

Student: How to Initiate Faculty Evaluations and Evaluation Request to Faculty (Ad Hoc Request)

- 1.) From the MedHub home page, select the evaluations tab

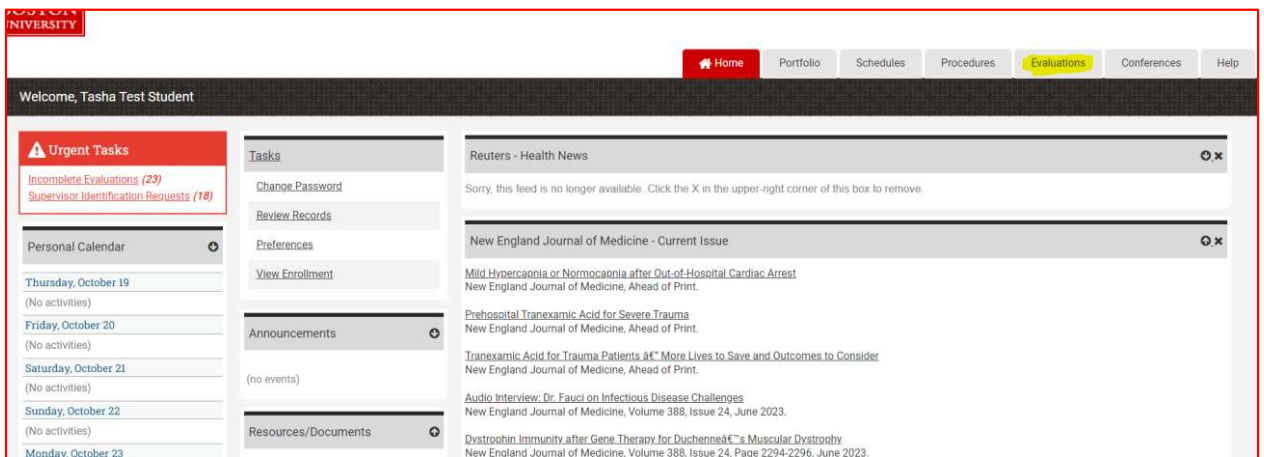


Figure 1 MedHub Homepage

- 2.) On the Evaluations tab, on the right there are two options: “Evaluate a Faculty Member” and “Initiate Performance Evaluation (Faculty)”



Evaluations

Incomplete Evaluations
 Performance Evaluations
 Aggregate Evaluations
 Competency Summary
 Trend Charts

Supervisor Identification Requests

Title	Service	Rotation	Request Date	Identified (Required)	Status
TEST_Set3	Test_Service	5/27 -6/30/2023	6/10/2023	0 (1)	Incomplete
Test SIS_LS	TEST - LEADS 1: Healthy Equity 1	6/17 -6/21/2023	6/21/2023	0 (1)	Incomplete
Test SIS_LS	LEADS 1: Week 1	6/18 -6/22/2023	6/22/2023	0 (1)	Incomplete
TEST_Set5 (7 days)	Test_Service	5/27 -6/30/2023	6/23/2023	0 (1)	Incomplete
TEST_Set2	Test_Service	7/15 -7/28/2023	7/7/2023	0 (1)	Incomplete
TEST_Set4	Test_Service	7/15 -7/28/2023	7/7/2023	0 (1)	Incomplete
TEST_Set3	Test_Service	7/15 -7/28/2023	7/8/2023	0 (1)	Incomplete
TEST_Set5 (7 days)	Test_Service	7/15 -7/28/2023	7/21/2023	0 (1)	Incomplete
TEST_SET	Test_Service	7/1 -8/31/2023	8/7/2023	0 (1)	Incomplete
TEST_Set2	Test_Service	7/1 -8/31/2023	8/10/2023	0 (1)	Incomplete

Evaluate a Faculty Member
 Initiate Performance Evaluation (Faculty)

[Review Completed Evaluations](#)

Figure 2 Evaluations Tab

Initiating a Faculty Member Evaluation

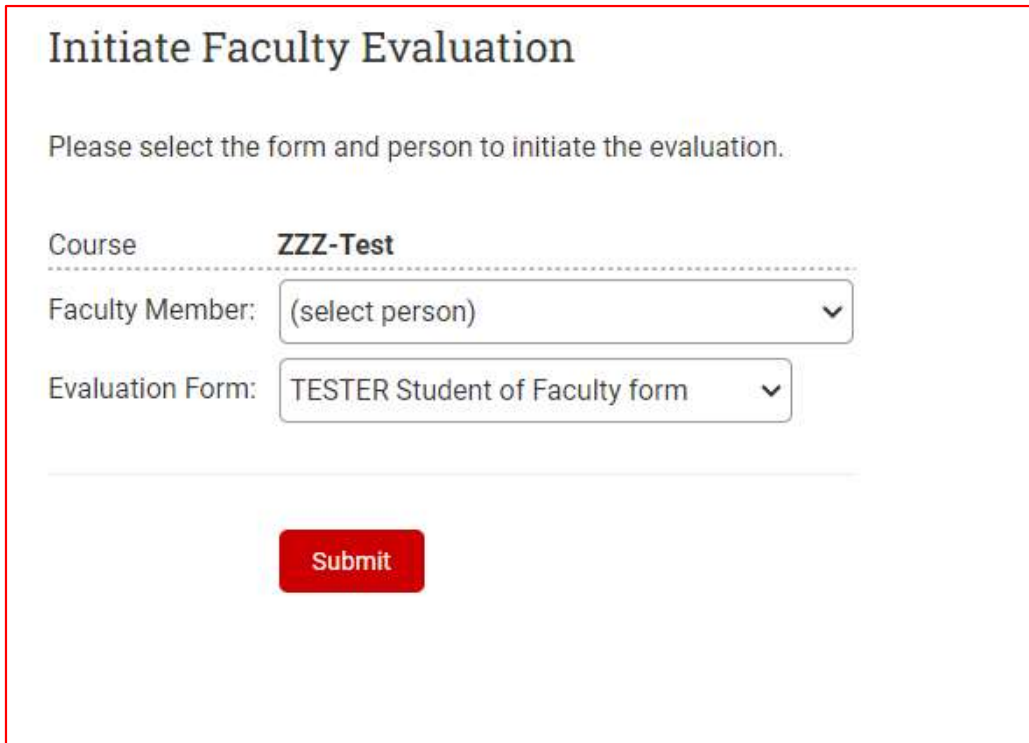
- 3.) If you would like to Evaluate a Faculty Member, please select this option. MedHub will then take you to a page to select the faculty member. Please fill out the information and then select submit.

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Initiate Faculty Evaluation

Please select the form and person to initiate the evaluation.

Course **ZZZ-Test**

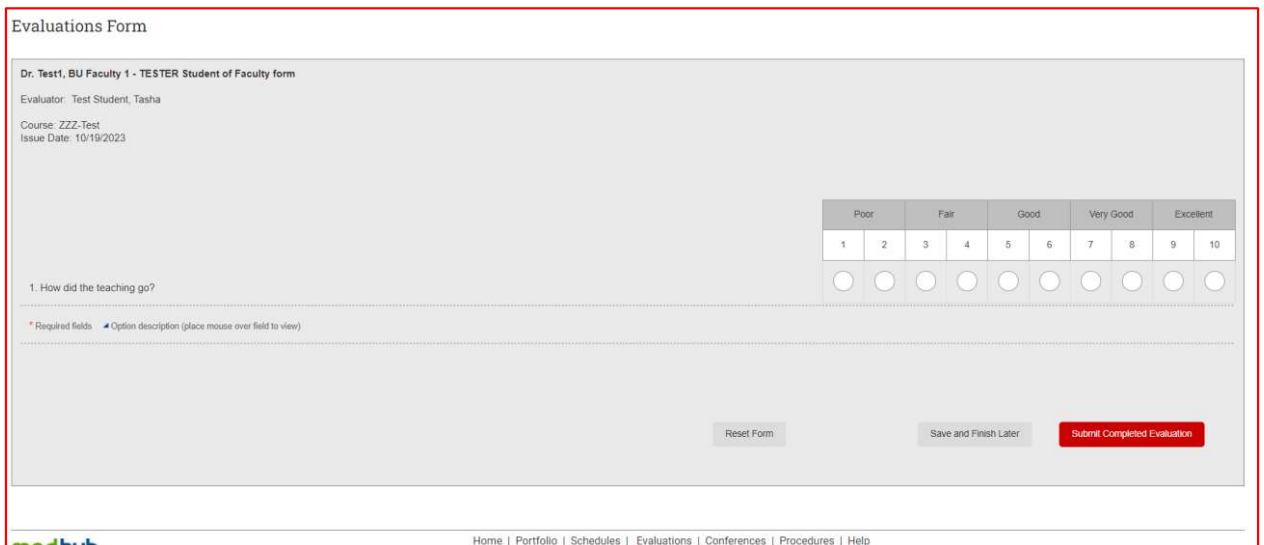
Faculty Member: (select person) ▼

Evaluation Form: TESTER Student of Faculty form ▼

Submit

Figure 3 Initiate Faculty Evaluation

4.) After selecting submit, MedHub will automatically bring you to the evaluation to fill out.



Evaluations Form

Dr. Test1, BU Faculty 1 - TESTER Student of Faculty form

Evaluator: Test Student, Tasha

Course: ZZZ-Test

Issue Date: 10/19/2023

Poor		Fair		Good		Very Good		Excellent	
1	2	3	4	5	6	7	8	9	10
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1. How did the teaching go?

* Required fields ◀ Option description (place mouse over field to view)

Reset Form Save and Finish Later **Submit Completed Evaluation**

medhub Home | Portfolio | Schedules | Evaluations | Conferences | Procedures | Help

Figure 4 Faculty Evaluation Form

You can either complete the evaluation in full and select “submit completed evaluation” or return to the evaluation at a better time by selecting “save and finish later.”

Initiate an Evaluation Request to a Faculty

3.) If you would like to have a faculty member evaluate you, please select Initiate Performance Evaluation (Faculty). MedHub will then bring you to another page to select the faculty member and draft a message to the evaluator. Please fill out the information and select submit.

Course: ZZZ-Test

Faculty: (select person) ▼

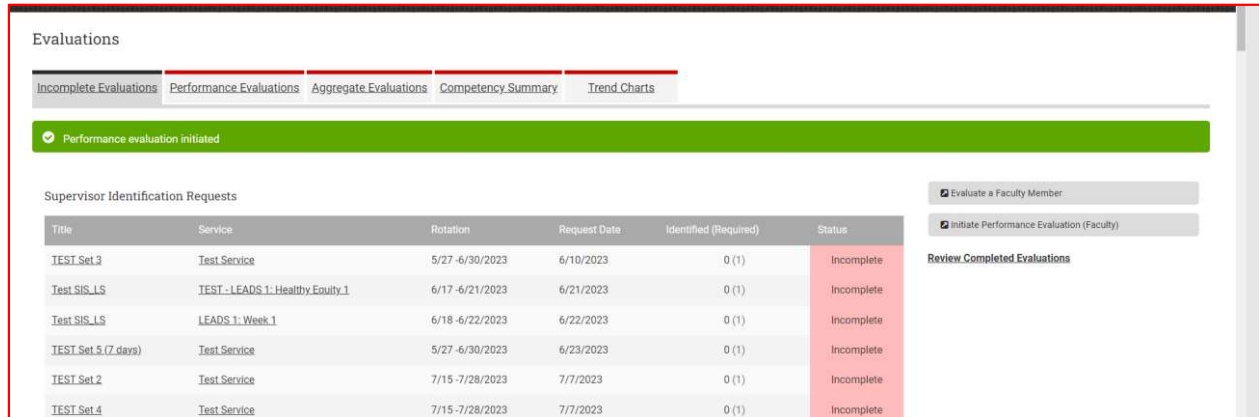
Evaluation Form: C-SEF - 4th Year

Message to Evaluator:

Submit

Figure 5 Initiate evaluation request to a faculty

A successful evaluation request will show the user a green notification banner



The screenshot shows the 'Evaluations' section of a web application. At the top, there are navigation tabs: 'Incomplete Evaluations', 'Performance Evaluations', 'Aggregate Evaluations', 'Competency Summary', and 'Trend Charts'. Below the tabs is a green notification banner with a checkmark icon and the text 'Performance evaluation initiated'. Underneath the banner is the 'Supervisor Identification Requests' section, which contains a table with the following data:

Title	Service	Rotation	Request Date	Identified (Required)	Status
TEST_Set_3	Test Service	5/27 -6/30/2023	6/10/2023	0 (1)	Incomplete
Test SIS_LS	TEST--LEADS 1: Healthy Equity 1	6/17 -6/21/2023	6/21/2023	0 (1)	Incomplete
Test SIS_LS	LEADS 1: Week 1	6/18 -6/22/2023	6/22/2023	0 (1)	Incomplete
TEST_Set_5 (7 days)	Test Service	5/27 -6/30/2023	6/23/2023	0 (1)	Incomplete
TEST_Set_2	Test Service	7/15 -7/28/2023	7/7/2023	0 (1)	Incomplete
TEST_Set_4	Test Service	7/15 -7/28/2023	7/7/2023	0 (1)	Incomplete

To the right of the table are two buttons: 'Evaluate a Faculty Member' and 'Initiate Performance Evaluation (Faculty)'. Below these buttons is a link labeled 'Review Completed Evaluations'.

Please note that currently, MedHub does not have a specific location where students can view the requested evaluation forms. If you do not think your evaluation request was sent, please check in with your course administrator.