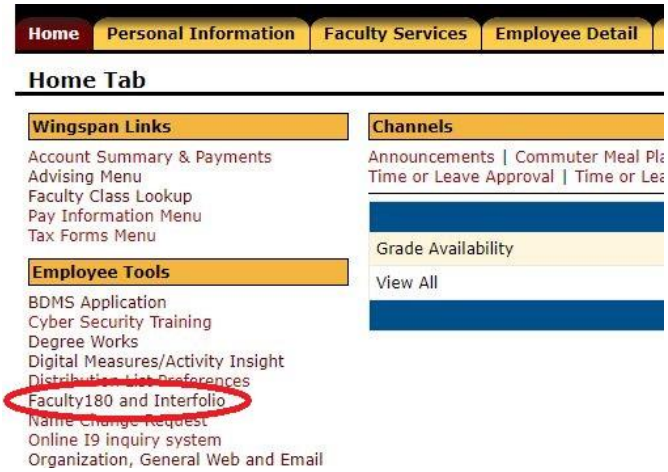
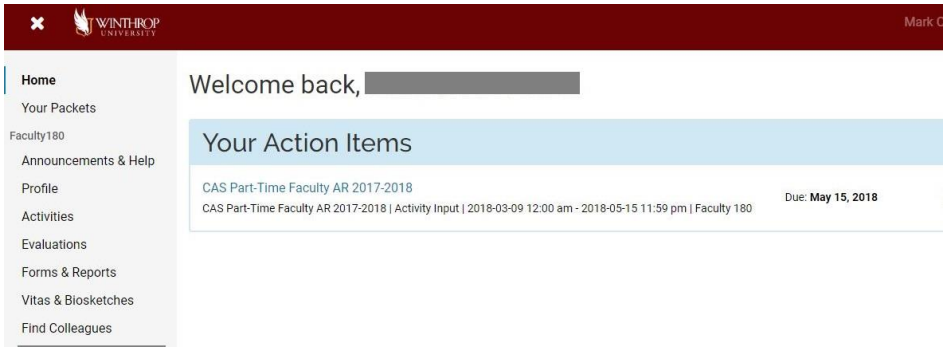
Part-Time Faculty180 Annual Report Input Instructions
Winthrop University, College of Arts and Sciences

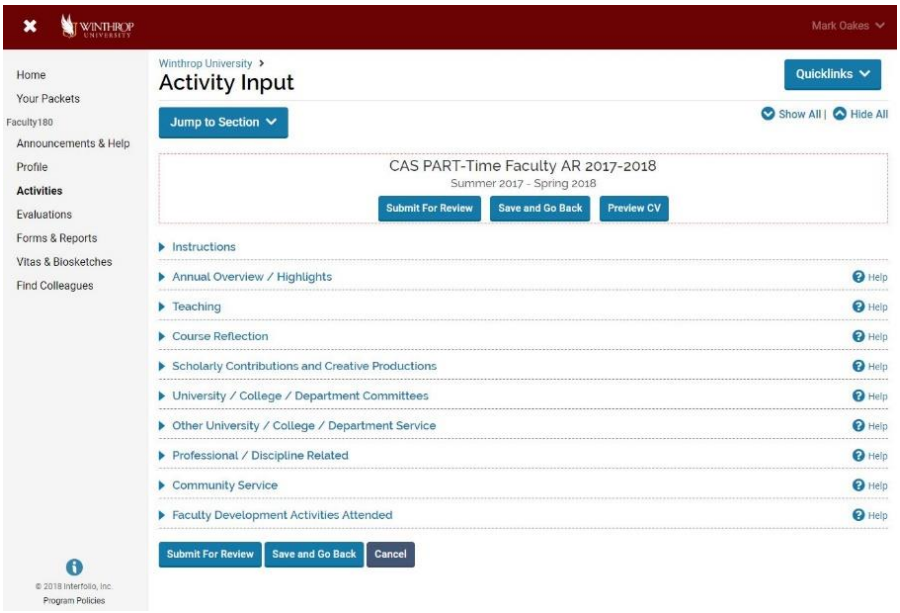
To access the Faculty180 annual report system, you must first log in to Wingspan. Then select "Faculty180 and Interfolio" from the Employee Tools menu.



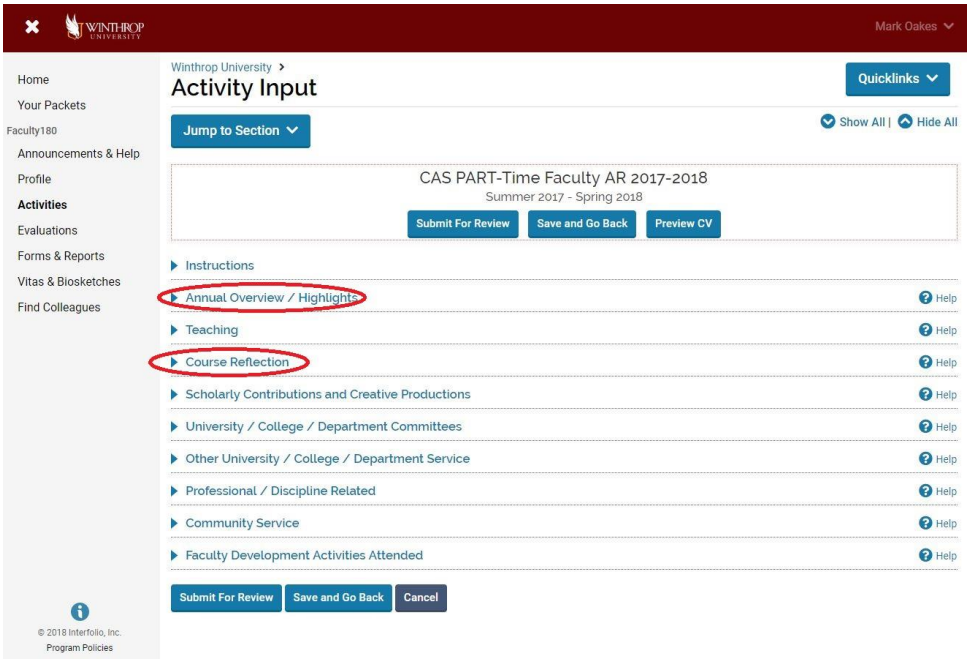
When you log in, you'll land on your Faculty180 homepage, with an input form available for your annual report. (If you don't see an action item to complete, please contact your chair or the Dean's Office.)



When you click on the "CAS Part-Time Faculty AR 20xx-20xy" action item, you'll be taken to the CAS Annual Report Input Form, pictured below.



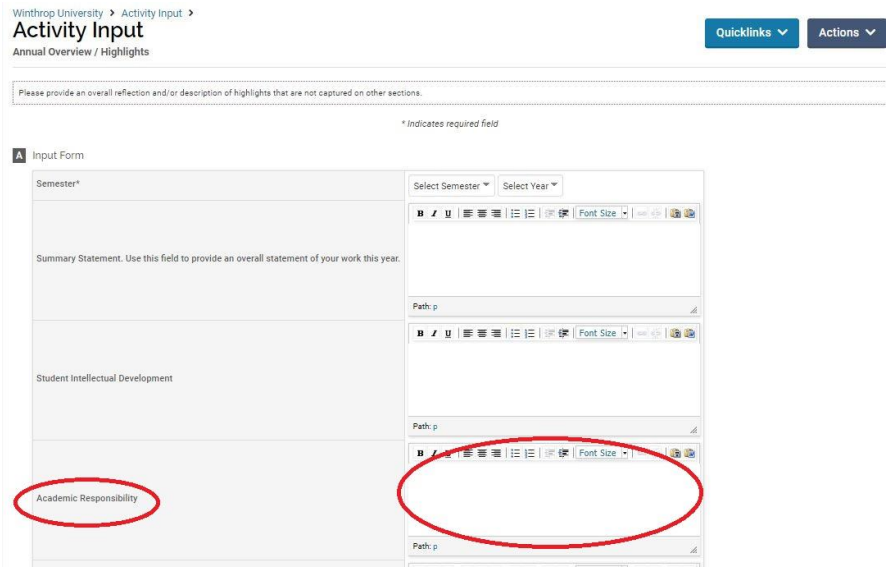
Part-Time faculty in the CAS are required to complete only <u>two</u> sections of the Input form. These are first the Academic Responsibility part of the Annual Overview/Highlights section, and, second, the Course Reflection section.



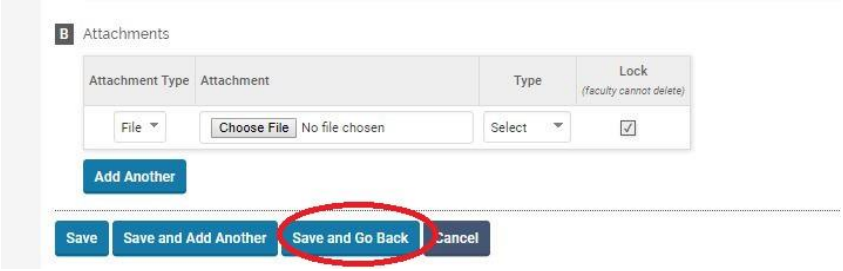
For each of the section areas, you can click the triangle at the left to expand or collapse the section.

For the **<u>Academic Responsibility</u>** section, click on Annual Overview/Highlights and select Add.

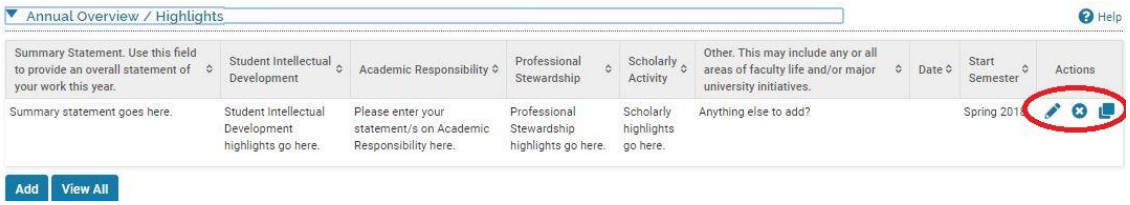
Once in the Add screen, complete the Academic Responsibility section:



When you have completed your entry, click “Save and Go Back” to return to your main input screen:

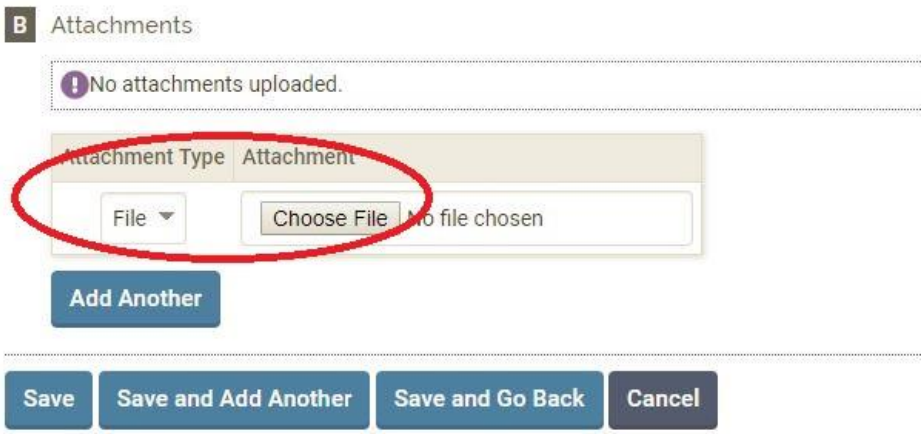


Note that for existing records, you have editing, deletion, and copying buttons at the right of the record:

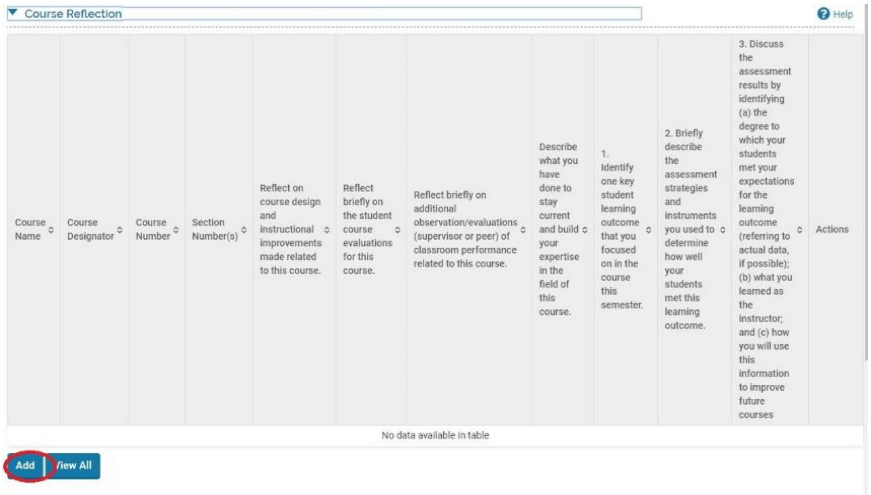


- click the pencil icon to edit the record;
- click the X icon to delete the record;
- click the two sheets of paper icon to create another copy of that record (this can be useful for new records that include information similar to an existing record).

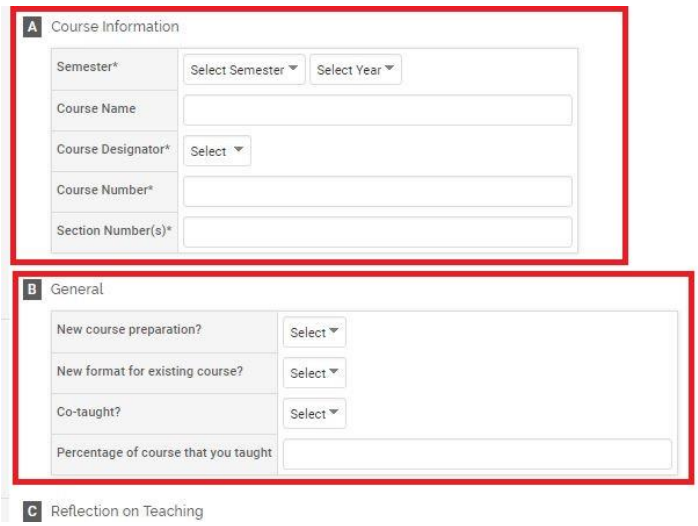
Note too that you can upload documents by clicking on "Choose File"; click on "Add Another" if you wish to upload more than one:



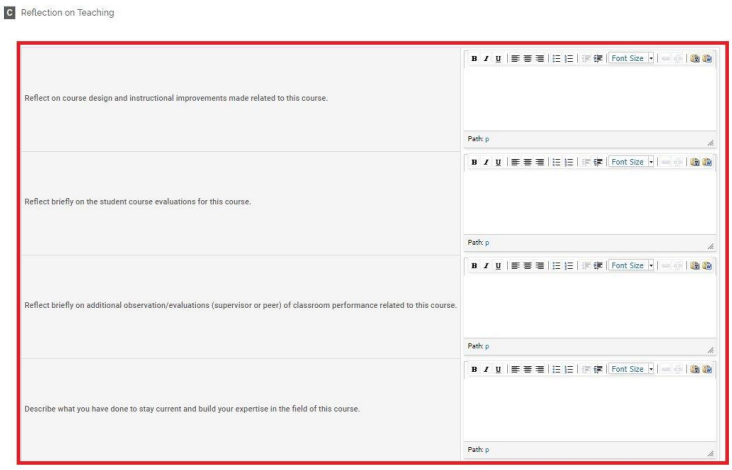
For **<u>Course Reflection</u>**, click on the appropriate Add button:



You will need to enter course information:

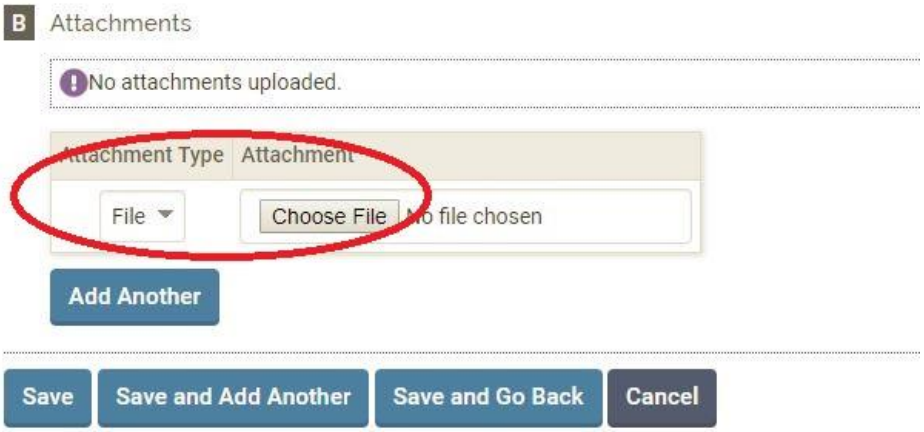


Please complete the sections inviting reflection on course design, student evaluation, any observations made of your teaching, and what you've done to remain current in the field.



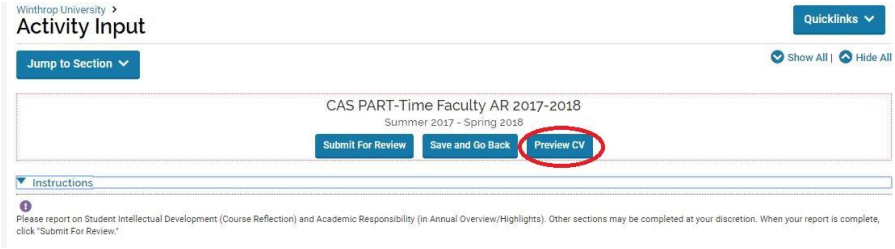
The section on Assessment is not required in the CAS.

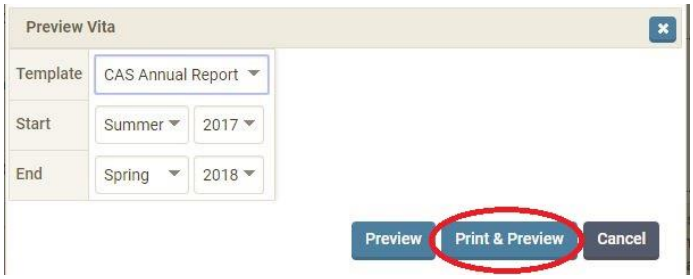
As with other sections, you can upload documents. For Course Reflection, we recommend that you upload the course syllabus.



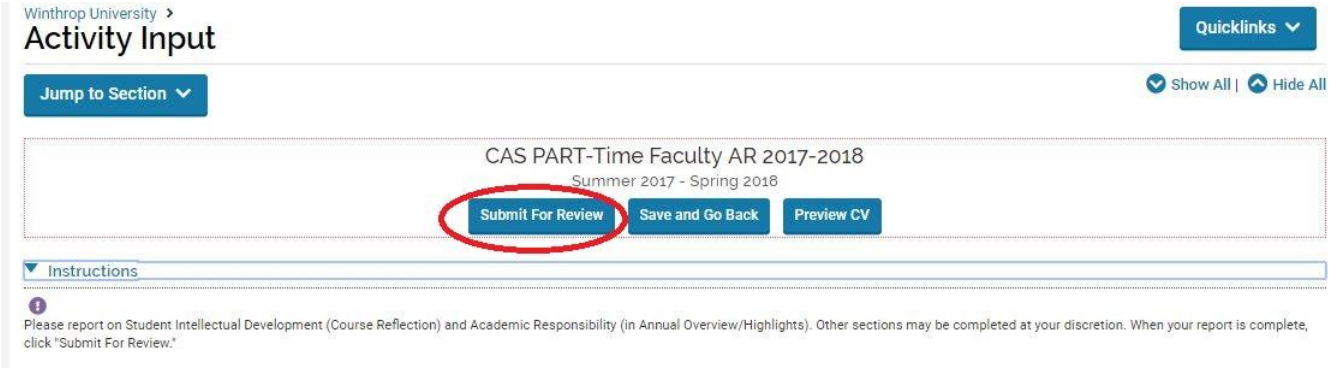
You may complete other sections of the Annual Report as you wish to record further elements of your work.

To preview your report, prior to submission, click Preview CV at the top of the screen, and then click Preview again in the dialog box to open the CAS Annual Report Output Form in a new window to see what the output will look like.





You can repeat the preview process as many times as you like (and can click “Save and Go Back” to return to the annual report at another time). Once you feel that your annual report is complete, click “Submit for Review” at the top of the screen:



If you should submit your report by mistake, contact the Dean’s Office. We can send it back to you.