓘ

Teaching Comments ⓘ

Overall Comments ⓘ

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7. Research Comments:
 - a. How do you evaluate the faculty member’s quantitative and qualitative research productivity, as evidenced by both published and unpublished works?
 - b. How do you evaluate the faculty member’s success in generating external funding to support research or other programs?
8. Service Comments:
 - a. How do you evaluate the faculty member’s success in clinical practice, if applicable?
 - b. How do you evaluate the faculty member’s service to the programs and administrative work of the University (other than teaching and research), if applicable?
 - c. How do you evaluate the faculty member’s professional activities in the community; if applicable?
9. Teaching Comments:
 - a. How do you evaluate the faculty member’s teaching effectiveness?
 - b. How do you evaluate the faculty member’s direction of graduate studies, if applicable?
10. Overall Comments:
 - a. In general, how do you evaluate the faculty member’s scholarly and professional achievements?

Note: The above entered comments can be viewed by the faculty member.

11. You have the option to flag for the Dean and to enter confidential comments to the Dean that will not be viewed by the faculty member.

Flag for Dean

The image shows a screenshot of a web form. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent) and other functions (undo, redo, link, unlink, insert link, insert image). Below the toolbar is a large, empty rectangular text area for entering comments.

Confidential Comments to Dean

12. Press “Submit”
13. The faculty member will receive an e-mail that the chair/convener has provided his/her comments. He/She will then provide his/her comments and submit the file once more to the Dean.
14. Repeat the above for each faculty member who submitted his/her evaluation data.