1. **Login Access and Dashboard**
   - Login
   - Dashboard ➔ PAGE 2

2. **Accessing E-Portfolio**
   - E-Portfolio preview ➔ PAGES 2-3
   - RTP Schedule Templates ➔ PAGE 4

3. **Review Confirmation**
   - Confirm Review ➔ PAGE 5
   - Submit Evaluation ➔ PAGE 6

   * MUST BE DONE BEFORE SUBMISSION IS CONSIDERED COMPLETE.

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**Login**

For Faculty, Reviewers and Administrators

- Click on the following link: [Faculty180](https://www.faculty180.com/sysadmin/login.php?dbID=csuci) or

- Login to **myCI** using your campus username and password

**myCI** services link is only available for Tenure Track users and reviewers

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**Resources**

- [Lynda.com](https://www.lynda.com): Video-based training on technology and business topics
- [Skillport](https://www.skillport.com): Employee training portal for mandatory & development courses
- [Faculty180](https://www.faculty180.com): Faculty activity reporting system for RTP
- [CI Wireless Settings](https://www.ciwireless.com): Register your game console & manage guest wireless

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**Notes**

- Login access and dashboard for faculty, reviewers, and administrators.
- E-portfolio preview and RTP schedule templates.
- Review confirmation steps.
- Accessing resources through myCI.
E-PORTFOLIO PREVIEW

1) Click Evaluations on left navigation menu
2) Under Perform Evaluations click Evaluate
3) Click View to preview e-portfolio.

FACULTY 180 DASHBOARD

1) Action Items are quick links to pending evaluations. There will be multiple rows if you are reviewing more than one faculty.
2) Due date vary and set per RTP Schedule.
3) Evaluations section (2nd option to access pending evaluations).
E-PORTFOLIO PREVIEW BREAKDOWN

1) Section titles (General, Teaching, Scholarly, Service)
2) Narrative when entered in text box
3) Narrative when entered as attachment
4) Click on the active link to view the uploaded files
5) Sample of how the text area can be utilized
Schedules and more information can be found on the RTP website.
STEP 1: CONFIRMING REVIEW

Once submitted you can no longer preview the e-portfolio.

1) Click **Evaluations** tab on left navigation menu
2) Click **Evaluate**
3) Click **Evaluate** again
4) Read and confirm the statement and select **Yes**
5) Click **Save**

*Continue to next page >>>*

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California State University Channel Islands Production > Evaluations

**Perform Evaluations**

<table>
<thead>
<tr>
<th>#</th>
<th>Process</th>
<th>Title</th>
<th>Type</th>
<th>Unit Name</th>
<th>Faculty Under Review</th>
<th>Due</th>
<th>Creator</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AY19-20 RTP</td>
<td>Portfolio Submission</td>
<td>Tenure and Promotion</td>
<td>Petralba, Jerilee</td>
<td>2019-09-20 5:15pm</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Evaluations**

**Evaluate**

* Indicates required field

**Evaluation Details**

- **Evaluation Of**: Program Personnel Committee Review
- **Title**: RTP Portfolio Submission for Tenure and Promotion
- **Type**: Tenure and Promotion
- **Description**: -
- **Evaluation Author**: Name Withheld

**RTP Review Confirmation**

I confirm that I finished reviewing this RTP portfolio.* ☑️ **Yes**

**Submit Selected Evaluations**

1. Faculty Name: [Evaluation Name]
2. Export: [Export option]
3. Evaluate: [Evaluate button]
4. PDF: [PDF option]

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**View Faculty**

- Process: AY19-20 RTP Sample C3 (For Training)
- Type: Tenure and Promotion
- Evaluation: Program Personnel Committee Review
- Unit: Communication
- Creator: Jerilee Petralba
- Start: June 21, 2019 12:00 AM
- End: September 20, 2019 5:15 PM

**Listing of Faculty Being Evaluated**

- Faculty Being Evaluated: [Faculty Name]
- Evaluation Saved: [Evaluation Saved]
STEP 2: SUBMIT EVALUATION

6) Select **Checkbox**
7) Click **Submit Selected Evaluations**
8) Click **Submit**

Your evaluation is complete.