

## Guideline for Entering Data into Faculty 180

### Note

1. This is a working draft to provide you with some guidelines on entering data in Faculty 180, especially which data should go where.
2. The Faculty Achievement Committee will finalize the guidelines in a timely manner.
3. **All uploaded documents should be in pdf format.**

### Faculty 180

#### Profile

- *Personal Information* – make changes as needed.
- *Contact Information* – make changes as needed.
- *Current BGSU Rank and Title* – make changes as needed.
- *Degrees* – make changes as needed; you can also upload diplomas by clicking “Actions”.
- *Memberships* – make changes as needed; you can also upload any supporting documents by clicking “Actions”.
- *Professional Licensures & Certifications* – make changes as needed; you can also upload certificates or licensures by clicking “Actions”.
- *Honors* – make changes as needed; you can also upload any supporting documents such as letters or certificates by clicking “Actions”.
- *Work Experience* – make changes as needed; you can also upload any supporting documents by clicking “Actions”.
- *Interests* – make changes as needed.
- *Biography* – make changes as needed.
- *Philosophy* – You can either type in the boxes “Teaching Philosophy” and “Research Philosophy”, or you can upload the “Teaching Philosophy” and “Research Philosophy” as pdf attachments.

#### Activities

- *Teaching* – This section will have a list of courses you have taught. You can upload course syllabus, if required, and peer evaluations, if required and available for a specific course. Course evaluation, if available in pdf format, can also be uploaded on a per course basis (please also see the next item).

- *Teaching Supporting Documents* – This is where you can upload other additional teaching supporting documents such as
  - a. A summary table of courses taught, student rating, average student rating of all sections, GPA, and average GPA of all sections (**required**). Note that this is essentially the table from the service report. Prepare that table and have it uploaded here as a pdf document.
  - b. Peer evaluations.
  - c. Sample tests (if required).
  - d. Materials related to innovative teaching.
  - e. Other teaching supporting documents.
- *Teaching Outside of BGSU*- Add any courses taught external to BGSU.
- *Graduate Student Supervision/Mentoring* – thesis or dissertation committee chair/membership would go here.
- *Undergraduate Student Supervision/Mentoring* – thesis or project committee chair/membership would go here.
- *Curriculum Development* – curriculum development activities would go here (one item per activity).
- *Professional Development* – professional development activities would go here (one item per activity).
- *Student Advising* – undergraduate and graduate students advising activities such as academic advising and student clubs (should be entered in “Other”) appear here.
- *Grants* – grant activities go here (one item per activity).
- *Scholarly Contributions and Creative Productions* – publications are listed here; you can upload the paper by clicking “Actions”; journal rating for each publication should also be entered.
- *Institutional Committees* – services on departmental, college and university committees.
- *Other Institutional Service* – other (non-committee) institutional services such as, but not limited to, director of center/institute, speaking engagements at student clubs, faculty research presentations, etc.
- *Professional Service* – service activities at professional organizations and communities such as
  - a. Referee/reviewer of paper or grant proposal.
  - b. External reviewer of program review.
  - c. External reviewer of tenure/promotion application.
  - d. Session organizers/chairs.

- e. Services in professional organizations
- f. Others?
  - *Community Engagement* – other community-based (professional and non-professional) service activities.
  - *Other Service* – all other services which do not fall under “Other Institutional Service”, “Professional Service”, and “Other Service”.
  - *Consulting* – consulting activities (one item per activity); you can also upload any supporting documents by clicking “Actions”.
  - *Previous Evaluations and Reappointment Letters*- Upload your previous reappointment letters.
  - *Merit Documents-Department/School Forms*- Upload your department summary sheets.