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

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My Faculty Evalu...

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
Career Conference and Performance Review
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Home / Evaluations / CCPR Evaluation for 2024 (A-12853)

A-12853 - CCPR Evaluation for 2024 ▾

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

Print

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

Faculty Rating

Date of Conference

02/07/2024   ⑤ 📅

	Needs Improvement	Meets Expectations	Exemplary	NA
Scholarship ⓘ ⑥	○	○	○	○
Teaching ⓘ	●	○	○	○
Internal Service ⓘ	●	○	○	○
External Service ⓘ	○	○	●	○
Citizenship ⓘ	○	○	●	○
Overall Performance Assessment ⓘ	○	○	●	

Summary of Faculty Review   ⑦

Type/Paste

Testing   ⑧

Characters remaining: 32761

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5. In **Part 2**, click the **Calendar Icon** located in the Conference field to choose the **Date of 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.

7. The **Summary of Faculty Review** section is used to document the Faculty Member's Narrative Summary by typing text into the field.

8. **Enter text** by **typing** into the field or by **pasting** text you've copied

9. To return to this evaluation to make additional changes, click **Save Part 2**

10. To finalize Part 2 of the evaluation, to move it to Part 3, click **Evaluator's Signature & Submit**