

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

Create/Edit Rotations

Person: Academic Year:

[Access All Faculty](#)

Include Archived People Include Archived Rotations in the List Below

Create/Edit Rotation Interval

Start Date:

End Date:

Person Status:

Rotation Department:

Rotation:

Primary:

Work Load:

Compensation Status:

Home Department:

Program:

Post Graduate Year:

Person Pager:

Rotation Pager:

Notes:

Remaining Characters: 500

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.

The screenshot shows a web browser window with the 'Block Scheduling Create/Edit' page. A modal dialog box from 'www.new-innov.com' is open, displaying a warning: 'The start or end date for one of the rotations falls outside of the selected academic years range of dates. Please adjust your dates or check the box below and save again.' An 'OK' button is circled in red in the dialog. In the main form, the 'End Date' is set to '6/30/2030', with a red arrow pointing to it. At the bottom of the form, the 'Do not check dates against academic year range' checkbox is also circled in red. The browser's address bar shows 'www.new-innov.com' and the page title is 'Block Scheduling Create/Edit'.

www.new-innov.com says:
The start or end date for one of the rotations falls outside of the selected academic years range of dates. Please adjust your dates or check the box below and save again.

OK

Block Scheduling Create/Edit

Create/Edit Rotations

Person: [Bender, Douglas] Academic Year: [2017 - 2018]

[Access All Faculty](#)

Include Archived People Include Archived Rotations in the List Below

Create/Edit Rotation Interval

Start Date: 7/1/2017

End Date: 6/30/2030

Person Status: Faculty

Rotation Department: DM-Internal Medicine

Rotation: []

Primary:

Work Load: 100

Compensation Status: []

Home Department: DM-Internal Medicine

Program: []

Post Graduate Year: []

Person Pager: []

Rotation Pager: []

Notes

Remaining Characters: 500

Notes:

- Rotations marked with an asterisk do not belong to your rotation favorites list.
- To save this interval, click "Save" at the bottom of the screen
- If this is not what you intended to do, please click "Cancel" at the bottom of the screen instead of using the browser's back button

[Save](#) | [Cancel](#) Do not check dates against academic year range