

## **Instructions for Faculty Annual Reporting in Faculty180** **FULL-TIME faculty** **College of Arts and Sciences**

The Annual Report template in Faculty180 is somewhat changed for 2019-20. It streamlines, considerably, the narratives requested of faculty: narrative will largely occur in the 'Annual Overview/Highlights' section with the remainder of the template devoted to logging your various scholarship and service artifacts. You are encouraged to be concise in your annual report while making the report reflect for you your experiences as a faculty member for the College of Arts and Sciences in 2019-20.

Below are instructions for completing the report in Faculty180: first a simple written list; and then the same list with screenshots. See also instructions in the Instructions section in the Faculty180 entry template itself.

The College will conduct training/refresher presentations in late April/Early May.

The "official" due-date for faculty annual reports in the CAS remains May 15. Your supervisor, however, may adjust this date to better suit departmental needs.

### Instruction Basics:

- A. Log in to Wingspan and then select 'Faculty180 and Interfolio' from your Employee Tools menu.
- B. Once in Faculty180, click on your Annual Report for 2019-20 under Action Items.
- C. Enter your narrative for the year in the 'Annual Overview/Highlights' section. *You may be brief!*

Required cells are: Student Intellectual Development, Academic Responsibility, Professional Stewardship, and Scholarly Activity.

For Student Intellectual Development, please reflect on course design and instructional improvements made to your courses; student evaluations of your courses.\* You may include here field-based learning, directed student learning, curriculum development, etc. Probationary faculty: please address all courses (not necessarily all sections) taught in the academic year under review.

- D. Add any updates or new items to your Activities, including Contracts, Grants, Scholarship, Committee or Community work.
- E. If you had an Administrative Assignment or Reassigned or Release Time, you must report on that in the appropriate sections, as well.
- F. Goals: please complete this section to complete your report. It is also significantly streamlined from past years.

\* For spring 2020, you may omit reference to student evaluations if you wish.

For a walkthrough with screenshots, see below.

Log in to Wingspan  
 Click on 'Faculty180 and Interfolio' under Employee Tools  
 Log in again, if prompted

1. Once in Faculty180, you should see your Annual Report in your Action Items list. Click on that. (see image 1)

2. You should now see the input screen for your annual report. (see image 2)  
 Click on "Instructions" to review this year's updated (and streamlined!) instructions.  
 You may want to click on "Hide All" to make the page easier to view by collapsing sections.

3. To enter the *narrative* of your annual report, click on "Annual Overview/Highlights". Click on the "Add" button to enter the text-editor screen.

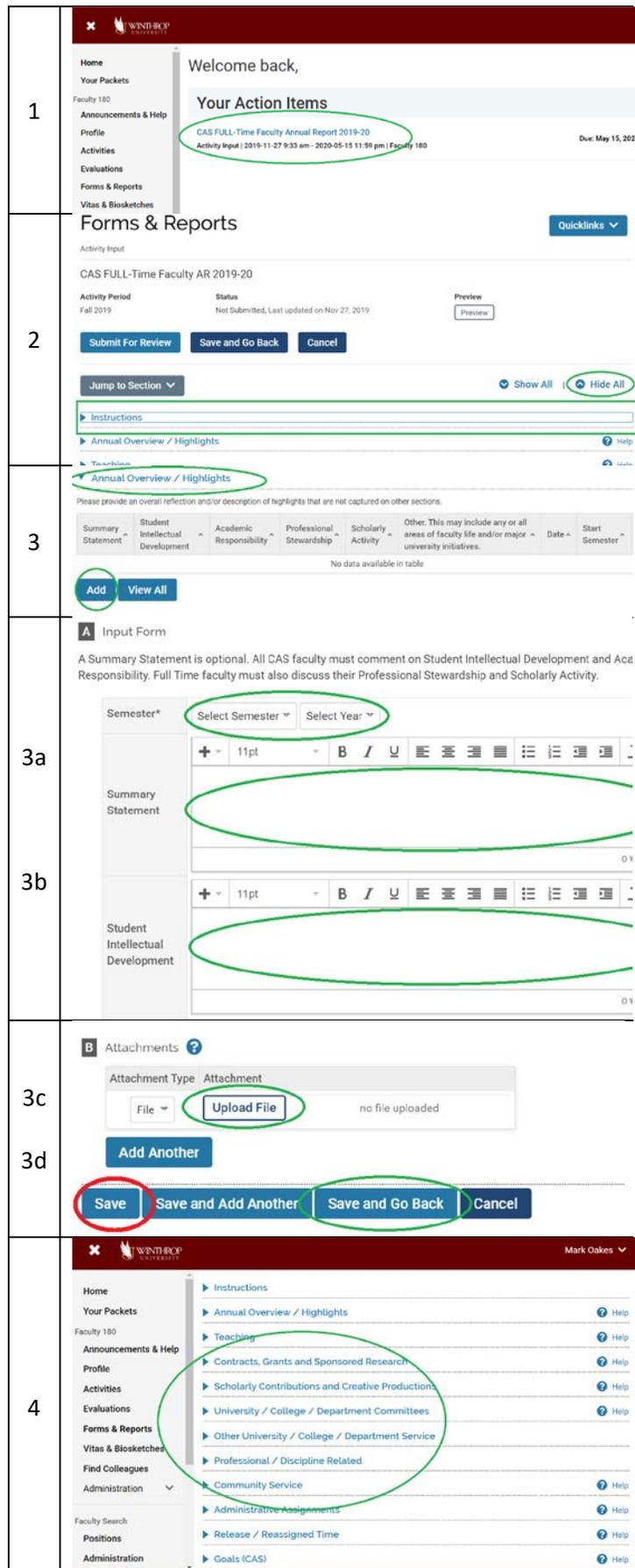
a. You must enter the Semester and Year in order to create a record, in Faculty180.

b. Enter your narrative describing your year's activity as desired. The following sections are required:  
 Student Intellectual Development, Academic Responsibility, Professional Stewardship, Scholarly Activity

c. You can upload documents if you wish – but this is not required.

d. You can easily save your work and return to this page later to resume work. Be sure in any case to save your work if you navigate away from this page.

4. Update or add activity items: contracts, grants, scholarship, committee work, professional or community service, etc.



5. Activities Require Your Attention: if you see this red label on one of your activities, it means that you have an on-going activity that you need to update.

- Click on the appropriate radio button (is the activity continuing, or has it now ended?)
- Click on "Update" to clear the red label

*Note that you won't be able to submit your report if these red flags haven't been updated.*

6. Did you have Administrative Assignments or Reassigned or Release Time in 2020-21? If so, please be sure to report in the appropriate sections.

7. Please complete the goals section, also substantially streamlined, now.

8. To preview, print, or save a copy of your report, click on the 'Preview' button at top of the screen.

a. Be sure to select the appropriate date range!

b. To save a copy, select 'Print & Preview'

c. In the print screen, select 'Save as PDF'

*We recommend that you save a copy of your annual report, once you have completed it!*

9. When you are satisfied with your report, please be sure to "submit" it by clicking on the 'Submit for Review' button.

*If you submit by mistake, contact us and we'll send it back to you!*

5 University / College / Department Committees  
 Other University / College / Department Service  
 Professional / Discipline Related

5a Organization Description Start Term End Term Actions  
 Winthrop University Supervision and development of assessment for the college of arts and sciences. Summer 2014 Ongoing Activity Activity Ended

5b View All Update

6 Administrative Assignments  
 Release / Reassigned Time

7 Goals (CAS)

8 CAS FULL-Time Faculty AR 2019-20  
 Activity Period: Fall 2019 Status: Not Submitted, Last updated on Nov 27, 2019  
 Submit For Review Save and Go Back Cancel Preview

8a Preview Vita  
 Template: CAS Full Time Faculty Annual Report  
 Start: Fall 2019  
 End: Fall 2019

8b Preview Print & Preview Cancel

8c faculty180.interfolio.com/cv/Personal\_Print.php?StandardCV=CAS%20Full%20Time%20Faculty%20A...  
 Print 2 pages  
 Destination: Save as PDF  
 Pages: All  
 Layout: Portrait  
 Save Cancel

9 CAS FULL-Time Faculty AR 2019-20  
 Activity Period: Fall 2019 Status: Not Submitted, Last updated on Nov 27, 2019  
 Submit For Review Save and Go Back Cancel Preview