# How to add Faculty to Evaluations Tip Sheet

The evaluations module has an automatic matching feature that is dependent upon both the trainees and the faculty members having block schedules in New Innovations. Unlike trainees, faculty typically precept for the same rotation all year long. Also, faculty can be assigned to multiple rotations they precept because the 'primary' rotation has no relevance for a faculty member.

1. Go to Scheduling > Schedule Rotations
2. Select the person to be scheduled
3. Select the academic year to be used for scheduling

Select Option Three: Used to build faculty schedules on one rotation for the entire year.

1. Click Option Three
2. Enter the start and end date of the academic year
3. Select the appropriate rotation
4. Click Save
5. Repeat steps 1 – 4 for each rotation the faculty precepts



Option to Extend the rotation end date beyond the current academic year

If you expect your faculty member to precept the same rotation for years to come, you can create a rotation that spans multiple years. Otherwise, each year you will need to create new faculty schedules.;

Use the current academic year and simply change the end date to several years out. The application will recognize that you are trying to end the rotation outside of the chosen academic year. Click OK and then check the box to ask the system not to check the dates against the academic year range. Then click Save.