Instructions for chairs approving Statement of Expectations in Faculty 180

Note: The Statement of Expectations looks *forward* to the upcoming academic year.

Chairs are responsible for ensuring their faculty have entered their Statement of Expectations (SOE) information in Faculty 180 (please see faculty instructions). The SOE is sent out by central administration and will appear on the faculty HOME tab under messages "Statement of Expectations AY". Faculty should enter their SOE information every year by April 1.

Chairs are responsible for approving faculty SOEs in Faculty 180.

To approve SOEs go to the ADMINISTRATION tab and select Input Classifications.

From the dropdown selections on #2 of the Input Form select SoE Administrative Approval (Chair).

Pick the start semester of the SOE you want to approve.

Select which faculty you want to view/approve SOE information for (double click each name or highlight and click the arrow to move them to selected faculty). If you have selected multiple faculty click Multiple to view the SOE information for those faculty.

You can then view the SOE information entered by the faculty member.

To approve (or not) select Yes or No from the Approval of Expectations: Chair first column drop down choice next to the faculty name. Chairs can change SOE information before approving it but faculty aren't notified of this so make sure to inform your faculty if you make changes so the final SOE is the agreement between the faculty member and the chair.

Click Submit at the bottom when you have finished.