

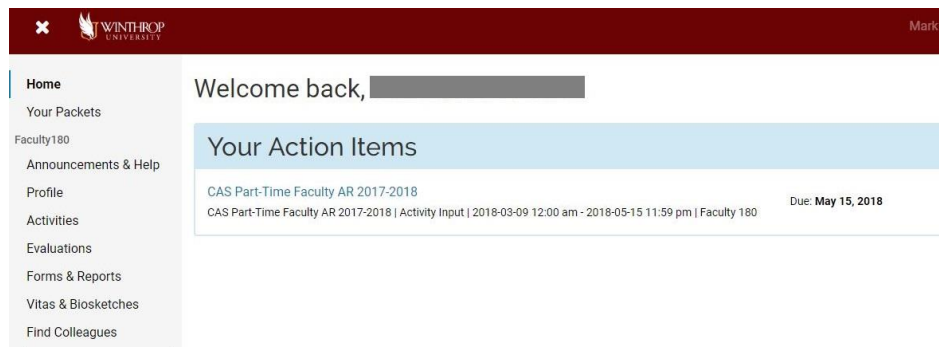
Part-Time Faculty180 Annual Report Input Instructions

Winthrop University, College of Arts and Sciences

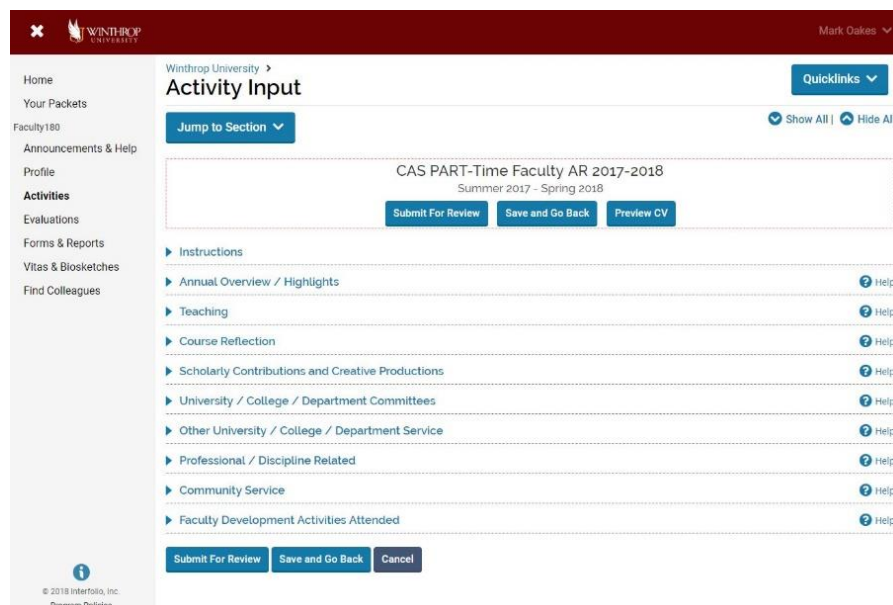
To access the Faculty180 annual report system, you must first log in to Wingspan. Then select “Faculty180 and Interfolio” from the Employee Tools menu.



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 two 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 **Academic Responsibility** 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:

You will need to enter course information:

The image shows two sections of a form, labeled A and B, which are highlighted with red boxes. Section A, titled 'Course Information', contains fields for Semester* (with a dropdown), Course Name, Course Designator* (with a dropdown), Course Number*, and Section Number(s)*. Section B, titled 'General', contains fields for New course preparation? (with a dropdown), New format for existing course? (with a dropdown), Co-taught? (with a dropdown), and Percentage of course that you taught (with a text input).

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 image shows section C of the form, titled 'Reflection on Teaching', which is highlighted with a red box. It contains four text input areas for reflection, each with a rich text editor toolbar on the right. The prompts are: 'Reflect on course design and instructional improvements made related to this course.', 'Reflect briefly on the student course evaluations for this course.', 'Reflect briefly on additional observation/evaluations (supervisor or peer) of classroom performance related to this course.', and 'Describe what you have done to stay current and build your expertise in the field of this course.'

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.

The image shows section B of the form, titled 'Attachments', which is highlighted with a red box. It features a message 'No attachments uploaded.' and a table with two columns: 'Attachment Type' and 'Attachment'. The first row shows a 'File' dropdown and a 'Choose File' button. Below the table is an 'Add Another' button. At the bottom of the form are four buttons: 'Save', 'Save and Add Another', 'Save and Go Back', and 'Cancel'.

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.

Winthrop University >
Activity Input Quicklinks ▾

Jump to Section ▾ Show All | Hide All

CAS PART-Time Faculty AR 2017-2018
Summer 2017 - Spring 2018

Submit For Review Save and Go Back **Preview CV**

▼ Instructions

Please report on Student Intellectual Development (Course Reflection) and Academic Responsibility (in Annual Overview/Highlights). Other sections may be completed at your discretion. When your report is complete, click "Submit For Review."

Preview Vita [X]

Template: CAS Annual Report ▾

Start: Summer ▾ 2017 ▾

End: Spring ▾ 2018 ▾

Preview **Print & Preview** Cancel

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:

Winthrop University >
Activity Input Quicklinks ▾

Jump to Section ▾ Show All | Hide All

CAS PART-Time Faculty AR 2017-2018
Summer 2017 - Spring 2018

Submit For Review Save and Go Back Preview CV

▼ Instructions

Please report on Student Intellectual Development (Course Reflection) and Academic Responsibility (in Annual Overview/Highlights). Other sections may be completed at your discretion. When your report is complete, click "Submit For Review."

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