

## Faculty Input Form

The Faculty Input Form is available in three formats: as a downloadable MS Word document, as a printable PDF document, and as a hard copy available in the campus administrative offices. Please retain a copy of the form for your own records. Each option and the corresponding process for obtaining the form are outlined below.

**Downloadable Version (MS Word)** – The downloadable version allows you to fill-in the information required on the form using your computer. The form is available on the Faculty Evaluation "Forms and Checklists" page of our website at <http://fe.austincc.edu/forms.htm>. Save the form to your computer and insert the required information. Please make sure to **save** your changes. Print and sign the form before sending it to your department chair or department designee. If you need further assistance, step-by-step instructions are provided below.

Step-by-step instructions:

1. Access the Faculty Evaluation website Forms and Checklists page at <http://fe.austincc.edu/forms.htm>.
2. Click on **Downloadable Version (MS Word)**. After selecting the downloadable version, one of two things will happen: either a) or b) below. Follow the instructions below for each case.
  - a. The Faculty Input Form will appear on your screen, which means the document has opened within your browser. Follow these steps to complete and save the document:
    1. Insert all required information on the form.
    2. Save the changes. Click **File** at the top of your browser. Click **Save As**, select "My Documents" or any other location on your computer to store the document and click **Save**.
    3. If you close the browser window before saving the form to your computer, you will be prompted with "This document has been modified. Do you want to save the changes?" If you receive the prompt, simply click **Yes** and save the document as outlined above
  - b. A "File Download" box will appear prompting you to open or save the document. Follow these steps to complete and save the document:
    1. Click **Save** and the "Save As" box will appear. Select "My Documents" or any other location on your computer to store the document and click **Save**.
    2. Open the saved document and insert all required information on the form.
    3. Be sure to save the document again after making the changes.
3. Print two copies of the completed Faculty Input Form.
4. Send a signed copy of the completed Faculty Input Form to the department chair or department designee and keep a copy for your own records.

**Printable Version** – The printable version is a PDF version of the form, which allows you to easily print the form from your computer and write in your responses. Be sure to make a copy of

the form before sending it to your department chair. To open and print this version, an Adobe Acrobat Reader must be installed on your computer. To install the reader, see the link to download the software provided at the bottom of the forms webpage.

For more detailed information on obtaining the printable version of the form, follow these steps:

1. Access the Faculty Evaluation Forms and Checklists page at <http://fe.austincc.edu/forms.htm>.
2. Click **Printable Version** \*
3. Print the Faculty Input Form.
4. Write (or typewrite) all the required information and sign the form.
5. Make a copy of the form for your records and send the signed, completed original to your department chair or department designee.

### **Hard Copy Version**

A hard copy version of the form is available in the campus administrative office at each main campus. Write (or typewrite) all required information and sign the form. Be sure to make a copy of the form for your records and send the signed, completed original to your department chair or department designee.