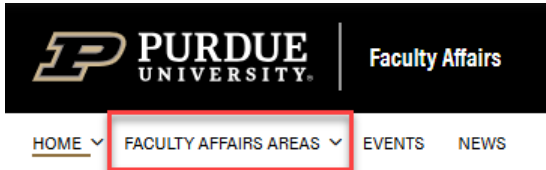
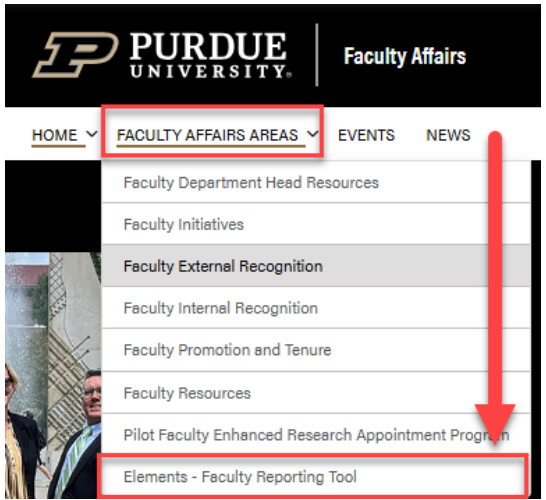


This guide outlines how faculty members and department/school heads may view their archived review(s) within the Elements Faculty Reporting Tool. Additional resources and documentation regarding Optimizing the Elements Profile, Claiming and Rejecting Items, and more can be found on the Faculty Affairs Elements Training page located at [Faculty Resources>Purdue Elements>Training Resources and QRGs](#). Please contact your [Purdue Elements College Success Managers](#) for further assistance and guidance.

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Accessing Elements Faculty Reporting Tool	
To access the Elements platform, navigate to the Faculty Affairs website and click the “Faculty Affairs Areas” tab.	
Select the “Elements - Faculty Reporting Tool” from the drop-down menu.	

Scroll to the Elements icon and click to open the tool.

Faculty Resources

Faculty Initiatives

Faculty Awards and Honors

Faculty Promotion and Tenure

Department Head Resources

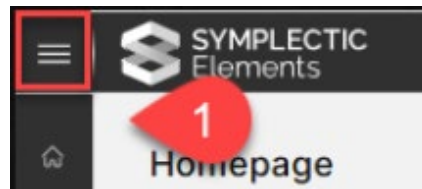


**Elements**

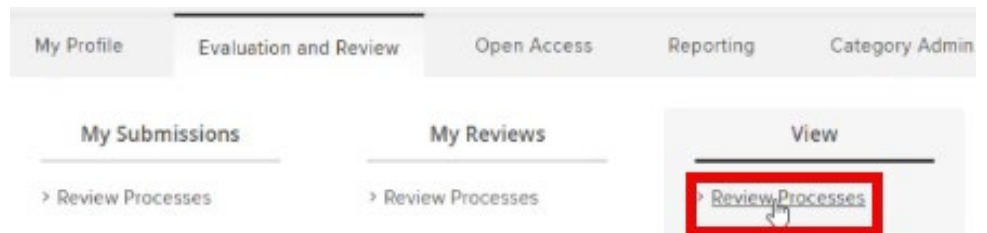
[Click to log in](#)

### Accessing The Completed Review

Click the three lines located at the top left of the screen.



Then navigate to the “Evaluation and Review” tab.



Navigate to “View” and click “Review Processes.”

### Navigating The Completed Review

Click on “VIEW” to the right-hand side next to the process to view the related exercises.

#### Viewable review processes

Annual Performance Review CY2024

[VIEW](#)

Annual Performance Review CY2024: With Viewers

[VIEW](#)

You will see a list of individuals with exercises you have access to. Click on the **"VIEW"** button to view any of these exercises.

**View Annual Performance Review CY2024 exercises**

search researchers

showing 1 - 1 out of 1

view: 10 per page

**PETE, Purdue** (ThePurduePete)

Stage: Archive

Started: 14 Jul 2025  
Created: 02 Jul 2025

**VIEW**

Navigate to any sections you wish to view.

At this stage, nothing is editable and there is no way to submit additional items to the exercise.

You may, however, view all the activity that occurred in each section.

For example, if you would like to view all your Merit Review & Final Comments information, please navigate to that section.

**Purdue Pete's Annual Performance Review CY2024**

EXIT EXERCISE

**Introduction**

Overview

Merit Review & Final Comments

Scholarly & Creative Works, Activities, and Outputs

Learning & Teaching Activities and Outputs

Grants, Funding, and Expenditures

Service & Engagement Activities and Outputs

Honors, Awards, and Recognitions

Reflection & Moving Forward

Extension & Impact

Nominate Colleague

Personnel Information

Attach CV

**Introduction**

The Elements Faculty Reporting Tool is being used for the annual performance and merit reviews of faculty. There are 4 stages in the process: 2 for faculty to complete, and 2 for reviewers to complete.

**Stage 1 - Record:** All faculty are asked to report activities for calendar year 2024, verifying accuracy of pre-populated information, uploading a current CV, and following department/school guidance for completing narrative sections and additional attachments.

**Stage 2 - Review:** The reviewer(s) complete a review of Stage 1 faculty reports. This performance review is done annually for all assistant and associate professors, and at least once every 3 years for full professors.

**Stage 3 - Respond:** Faculty have an opportunity to respond to the performance review completed in Stage 2.

**Stage 4 - Complete:** Department/School Head finalizes the review and documents the merit decision.

Once in the **"Merit Review & Final Comments"** section you will be able to view any comments left in Stage 4 under the **"Review"** section as well as view or download any attachments left utilizing the buttons on the right hand side of the **"Attachments"** section.

**Merit Review & Final Comments**

PREVIOUS NEXT

**1 Review**

Reviewed by **Gabbi Kraus** on 18 Feb 2025 10:35

Stage: 4. Complete

These are my final comments.

**Attachments**

The Department/School Head provides a summary of the process used (including rubrics, scores, etc.) in determining merit for the unit as well as the merit decision for the faculty member.

Supporting documents may be attached below the comments box... [...see more](#)

1 attachment

**Purdue Pete Test CV.pdf**  
Uploaded on 18 Feb 2025 10:36 | 366 kB

**Description**  
This is an attachment description

PREVIOUS NEXT

After you have finished viewing the completed review, click “EXIT EXERCISE” near the top left of the screen to exit the review.



## Annual Performance Review CY2023

◀ EXIT EXERCISE