

## **Instructions for Faculty Annual Reporting in Faculty180**

### **PART-TIME faculty**

### **College of Arts & Sciences**

Please use the [Annual Overview/Highlights](#) section for entering your narrative. You are only required to provide remarks in two of the available cells in this section: [Student Intellectual Development](#) and [Academic Responsibility](#). You are encouraged to be concise in your annual report while still making the report fully reflect your experiences as a faculty member for the College of Arts & Sciences during this academic year.

Below are instructions for completing the report in Faculty180: first as a simple written list; and then the same list with screenshots. There are 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 (for those teaching a full year or spring semester only) in the CAS remains May 15. For fall-only instructors, the due date is January 10. Your supervisor, however, may adjust either 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 20XX-XX" 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](#) and [Academic Responsibility](#).

For Student Intellectual Development, please reflect on course design and instructional improvements made to your courses as well as student evaluations of your courses. You may include here field-based learning, directed student learning, curriculum development, etc.

- D. Please be sure to submit your report once completed by clicking on the 'Submit for Review' button.

[For a walkthrough with screenshots, see the following pages.](#)

- 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)

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. 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! *The example shown would only include the Fall 2019 semester, rather than a full academic year.*

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

1

2

3

3a

3b

3c

3d

4

4a

4b

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

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

4c

faculty180.interfolio.com/cv/Personal\_Print.php?StandardCV=CAS%20Full%20Time%20Faculty%20A...

Print

Destination: Save as PDF

Pages: All

Layout: Portrait

More settings

Save Cancel

9

CAS FULL-Time Faculty AR 2019-20

Activity Period: Fall 2019

Status: Not Submitted, Last updated on Nov 27, 2019

Preview

Preview

Submit For Review
Save and Go Back
Cancel

- 5. 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!*

For technical support, go to <https://product-help.interfolio.com/m/68320>  
For campus support, contact Kat Wilson: [wilsonkp@winthrop.edu](mailto:wilsonkp@winthrop.edu).