

Faculty 180

TRAINING GUIDE

Faculty 180

CONTENTS

What is Faculty 180?	2
Notes	3
Navigation and Recommended Browsers	3
Icons Used in Faculty 180.....	3
Benefits of Faculty 180	4
Faculty 180 Home.....	5
Announcements & Help	6
Profile	7
Activities	8
Evaluations	9
Candidate Finalizes Dossier	9
Committee Chair Completes Evaluation	12
Forms & Reports.....	15
Vitas & Biosketches	15

If you are experiencing issues with logging in, browsers, printing, or some feature of the system is not working properly, contact the TSC at 2-0999. If you have questions about entering your activities or information in the system, which category to use for a specific activity, etc., contact faculty180@bgsu.edu for assistance.

Faculty 180

WHAT IS FACULTY 180?

Faculty180 is the faculty activity reporting system used for RPT, merit, accreditation, etc. Faculty members are able to document their achievements in research, teaching, and service. Some data will be automatically loaded into Faculty180 from PeopleSoft. Faculty enters other data manually or imports from online sources such as Google Scholar. Faculty180 will increase the accuracy and consistency of faculty data and reduce the amount of time and effort faculty spend each year on reporting their accomplishments.

Faculty180 will also provide faculty with a comprehensive and easily accessible record of their activities over their careers, automatically update CV's, and easily create and manage multiple resumes and/or biographical statements for different audiences.

NOTES

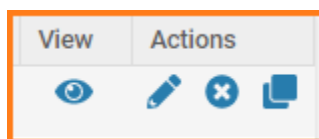
- Currently, with no interaction from you, Faculty 180 already has your biographical and demographic information – such as your office address and current position. All data loaded from PeopleSoft is locked. If the data is incorrect, follow the process in the FAQ section to get the data corrected.
- Keep in mind you can upload different file types (Microsoft Word, PowerPoint, multimedia, etc.) but you want to be cautious that reviewers might not have the same software. We suggest uploading files as PDFs. When you upload a document, make sure it has a meaningful title that reviewers will understand.
- Please consult your unit merit, promotion and tenure documents if you have questions on what is required to load into Faculty 180.

NAVIGATION AND RECOMMENDED BROWSERS

Faculty 180 authenticates with your University user name and password. The recommended browsers for Faculty 180 are Mozilla Firefox, Google Chrome, and Safari. **Do NOT use Internet Explorer** because of issues with functionality and display. Please set your browser to accept pop-ups from the Faculty 180 site to ensure an optimal experience.

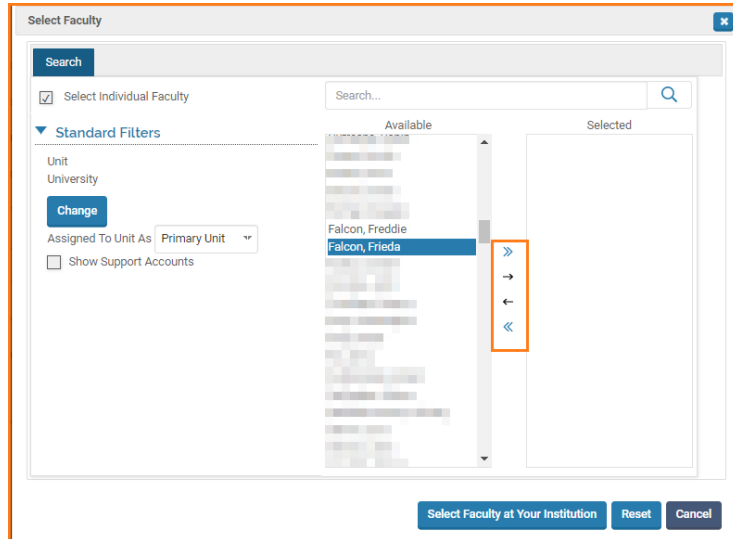
CAUTION: WHEN NAVIGATING IN FACULTY 180, PLEASE DO NOT USE THE BACK, FORWARD OR REFRESH BROWSER BUTTONS, AS THIS COULD CAUSE ERRORS AND MAY RESULT IN A LOSS OF DATA. USE THE NAVIGATION WITHIN FACULTY 180 TO ENSURE SMOOTH TRANSITIONS BETWEEN PAGES.

ICONS USED IN FACULTY 180



- Eye – view information
- Pencil – Edit information
- X – Delete information
- Clone – Copy and create new information

Faculty 180

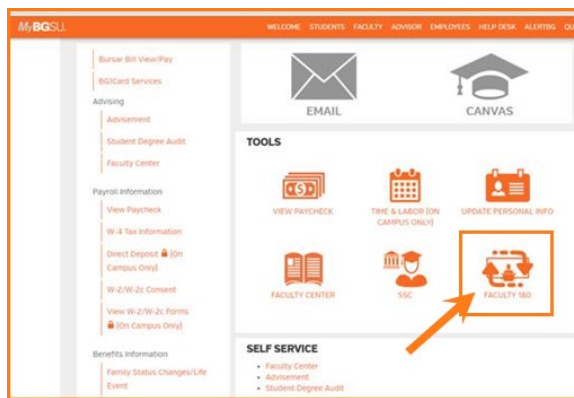


- » Move ALL Available faculty to the Selected column
- → Move highlighted faculty to the Selected column
- ← Deselect highlighted faculty to the Available column
- « Deselect ALL faculty to the Available column

BENEFITS OF FACULTY 180

- Designed by faculty for faculty
- Simplified time saving data entry
- Migration of prior faculty data (e.g., import publications from Web of Science and Google Scholar)
- Integrated with BGSU CSS, FMS, & HCM Systems
- Customizable allowing you to create multiple CVs, ad hoc college reports, multiple RTP and merit processes, reaccreditation documentation
- Searchable for collaborators, mentors, media representatives, public speakers, external consultants, etc.
- Supports accreditation reporting requirements
- Streamlines the RTP & Merit processes
- Creates a common data base for the review processes in compliance with the collective bargaining agreement #2

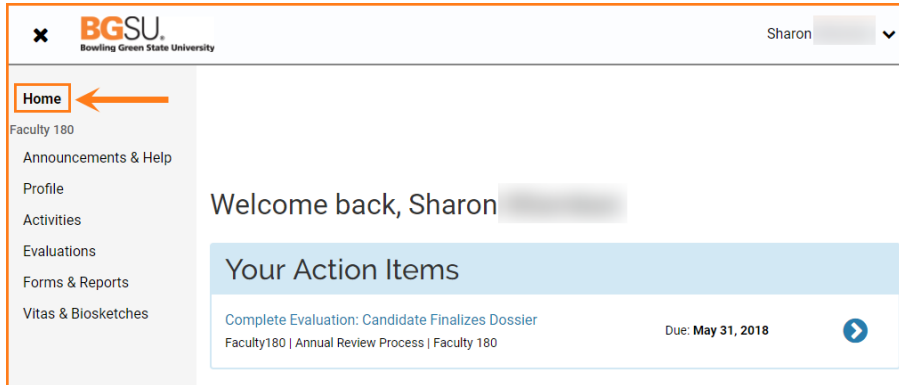
To access Faculty180 click the link in your MyBGSU.



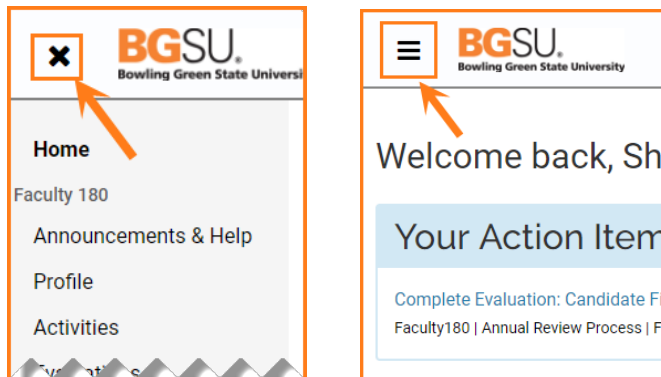
Faculty 180

FACULTY 180 HOME

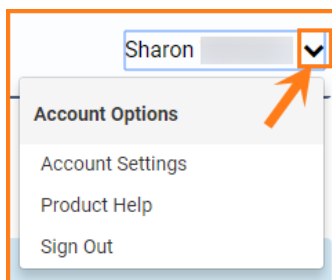
Home is the first page you will see when you access Faculty 180. Relevant action items appear.



The **Action Items** section displays a list of tasks to perform, such as completing an input form or an evaluation and accepting a co-authored work.



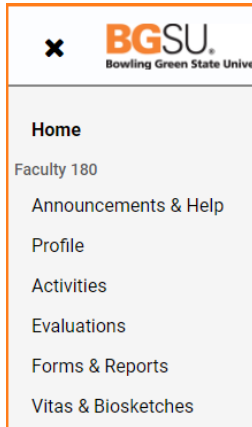
- Clicking on the **X** in the upper left-hand corner collapses the left navigation menu.
- Clicking on the **menu icon** in the upper left-hand corner expands the left navigation menu.



Note the additional navigation in the top right corner:

- **Your Name:**
 - Account Settings
 - Product Help - links to contextual help, including videos and forums
 - Sign Out

Faculty 180



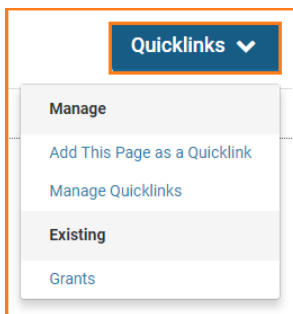
Sidebar navigation offers easy and quick navigation between the following reporting sections:

- **Announcements & Help:** Updates and news about the system.
- **Profile:** PeopleSoft Human Resources imports your biographical information.
 - You can add additional information such as your education, experience, and biography.
- **Activities:** Enter, view, and edit data about your professional activities.
- **Evaluations:** Depending on authority, you can view, edit or submit written evaluations.
- **Forms & Reports:** We are not using this section.
- **Vitas & Biosketches:** Generate annual reviews and custom personal CVs from your data.

ANNOUNCEMENTS & HELP

Note the additional navigation in the top right corner:

- **Quicklinks:** User defined bookmarks for frequently used pages.



- **Interfolio Announcements:** Notes from the software vendor
 - **Interfolio Help Center:** Same as Product Help; opens in a new browser tab.
- **Institutional FAQ's:** Questions and answers to questions specific to BGSU

Faculty 180

PROFILE

Faculty members input personal data that tends to remain static over time, such as contact information, degrees, credentials, and work experience in the Profile Form. Faculty members can update their profile at any time.

- **Personal Information:** PeopleSoft uploads this data.
- **Contact Information:** PeopleSoft uploads Business contact information. You have access to make changes to personal contact information. Your review dossier does not pull personal contact information.
- **Current BGSU Rank and Title:** Current Faculty Rank and Promotion History at BGSU: PeopleSoft uploads all full-time faculty work experience at BGSU into this section.
- **Faculty Rank and Promotion History at BGSU:** PeopleSoft uploads this data. (beginning in Summer 2018)
- **Degrees:** PeopleSoft uploads your highest terminal and highest degrees. You are responsible for loading additional degrees. You can upload diplomas and transcripts by clicking Browse in the attachments section.
- **Memberships:** Add professional memberships. You can upload any supporting documents by clicking Browse in the attachments section.
- **Professional Licensures & Certificates:** Add professional licensures and certificates; you can upload certificates or licensures by clicking Browse in the attachments section.
- **Honors:** In this section, you can report your honors, awards, and recognitions earned for teaching, community development, research, economic development, etc. You can upload any supporting documents such as letters or certificates by clicking Browse in the attachments section.
- **Work Experience:** Add any additional work experience at BGSU or outside of BGSU. You can upload any supporting documents by clicking Browse in the attachments section.
- **Interests:** Teaching and research interests; this section is not pulled into your review dossier. However, this can be used in personal CVs. (Optional)
- **Biography:** Your review dossier does not pull biography information. However, this can be used in personal CVs. (Optional)
- **Teaching Philosophy/Narrative/Librarian Effectiveness:** Either you can type in the text boxes or you can upload an attachment.
- **Research Philosophy/Narrative:** Either you can type in the text boxes or you can upload an attachment.
- **Service Philosophy/Narrative:** Either you can type in the text boxes or you can upload an attachment.
- **Academic Unit P&T and Merit Documents:** Upload your Merit and Promotion and Tenure documents here.
- **Personal CV:** The system creates a CV for reviewers. Some review committees ask candidates to highlight new accomplishments on their CV. You can add specifically formatted CVs in this section. (Optional)
- **Go Back:** takes you back to the Home page

Faculty 180

ACTIVITIES

****NOTE:** Please consult your unit's RPT and Merit policies to assure you are submitting the correct information for review.

- **Teaching** – PeopleSoft uploads a list of courses you have taught by semester for the last year. You cannot add classes to this section. By clicking the Edit button, you can upload course syllabus, peer evaluations, sample tests/quizzes, student evaluations, etc. for a specific course. The uploaded documents should pertain to a specific course. If you have documents that are broader, please use the next section.
- **Teaching - Supporting Documents** – This is where you can upload other additional teaching supporting documents such as peer evaluations (over several courses), materials related to innovative teaching, etc.
- **Teaching Outside of Bowling Green** – Add any teaching outside of BGSU here
- **Graduate Student Supervision/Mentoring** – Add thesis or dissertation committee chair/membership here.
- **Undergraduate Student Supervision/Mentoring** – Add thesis or dissertation committee chair/membership, club advising, any work with students that is not teaching or advising here.
- **Curriculum Development** – Include any course, program or college level curriculum development here.
- **Professional Development** – This section captures information about your professional development efforts and includes conferences, symposia, and special training sessions you attended. You also may report continuing professional education, including those taken for CE credit toward a certification or re-certification. Professional development internal or external to the university, for credit or not for credit.
- **Student Advising** – Enter the number of students advised at each level, undergraduate, graduate, doctoral.
- **Grants** – Manually add all grant activity. Include internal and external grant applications and awards.
- **Scholarly Contributions and Creative Productions** – list all publications here. You can upload any supporting documents by clicking Browse in the attachments section. You can add collaborators to any body of work. If you worked with a full-time faculty member at BGSU, you can search for their name. This will create a link on that faculty member's Action Items to approve the citation. (There are several videos available on this topic)
- **Institutional Committees** – service on departmental, college and university committees. Change the unit to get a new drop down menu. Select "Other" if your committee is missing.
- **Other Institutional Service** – other (non-committee) institutional services such as, but not limited to, service on ad-hoc committees, enrollment/retention teams, etc.
- **Professional Service** – service activities at professional organizations and communities such as: Referee/reviewer of paper or grant proposal, external reviewer of program review, external reviewer of tenure/promotion application, and session organizers/chairs.
- **Community Service** – other community-based service activities. This could include personal or professional community service. Your review dossier only pulls in professional community service.

Faculty 180

- **Other Service** – all other services that do not fall under “Other Institutional Service”, “Professional Service”, and “Community Service”.
- **Consulting** – consulting activities. You can upload any supporting documents by clicking Browse in the attachments section.
- **Previous Evaluations and Reappointment Letters** – Upload recommendation letters from your previous reappointments here.
- **Go Back:** takes you back to the Home page

EVALUATIONS

Candidate Finalizes Dossier

When it is time to submit your dossier, you will see an action item on your home page to complete your evaluation as well as a link in the Evaluation Section for Candidate to Finalize Dossier.

BGSU
Bowling Green State University

Sharon

Home
Faculty180
Announcements & Help
Profile
Activities
Evaluations
Forms & Reports
Vitas & Biosketches
Administration

Bowling Green State University > Evaluations >

Quicklinks

View / Respond

No evaluations accessible.

View All

Perform Evaluations

#	Process	Title	Type	Unit Name	Faculty Under Review	Due	Creator	Actions
1	Annual Performance Review	Candidate Finalizes Dossier	Annual Review Process	Management	Sharon	2018-05-31 12:00am	, Sharon	Evaluate

1. Click on **Evaluations** in left navigation
2. Click on **Evaluate** button on “Candidate Finalizes Dossier” line

Bowling Green State University > Evaluations > View Faculty >

Quicklinks

View Faculty

Process	Annual Performance Review
Type	Annual Review Process
Evaluation	Candidate Finalizes Dossier
Unit	Management
Creator	Sharon
Start	March 28, 2018 10:19AM
End	May 31, 2018 12:00AM

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	Dossier (Summer 2016 - Spring 2018)	Actions
<input type="checkbox"/>	1	Sharon			View Evaluate

* Note: Saved Evaluations must be Submitted before the deadline shown.

Submit Selected Evaluations Cancel

3. Click the **View** icon to preview before submitting and close window when finished reviewing.
4. Click the **Evaluate** button when ready to submit.

Faculty 180

Evaluations
Evaluate

* Indicates required field

A Evaluation Details

Evaluation Of	Sharon
Title	Candidate Finalizes Dossier
Type	Annual Review Process
Description	-
Evaluation Author	Name Withheld

Dossier Verification

B Input Form

I confirm that all the information contained in my dossier is complete and accurate to the best of my knowledge.

Agree* **Select** 5

C Standard Evaluation Input

B / **I** / **U** | [Icons] | Font Size: [Dropdown] | [Icons]

Evaluation

Path: p

i No attachments uploaded.

Attachment

Choose File No file chosen

Add Another

Save 6 Cancel

5. Click the **Select** button and choose **Yes** (only option)
6. Click **Save**

Bowling Green State University > Evaluations > View Faculty >

Evaluations Quicklinks ▾

View Faculty

Process	Annual Performance Review
Type	Annual Review Process
Evaluation	Candidate Finalizes Dossier
Unit	Management
Creator	Sharon
Start	March 28, 2018 10:19AM
End	May 31, 2018 12:00AM

Listing of Faculty Being Evaluated

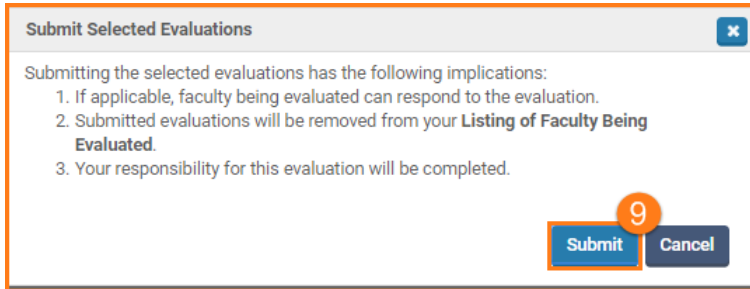
<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	Dossier (Summer 2016 - Spring 2018)	Actions
<input checked="" type="checkbox"/> 7	1	Sharon	Not Submitted		Evaluate

* Note: Saved Evaluations must be Submitted before the deadline shown.

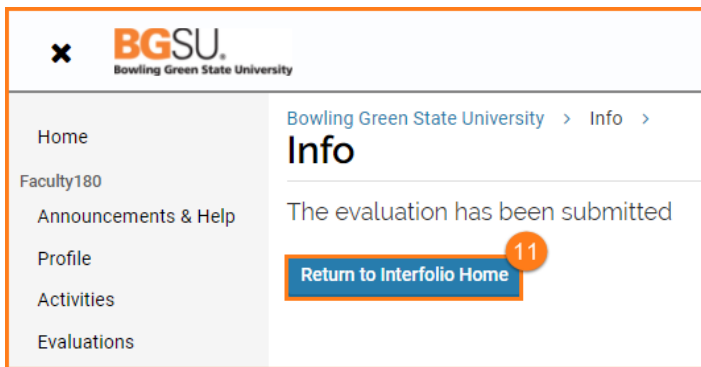
Submit Selected Evaluations 8 Cancel

7. **Check the box** to select the Faculty Being Evaluated
8. Click **Submit Selected Evaluations** – it is NOT submitted until this button is activated

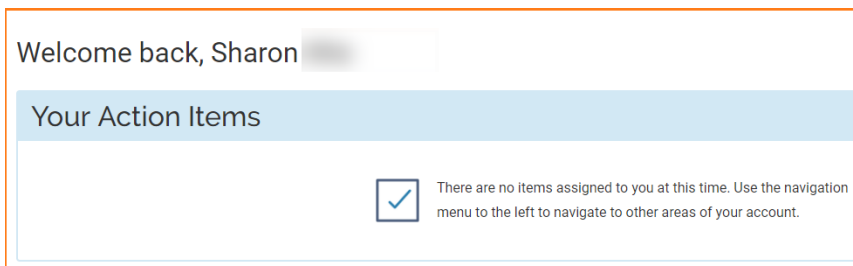
Faculty 180



9. Click **Submit**
10. You will receive an email from Faculty180 letting you know the Faculty Self Evaluation is Completed



11. Click Return to Interfolio (Faculty180) **Home**

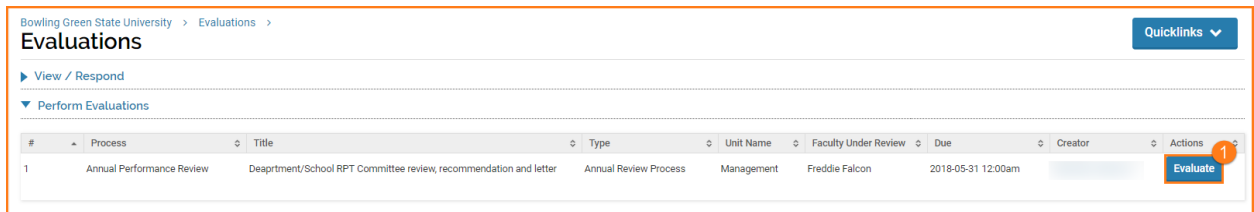


12. The Home screen shows your Action Item completed!

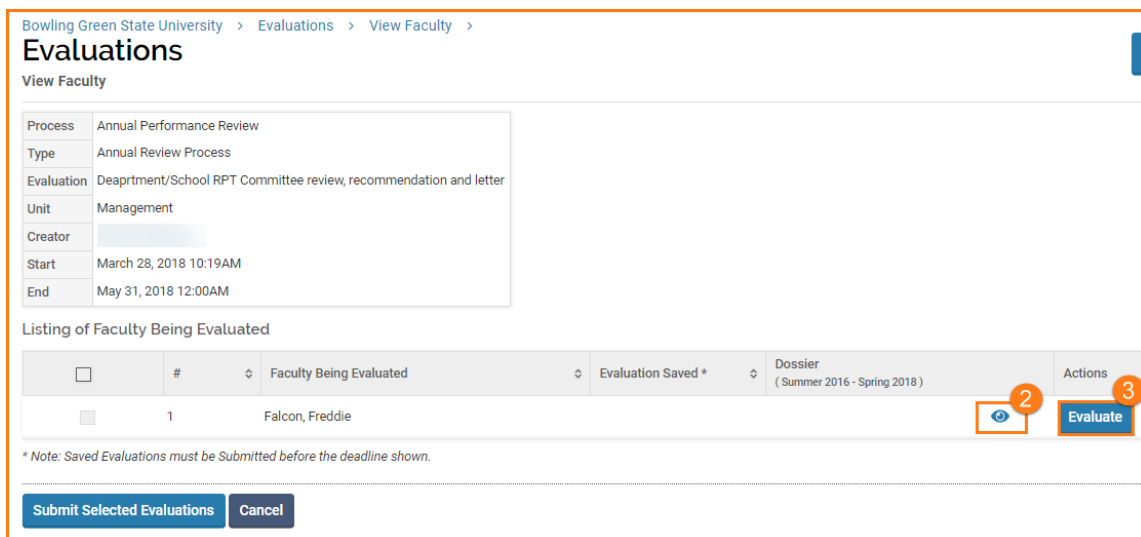
Faculty 180

Committee Chair Completes Evaluation

Faculty members and administrators can be set up as evaluators in Faculty180 in order to review a candidate's dossier. An evaluator can be a faculty member serving on a tenure/promotion committee or an administrator serving as a chair, dean, or provost responsible for evaluating faculty performance. Evaluators are notified by e-mail when a dossier is available for review. A notification message will display in the Action Items on the Home Page. Reviewers can also access candidate's dossiers in the Evaluations section in the left hand navigation. When an evaluation is submitted or the due date for an evaluation has passed, the link to the evaluation is removed from the Home Page and Evaluation Page. If the due date is later extended, the evaluation link will redisplay.



1. Click the **Evaluate** button



2. Click the **View** icon to preview before submitting and close window when finished reviewing.
3. Click the **Evaluate** button when ready to submit.

Faculty 180

Evaluations

Evaluate

A Evaluation Details

Evaluation Of	Freddie Falcon
Title	Deaprtment/School RPT Committee review, recommendation and letter
Type	Annual Review Process
Description	-
Evaluation Author	Name Withheld

B Input Form

Please attach letter at the bottom of this form.

Recommend*	For 4
Signature*	Sharon 5
Date*	2018-04-02 6

C Standard Evaluation Input 7

Evaluation

Path: p

B **I** **U** [List Icons] Font Size [Icons]

No attachments uploaded.

Attachment

Choose File Review2018_...Falcon.docx

Add Another

8

Save Cancel

4. Select **For** or **Against**
5. Type **Name**
6. Select **Date**
7. **Optional:** Type a brief explanation or attach a file
8. **Save**

Faculty 180

Bowling Green State University > Evaluations > View Faculty >

Evaluations

View Faculty Quicklinks ▾

Process	Annual Performance Review
Type	Annual Review Process
Evaluation	Department/School RPT Committee review, recommendation and letter
Unit	Management
Creator	
Start	March 28, 2018 10:19AM
End	May 31, 2018 12:00AM

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	Dossier (Summer 2016 - Spring 2018)	Actions
<input checked="" type="checkbox"/>	1	Falcon, Freddie	Not Submitted		Evaluate

* Note: Saved Evaluations must be Submitted before the deadline shown.

Submit Selected Evaluations Cancel

9. Check the box to select the Faculty Being Evaluated

10. Click **Submit Selected Evaluations** – it is NOT submitted until this button is activated

Submit Selected Evaluations

Submitting the selected evaluations has the following implications:

1. If applicable, faculty being evaluated can respond to the evaluation.
2. Submitted evaluations will be removed from your **Listing of Faculty Being Evaluated**.
3. Your responsibility for this evaluation will be completed.

Submit Cancel

11. Click **Submit**

BGSU
Bowling Green State University

Home
Faculty180
Announcements & Help
Profile
Activities
Evaluations

Bowling Green State University > Info >

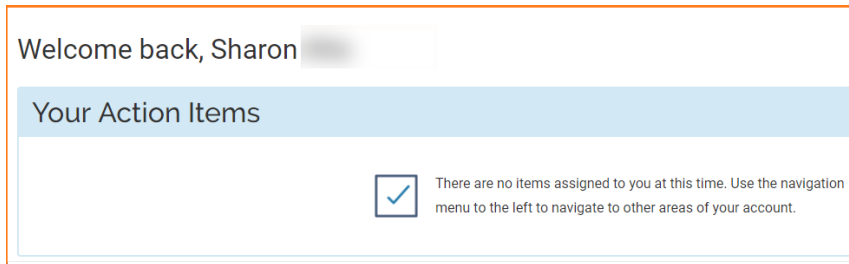
Info

The evaluation has been submitted

Return to Interfolio Home

12. Click Return to Interfolio (Faculty180) **Home**

Faculty 180



13. The Home screen shows your Action Item completed!

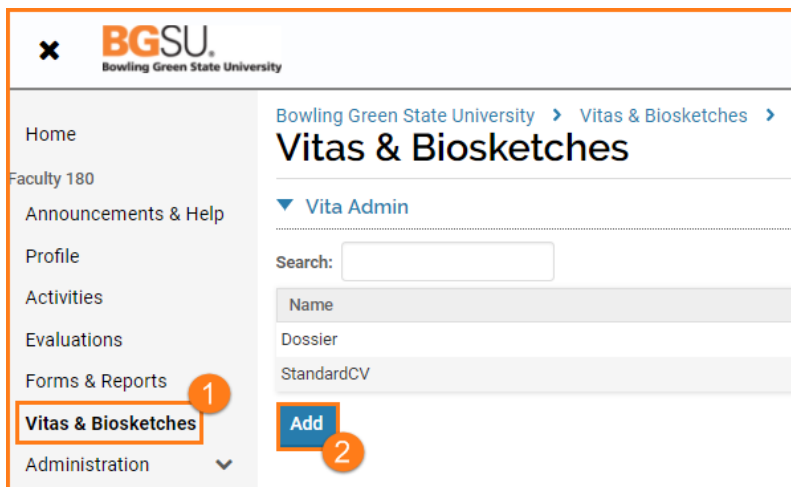
FORMS & REPORTS

- We are not currently using activity inputs. Therefore, **nothing will show in this section.**

VITAS & BIOSKETCHES

You can add, view, edit, delete, or clone a vita or biosketch. Once cloned, they are a personal vita template of that faculty user.

- **Dossier** - this is the review dossier. This is how it will look to reviewers. There is an option to export to Word or pdf or share a web link, there is also an option to print.
- **Standard CV** - this is the format from the academic charter. There is an option to export to Word or pdf or share a web link, there is also an option to print.
- **Personal CV** – create a modified version of the Standard CV



1. Click Vitas & Biosketches on the left navigation
2. Click the **Add** button

Faculty 180

Add

* Indicates required field

Name* PersonalCV

Template* StandardCV *

Description Description is Optional

Save Save and Edit Cancel

3. Give document a **Name**
4. Select a **Template**
5. **Description** is optional
6. Click the **Save and Edit** button

A General Information

Name PersonalCV

Description Description is Optional

Path: p

Allow automatic display of new activities on vita Yes No *Selecting "Yes" will allow new activities to be shown when this vita is displayed*

Show Photo on Vita Yes No

Show Empty Sections Yes No

Hide Vita Name Yes No

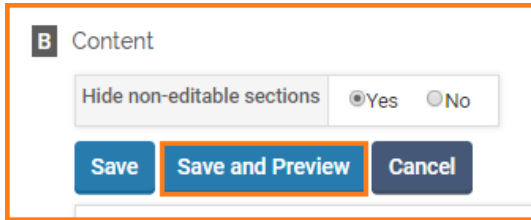
Hide Attachments on Vita Yes No

7. Select items to hide/show in the **General Information** Section
8. Select items to hide/show and re-order sections in the Content Section

3 Degrees 2 Items Selected

9. Click on pencil beside section title to rename section (i.e. Degrees – Education)

Faculty 180

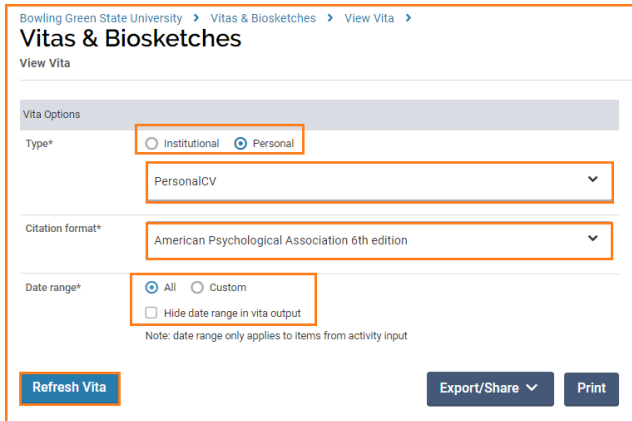


B Content

Hide non-editable sections Yes No

[Save](#) [Save and Preview](#) [Cancel](#)

10. Save and Preview button



Bowling Green State University > Vitas & Biosketches > View Vita >

Vitas & Biosketches

View Vita

Vita Options

Type* Institutional Personal

PersonalCV

Citation format* American Psychological Association 6th edition

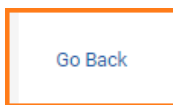
Date range* All Custom

Hide date range in vita output

Note: date range only applies to items from activity input

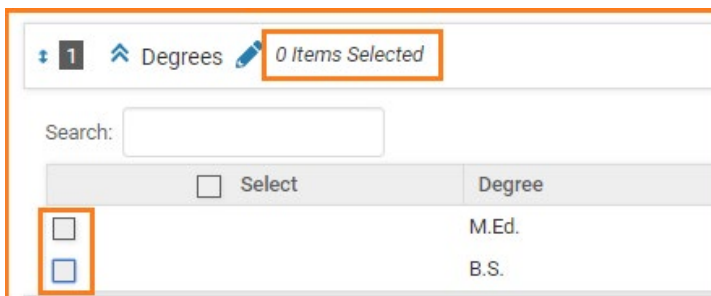
[Refresh Vita](#) [Export/Share](#) [Print](#)

11. Select **Personal** Type
12. Select **Citation format**
13. Select **Date Range**
14. Click **Refresh Vita** button



[Go Back](#)

15. Click **Go Back** link at bottom of screen to return to the edit Personal CV



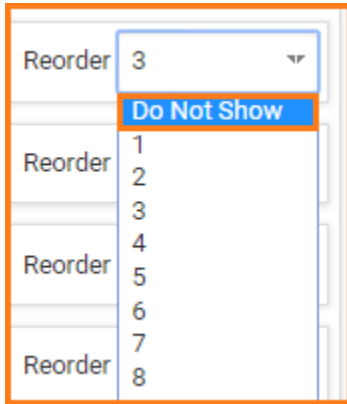
1 Degrees *0 Items Selected*

Search:

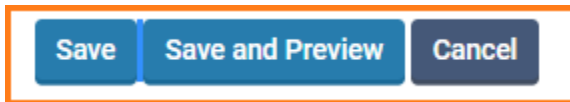
<input type="checkbox"/> Select	Degree
<input type="checkbox"/>	M.Ed.
<input type="checkbox"/>	B.S.

16. If a category has 0 Items Selected, you may want to expand the selection and check the box to include items on your personal CV.

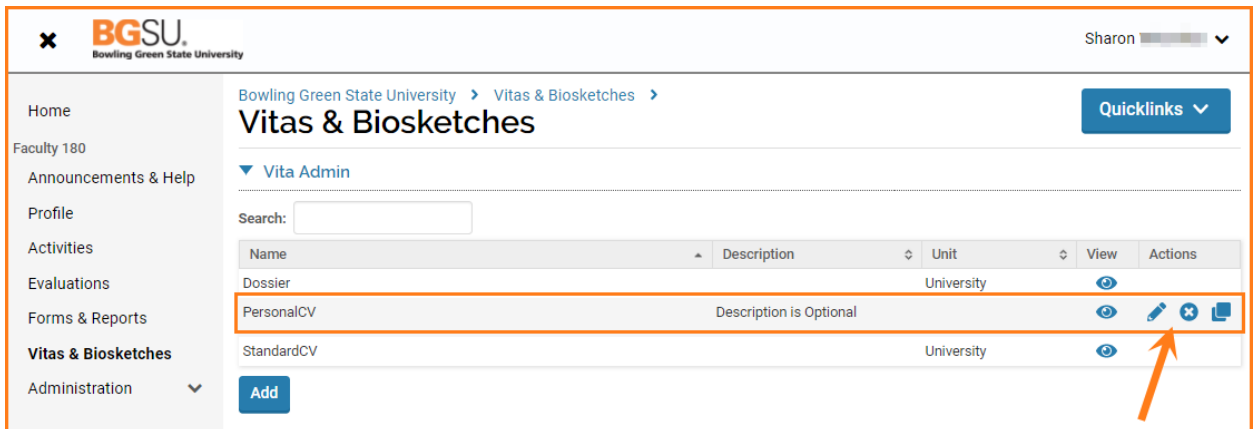
Faculty 180



17. If there are no items to select, you may want to click on the dropdown to Reorder and select **Do Not Show**.



18. Continue clicking **Save and Preview** as you fine-tune the fields and activities to show and the order to list them.
19. Click **Save** when done.



20. You can continue to **edit**, or **delete** or **copy** the CV you just created.