

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

The Full-Time Long Form template is for either probationary faculty (required) or for full-time, non-probationary faculty (i.e., tenured or non-tenure-track) who wish to submit a fuller report. Faculty anticipating application for promotion should complete the Long Form for several years prior to applying – to provide reviewers maximal appreciation of your portfolio.

The Long Form in Faculty180 was streamlined as of 2019-20. Your narrative is located primarily 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 reflective of your experiences as a faculty member the given year in the College of Arts and Science.

The “official” due-date for faculty annual reports in the CAS is 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 the FT Long Form for the current year in your Home screen.
- C. Enter your narrative for the year in the ‘Annual Overview/Highlights’ section.

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 and on student response to 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. (Professional development may be reported under Other Service Univ/etc. or in a Goals narrative.)
- 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.
- G. Please be sure to submit your report once completed by clicking on the ‘Submit for Review’ button.

For a walkthrough with screenshots, see below.

Log in to Wingspan
Click on 'Faculty180 and Interfolio' under Employee Tools

1. Once in Faculty180, in Home, click on the Long Form in your My Tasks list. (see image 1)

2. You should now see the input screen for your annual report. (see image 2)

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 save your work and return to this page later to resume work. Be sure in any case to save your work before you navigate away from this page.

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

1 My Tasks 13 Unread Tasks 4 Read Tasks

2 Forms & Reports

3 Annual Overview / Highlights

3a Input Form

3b Summary Statement

3b Student Intellectual Development

3c Attachments

3d Save Save and Add Another Save and Go Back Cancel

4 Home

Your Packets

Faculty 180

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Annual Overview / Highlights

Teaching

Contracts, Grants and Sponsored Research

Scholarly Contributions and Creative Productions

University / College / Department Committees

Other University / College / Department Service

Professional / Discipline Related

Community Service

Administrative Assignments

Release / Reassigned Time

Goals (CAS)

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.

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!

The screenshots illustrate the following steps:

- 5:** Navigation menu with red labels "Activities require your attention" on "Other University / College Department Service" and "Professional / Discipline Related".
- 5a:** Activity list table with "Ongoing Activity" radio button selected.
- 5b:** "Update" button for the selected activity.
- 6:** "Administrative Assignments" and "Release / Reassigned Time" sections.
- 7:** "Goals (CAS)" section.
- 8:** Summary screen for "CAS FULL-Time Faculty AR 2019-20" with a "Preview" button.
- 8a:** "Preview Vita" dialog box with date range "Summer 2022" to "Spring 2023" selected.
- 8b:** "Print & Preview" button selected in the dialog.
- 8c:** Print settings screen with "Save as PDF" selected as the destination.
- 9:** Final "Submit For Review" button highlighted.

For technical support, contact Maura Conway in the Dean's Office.