

Instructions for Faculty Annual Reporting in Faculty180

FULL-TIME faculty --- SHORT FORM

College of Arts and Sciences

The Full-Time Short Form template is for full-time, non-probationary faculty (i.e., tenured or non-tenure-track) who wish to submit a brief annual report. Probationary faculty may not use the short form for their annual report.

Faculty anticipating application for promotion should complete the Full Report for several years prior to applying – to provide reviewers maximal appreciation of your portfolio.

The Short Form in Faculty180 was introduced in 2021-22. The Short Form enables you to omit narrative – though you may include narrative under Goals if you wish. Otherwise, primarily, this form allows you to record your activities as completed or continued in the academic year.

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 Short 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 Univ/etc. Service or in a Goals narrative.)
- E. If you had an Administrative Assignment or Reassigned or Release Time, you must report on that in the Administrative Assignments section.
- F. Goals: reporting here is optional in the Short Form.
- 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 Short 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. Update or add activity items: contracts, grants, scholarship, committee work, professional or community service, etc.

4. To add a record, 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. Complete further cells as needed; note that an asterisk (*) indicates a required cell.

c. You can upload documents if you wish – this is not required but is a good practice, especially for scholarship and grants.

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.

1

2

3

4

4a

4b

4c

4d

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. Complete the goals section if you wish.

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 Activities require your attention

5b Organization: Winthrop University, Description: Supervision and development of assessment for the college of arts and sciences, Start Term: Summer 2014, End Term: Ongoing, Actions: ☒ Ongoing Activity ☐ Activity Ended

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
Buttons: Submit For Review, Save and Go Back, Cancel, Preview

8a Preview Vita
Template: CAS Full Time Faculty Annual Report (College of Arts and Sciences)
Start: Summer 2022, End: Spring 2023

8b Buttons: 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, More settings: Save, Cancel

9 CAS FULL-Time Faculty AR 2019-20
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Buttons: Submit For Review, Save and Go Back, Cancel, Preview