

# CAS/CAES FSAS Evaluation Guide for Administrative Professional and State Classified Staff

Supervisors - See additional instructions starting on slide 13

# FSAS Evaluation

- This CAS/CAES FSAS Evaluation guide is for our Administrative Professional (AP) and State Classified (SC) staff and their supervisors.
- State Classified staff and their supervisors will need to continue to complete forms mandated by the SC Performance Management Plan. See more information at CSU HR <http://www.hrs.colostate.edu/employee-relations/sc-performance-management.html>.  
Note: For SC employees receiving the highest rating “3”, a “Supervisor Narrative” is requested.
- FSAS/Digital Measures has been adopted by the university and will continue to house data that is particularly relevant to **faculty** evaluation.
- In the near future, CSU will offer an evaluation module in PeopleAdmin/Talent Management System or “TMS” that our college will use for AP & SC Staff Evaluations. Historic FSAS data for AP & SC staff will be archived.

# FSAS Evaluation

- At the bottom of the College web page, click on “FSAS”

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- › [College of Agricultural Sciences](#)
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## RELATED LINKS

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## STAY IN TOUCH

301 University Ave  
Colorado State University  
Fort Collins, CO 80523-1101  
Bldg: 121 Shepardson  
Voice: 970-491-6274  
Fax: 970-491-4895  
[Dean's Office](#)

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# FSAS Evaluation

- Click Login

Faculty/Staff Activity System (FSAS)

Home  Login FAQ Quick Start



**\*FSAS will be utilized for the Calendar Year 2016 annual review cycle. Thus, it is important for faculty to ensure, at a minimum, that their CY 2016 activity data are entered into the system to facilitate the performance review process beginning January 15, 2017.\***

Colleagues:

We are excited to announce that CSU is embarking on the next phase of a campus-wide implementation of the Digital Measures Faculty and Staff Activity System (FSAS). This tool has been in use in several colleges and will replace the Faculty Activities System (FAS) and various other electronic and paper systems used across the institution to collect achievements for annual performance reviews. The FSAS tool is used by many other major universities to reduce the burden around the collection, maintenance and reporting of faculty

## Links

[Why Digital Measures?](#)

[Login](#) 

[College Administrators are your Points of Contact](#)

[Data](#)

[FAQ](#)

[Help](#)

[Training](#)

[Quick Start](#)

# FSAS Evaluation

- Login to Digital Measures, using your eName and Password

## eID Login

Log in to Digital Measures

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### Digital Measures

Gain visibility into your faculty's teaching, research and service accomplishments to broadcast a strong message to your accreditors and external constituents. Then, streamline your course evaluations to save resources and make everyone happier with the process. 300+ of the largest 500 campuses of higher education leverage Digital Measures' software.

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eName:

Password:

Disable Single Sign-On for this session

Login

---

# FSAS Evaluation

- Click “Manage Activities”, then click “Performance Evaluation – Administrative Professional/State Classified”

The screenshot displays the FSAS system interface. On the left is a vertical navigation menu with the following items: Dashboard, Manage Activities (highlighted with a yellow arrow), Rapid Reports, PasteBoard, Manage Data, Run Reports, Usage Statistics, Users and Security, Resource Center, and Help. The main content area is organized into four sections:

- Teaching/Advising**
  - Academic Advising Summary
  - Detailed Graduate and Post-Doctoral Advising Activities
  - Directed Student Learning (e.g. Supervised Research)
  - Scheduled Teaching
  - Guest Lectures
  - Extension/Engagement
  - Tenure and Promotion Evidence of Teaching Effectiveness
  - Tenure and Promotion Evidence of Advising Effectiveness
- Scholarship/Research/Creative Artistry**
  - Artistic and Professional Performances and Exhibits (Other Creative Activities)
  - Biographical Sketch - NIH | NSF
  - Research Grants and Gifts – All Quali/Coueus after September 2014 (automatically uploaded from campus systems)
  - Research Grants and Gifts – All other
  - Publications and Media
  - Intellectual Property (e.g., copyrights, patents)
  - Presentations (Posters, Lectures, Demos, etc)
  - Tenure and Promotion Collaborative & Integrative Interdisciplinary Scholarship
- Service**
  - Department
  - College
  - University
  - Professional
  - Public
- Goals and Assessment**
  - Teaching/Advising Goals
  - Research Goals
  - Engagement Goals
  - Service Goals
  - Program Self Assessment
  - Performance Evaluation - Faculty
  - Performance Evaluation - Administrative Professional/State Classified (highlighted with a yellow arrow)

At the bottom left is the Colorado State University logo.

# FSAS Evaluation

- Click “+Add New Item”



Dashboard

**Manage Activities**

Rapid Reports  
PasteBoard

Manage Data

Run Reports

Usage Statistics

Users and Security

Resource Center

Help

< Performance Evaluation - Administrative Professional/State Classified

+ Add New Item Duplicate

Item	<input type="checkbox"/>
April 1, 2015 - March 31, 2016	<input type="checkbox"/>
April 1, 2014 - March 31, 2015	<input type="checkbox"/>
April 1, 2012 - March 30, 2013	<input type="checkbox"/>

# FSAS Evaluation

- Complete evaluation date span, fields “A”, “B”, “C”, and “D”, click “Save”. The field at the very bottom of this screen is for Supervisor Narrative (not in picture).

The screenshot shows a web interface for editing a performance evaluation. On the left is a navigation sidebar with the following items: Dashboard, Manage Activities (highlighted), Rapid Reports, PasteBoard, Manage Data, Run Reports, Usage Statistics, Users and Security, Resource Center, and Help. The main content area is titled '< Edit Performance Evaluation - Administrative Professional/State Classified'. At the top right of this area are three buttons: 'Cancel', 'Save', and 'Save + Add Another'. Below the title, there are two date selection fields: 'Start Date' (set to April 1) and 'End Date' (set to March 31). Below these are four text input areas labeled A through D: 'A. Major Accomplishments/Progress (of this period)', 'B. Professional Activities (of this period)', 'C. Other Activities (academic, research, service, etc.)', and 'D. Goals/Objectives (for the next year)'. Each of these areas has a vertical scrollbar on its right side.



# FSAS Evaluation

- OPTIONAL: You are welcome to complete other sections available under “Manage Activities” screen if applicable, such as “Teaching/Advising”. Please alert your supervisor if you have input additional information in the system for his/her consideration.
- Alert your supervisor your evaluation report is ready to review and discuss.
- If you want to check your input, see next few slides.

Other Questions/Problems? Please contact [Joanna.Holliday@colostate.edu](mailto:Joanna.Holliday@colostate.edu)

Technical Problems? Please contact Ed Peyronnin at [aghhelp@colostate.edu](mailto:aghhelp@colostate.edu)

# FSAS Evaluation

- To review your input, click on “Run Reports”, scroll menu, click “Performance Evaluation AP/SC “

Dashboard

Manage Activities

Manage Data

**Run Reports**

Usage Statistics

Users and Security

Resource Center

Help

## Run Reports

Run Report

1 Report

Select...

CSU - Faculty Tenure and Promotion Report - Final

CSU - Research Detail by Department

Editorial and Review Activities by Faculty

Faculty/Staff Directory

General Service by Faculty

Intellectual Contributions by Faculty

NIH Biographical Sketch

NSF Biographical Sketch

Performance Evaluation AP/SC

Presentations by Faculty

Scheduled Teaching by Faculty

Scheduled Teaching by Faculty (Excel)

Vita

Create a new report

# FSAS Evaluation

- If you filled out *any optional fields*, click on “CAS – Faculty Annual Accomplishments” reports. Also, alert your supervisor you have provided additional information under this report.

Dashboard

Manage Activities

Manage Data

**Run Reports**

Usage Statistics

Users and Security

Resource Center

Help

Run Reports Run Report

1 Report

Select...

Academic Degrees Earned

Annual Faculty Evaluation

Awards and Honors

Birthday Report by Month

CAS - Faculty Annual Accomplishments

CAS - Research Detail by Department

CAS - Web Curriculum Vitae

Contracts, Grants and Sponsored Research by Faculty

Creative Works by Faculty

CSU - Annual Department Summary

CSU - Curriculum Vitae

CSU - Faculty Tenure and Promotion Report

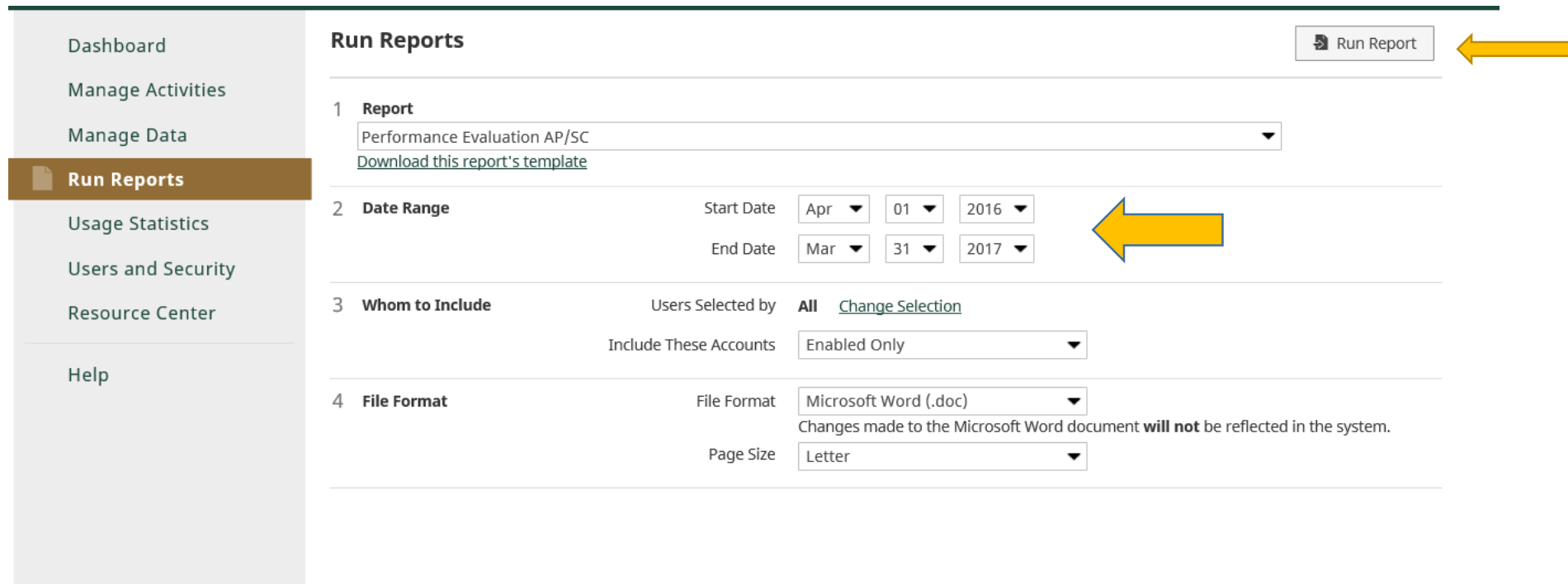
CSU - Faculty Tenure and Promotion Report - Final

Create a new report

Colorado State University

# FSAS Evaluation

- Select applicable evaluation date span, click “run report”, review.



The screenshot shows the 'Run Reports' interface in FSAS. On the left is a navigation menu with options: Dashboard, Manage Activities, Manage Data, Run Reports (highlighted), Usage Statistics, Users and Security, Resource Center, and Help. The main content area is titled 'Run Reports' and contains a 'Run Report' button in the top right corner, indicated by a yellow arrow. Below this are four sections for configuring the report:

- 1 Report**: A dropdown menu showing 'Performance Evaluation AP/SC' and a link to 'Download this report's template'.
- 2 Date Range**: Fields for Start Date (Apr 01 2016) and End Date (Mar 31 2017), with a yellow arrow pointing to the date selection area.
- 3 Whom to Include**: 'Users Selected by' set to 'All' with a 'Change Selection' link, and 'Include These Accounts' set to 'Enabled Only'.
- 4 File Format**: 'File Format' set to 'Microsoft Word (.doc)' with a note that changes to the document will not be reflected in the system, and 'Page Size' set to 'Letter'.

# FSAS Evaluation - Supervisor

- Click on “Manage Data”, click on your employee(s) name(s), then click “Continue”

The screenshot displays the 'Manage Data' section of the FSAS interface. On the left is a navigation sidebar with options: Dashboard, Manage Activities, **Manage Data** (highlighted), Run Reports, Usage Statistics, Users and Security, Resource Center, and Help. The main content area features a warning: 'You are not currently managing data.' Below this is the 'Manage Data' heading and a descriptive paragraph: 'Manage Data enables you to manage data for other users or entities within your system. If you are entering a lot of data, it may be faster to load this from CSV files rather than by using this utility. All changes made using this utility are audited. Manage Data sessions open in a new tab.' Two radio buttons are present: 'Manage Data for Users' (selected) and 'Manage Administrative Data for Users'. A 'User' field contains the text 'Ahola, Jason K: jason.ahola' and is open to a dropdown list of users. The list includes: Ahola, Jason K: jason.ahola (highlighted), Allison, Karen: karen.allison, Almeida, Teresa V: teresa.almeida, Andales, Allan A: allan.andaes, Andales, Marie J, Anderson, Aaron G: Aaron.G.Anderson, Anderson, Jacob C: jacob.anderson, Anderson, Victoria A: Tori.Anderson, Andrus, Matt R: Matt.Andrus, Archibeque, Shawn L: shawn.archibeque, Archibeque-Engle, Shannon L: shannon.archibeque-en..., and Araqueso, Cris: Cris.Araqueso. A 'Continue' button is located to the right of the dropdown.

**You are not currently managing data.**

### Manage Data

Manage Data enables you to manage data for other users or entities within your system. If you are entering a lot of data, it may be faster to load this from CSV files rather than by using this utility. **All changes made using this utility are audited.** Manage Data sessions open in a new tab.

**Manage Data for Users**

User: Ahola, Jason K: jason.ahola

Show

- Ahola, Jason K: jason.ahola
- Allison, Karen: karen.allison
- Almeida, Teresa V: teresa.almeida
- Andales, Allan A: allan.andaes
- Andales, Marie J
- Anderson, Aaron G: Aaron.G.Anderson
- Anderson, Jacob C: jacob.anderson
- Anderson, Victoria A: Tori.Anderson
- Andrus, Matt R: Matt.Andrus
- Archibeque, Shawn L: shawn.archibeque
- Archibeque-Engle, Shannon L: shannon.archibeque-en...
- Araqueso, Cris: Cris.Araqueso

**Manage Administrative Data for Users**

# FSAS Evaluation – Supervisor

- From “Manage Activities”, then click “Performance Evaluation – Administrative Professional/State Classified”

The screenshot displays the FSAS Supervisor interface. On the left is a vertical navigation sidebar with the following items: Dashboard, **Manage Activities** (highlighted with a yellow arrow), Rapid Reports, PasteBoard, Manage Data, Run Reports, Usage Statistics, Users and Security, Resource Center, and Help. The main content area is organized into sections:

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  - Academic Advising Summary
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  - Tenure and Promotion Evidence of Teaching Effectiveness
  - Tenure and Promotion Evidence of Advising Effectiveness
- Scholarship/Research/Creative Artistry**
  - Artistic and Professional Performances and Exhibits (Other Creative Activities)
  - Biographical Sketch - NIH | NSF
  - Research Grants and Gifts – All Quali/Coueus after September 2014 (automatically uploaded from campus systems)
  - Research Grants and Gifts – All other
  - Publications and Media
  - Intellectual Property (e.g., copyrights, patents)
  - Presentations (Posters, Lectures, Demos, etc)
  - Tenure and Promotion Collaborative & Integrative Interdisciplinary Scholarship
- Service**
  - Department: Professional
  - College: Public
  - University
- Goals and Assessment**
  - Teaching/Advising Goals
  - Research Goals
  - Engagement Goals
  - Service Goals
  - Program Self Assessment
  - Performance Evaluation - Faculty
  - Performance Evaluation - Administrative Professional/State Classified (highlighted with a yellow arrow)

At the bottom left of the page is the Colorado State University logo.

# FSAS Evaluation - Supervisor

- Select current evaluation date span

Dashboard

Manage Activities

**Manage Data**

Rapid Reports

PasteBoard

Run Reports

Usage Statistics


Users and Security

Resource Center

Help

You are currently managing data for **Joanna Holliday**.

< **Performance Evaluation - Administrative Professional/State Classified**

+ Add New Item Duplicate 

Item	<input type="checkbox"/>
April 1, 2016 - March 31, 2017	<input type="checkbox"/>
April 1, 2015 - March 31, 2016	<input type="checkbox"/>
April 1, 2014 - March 31, 2015	<input type="checkbox"/>
April 1, 2012 - March 30, 2013	<input type="checkbox"/>

# FSAS Evaluation - Supervisor

- Review content, add as needed, then complete “Narrative Statement by Supervisor” field

**NOTE:** For State Classified Employees receiving the highest level rating, please address how the performance merits this score. Your supervisor statement will be printed for the College Reviewer/Dean’s consideration.

The screenshot shows the 'Edit Performance Evaluation - Administrative' interface. The sidebar on the left includes: Dashboard, Manage Activities (with sub-items: Rapid Reports, PasteBoard), Manage Data, Run Reports, Usage Statistics, Users and Security, Resource Center, and Help. The main content area is titled 'Professional/State Classified' and lists several criteria with checkboxes:

- is considerate of communication styles of others
- prepares written communications/documents that are complete, clear, and understandable
- H C. Interpersonal Relations**
  - maintains productive working relations, support, and respect for others
  - is approachable and responsive; considers input from others
  - supports and appreciates the diversity of co-workers, students, faculty, clientele, and visitors
  - shares information, credit and opportunities
- H D. Customer Service**
  - considers and recommends alternatives to customers when needed
  - follows up with customers to ensure satisfaction
  - helps identify customer needs through courteous questioning and demonstrates sincere desire to be helpful in meeting needs
  - provides prompt and friendly service to customers (faculty/research scientists, clientele, and visitors)
  - seeks clarification from customers and coworkers to ensure goals are met when circumstances change
  - supports team and project goals
- H E. Accountability**
  - accepts responsibility for all areas of job
  - flexible in meeting needs in response to changing conditions and situations in work responsibilities
  - independent starter, takes appropriate actions, devises creative and effective solutions
  - judgement: correctness and logic of conclusions; judges properly whether decisions are within assigned domain
  - practices safe work habits
- H Quality and Quantity of Work**
  - problem-solving—devises new and effective means to solve problems
  - identifies resource constraints and seeks solutions to meet project or program objectives
  - ensures that own work and work of subordinates is complete, accurate, well-presented and professional
  - ensures that work is completed on time and in amount consistent with job and available resources
- H Narrative Statement by Supervisor**

At the top right, there are buttons for 'Cancel', 'Save', and 'Save + Add Another'. A large yellow arrow points to the 'Narrative Statement by Supervisor' text field.

At the bottom left, there is a Colorado State University logo and the text 'POWERED BY DigitalMeasures Privacy Policy'.



# FSAS Evaluation - Supervisor

- Only complete this section *if improvement is needed:*

Dashboard

**Manage Activities**

Rapid Reports  
PasteBoard

Manage Data

Run Reports

Usage Statistics

Users and Security

Resource Center

Help

Colorado State University

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Privacy Policy

< Edit Performance Evaluation - Administrative  
Professional/State Classified

Cancel Save Save + Add Another

Following are items that relate to two different aspects of performance: the job itself and personal attributes. Please review each item and place a check only if the individual needs improvement:

**A. Job Knowledge/Potential**

**H Command of Job**

- displays innovation—accepts problems as challenges to be overcome
- exhibits sufficient skills and knowledge to perform all parts of the job effectively and efficiently
- provides technical assistance to others and is consulted on technical matters
- pursues professional development—takes initiative to improve work skills, learn new technology or improve communication skills
- understands responsibilities

**H Planning, scheduling and implementation**

- develops applicable plans/methods
- establishes feasible schedules and coordinates with others, when required
- implements and follows through on plans and schedules
- plans within realities of resource availability and effectively and economically utilizes personnel and other resources

**H B. Communication/Verbal and Written**

- uses appropriate language and terminology
- communicates in a manner that is understood, courteous and effective
- demonstrates effective listening skills
- seeks and considers ideas from others for planning and problem resolution
- keeps supervisor, co-workers, and internal units informed
- is considerate of communication styles of others
- prepares written communications/documents that are complete, clear, and understandable

**H C. Interpersonal Relations**

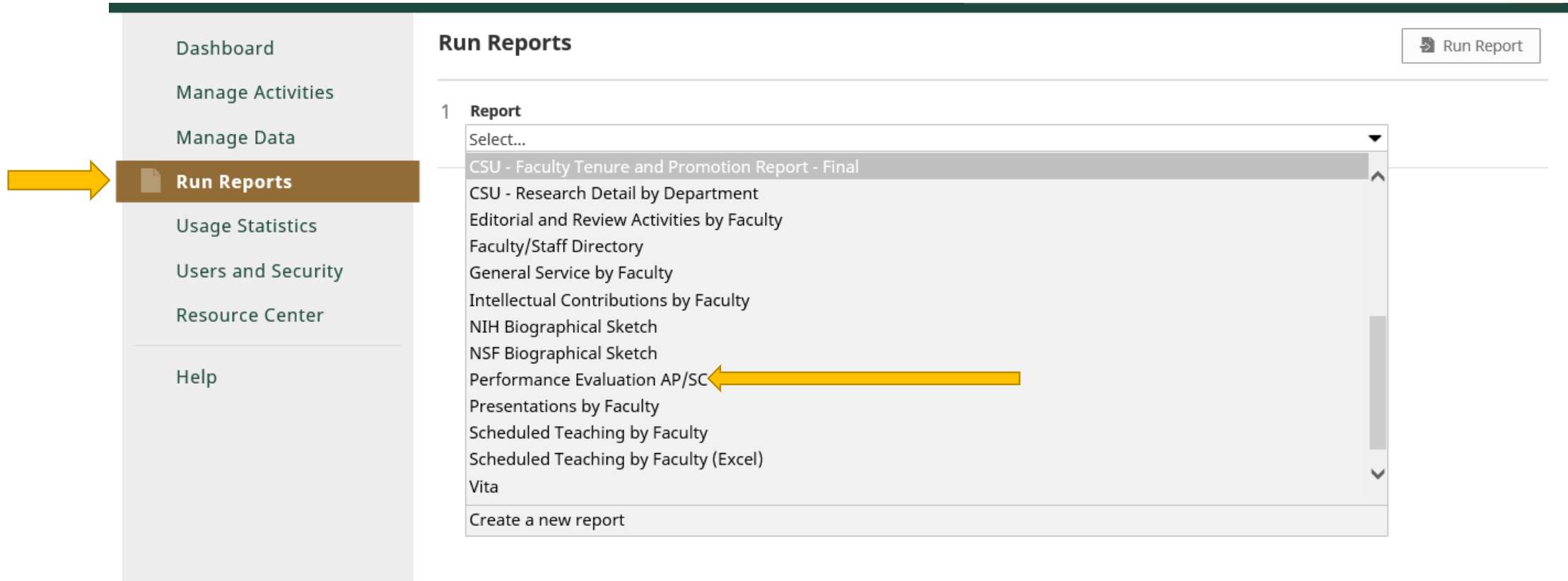
- maintains productive working relations, support, and respect for others
- is approachable and responsive; considers input from others
- supports and appreciates the diversity of co-workers, students, faculty, clientele, and visitors
- shares information, credit and opportunities

**H D. Customer Service**

- considers and recommends alternatives to customers when needed
- follows up with customers to ensure satisfaction
- helps identify customer needs through courteous questioning and demonstrates sincere desire to be

# FSAS Evaluation – Supervisor

- To review your employees report(s), click on “Run Reports”, scroll menu, click “Performance Evaluation AP/SC “



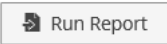
The screenshot displays the FSAS system interface. On the left is a navigation sidebar with the following items: Dashboard, Manage Activities, Manage Data, **Run Reports** (highlighted with a yellow arrow), Usage Statistics, Users and Security, Resource Center, and Help. The main content area is titled "Run Reports" and features a "Run Report" button in the top right corner. Below the title is a dropdown menu labeled "1 Report" with a "Select..." prompt. The dropdown list contains the following items: CSU - Faculty Tenure and Promotion Report - Final, CSU - Research Detail by Department, Editorial and Review Activities by Faculty, Faculty/Staff Directory, General Service by Faculty, Intellectual Contributions by Faculty, NIH Biographical Sketch, NSF Biographical Sketch, Performance Evaluation AP/SC (highlighted with a yellow arrow), Presentations by Faculty, Scheduled Teaching by Faculty, Scheduled Teaching by Faculty (Excel), and Vita. At the bottom of the dropdown is a "Create a new report" option.

# FSAS Evaluation

- Select applicable evaluation date span from the menu.

Dashboard  
Manage Activities  
Manage Data  
**Run Reports**  
Usage Statistics  
Users and Security  
Resource Center  
Help

## Run Reports




1 **Report**  
Performance Evaluation AP/SC  
[Download this report's template](#)

2 **Date Range**  
Start Date: Apr 01 2016  
End Date: Mar 31 2017

3 **Whom to Include**  
Users Selected by: All [Change Selection](#)  
Include These Accounts: Enabled Only

4 **File Format**  
File Format: Microsoft Word (.doc)  
Page Size: Letter

Changes made to the Microsoft Word document **will not** be reflected in the system.



# FSAS Evaluation - Supervisor

The screenshot displays the 'Run Reports' interface. On the left is a navigation menu with options: Dashboard, Manage Activities, Manage Data, Run Reports (highlighted), Usage Statistics, Users and Security, Resource Center, and Help. The main content area shows a 'Run Reports' section with steps: 1 Report, 2 Date Range, 3 Whom to Include, and 4 File Format. A modal window titled 'Individuals or groups to include' is open, showing a list of individuals with checkboxes. A yellow arrow points to the 'Run Report' button in the top right, and another yellow arrow points to the 'Save' button in the modal window. The footer includes the Colorado State University logo and text: 'POWERED BY DigitalMeasures Privacy Policy'.

Under “Whom to Include” at Individual View

- Check box(s) next to employee name(s)
- Click “Save”, close, *then*
- Choose file format, *then*
- Click “Run Report “

# FSAS Evaluation - Supervisor

- Open the report, then review with your employee.
- You also are welcome to print the form and sign with your employee, and route a copy to ABC HR, attn: Personnel Records, 1101 Campus Delivery. Otherwise, these records are maintained electronically.

Questions/Problems? Contact [Joanna.Holliday@colostate.edu](mailto:Joanna.Holliday@colostate.edu)

Technical Problems? Contact Ed Peyronnin at [aghelp@colostate.edu](mailto:aghelp@colostate.edu)