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
Part 2

Faculty Rating

Date of Conference
02/16/2024

Below Expectations | Needs Development | Commendable | Accomplished | Exemplary | NA
--- | --- | --- | --- | --- | ---
Scholarship | | | | | |
Teaching | | | | | |
Internal Service | | | | | |
External Service | | | | | |
Citizenship | | | | | |
Overall Performance Assessment | | | | | |

Summary of Faculty Review

Choose to Upload Narrative Summary File or Type/Paste Narrative Text

5. In Part 2, click the calendar icon located in the Date of Conference field to choose the date of the 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.
   a. Tip: Hover over the name of each category in the chart to see its description

7. The Summary of Faculty Review section is used to document the Faculty Member’s Narrative Summary using the Document Upload function or by typing text into the field.
   a. Note: If you need to change your summary selection, you can refresh your browser to select the other option. This will remove anything you may have entered in the other summary selection.

8. If Document Upload is selected:
   a. Click Choose File to select a file from your computer
      i. Note: The file needs to be a .doc, .docx, or .pdf file for a successful upload
   b. The file automatically renames itself to the summary_lastname_firstname_currentyear format, then displays as a link so the file can be downloaded in the future

9. If Enter/Paste Text is selected:
   a. Enter text by typing into the field or by pasting text you’ve copied

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

11. To finalize Part 2 of the evaluation to move it to Part 3, click Evaluator’s Signature & Submit