

## 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.

The screenshot shows the Wingspan navigation menu with four main tabs: Home, Personal Information, Faculty Services, and Employee Detail. Under the Employee Detail tab, there are two columns of links. The left column is titled 'Employee Tools' and includes: BDMS Application, Cyber Security Training, Degree Works, Digital Measures/Activity Insight, **Faculty180 and Interfolio** (circled in red), Name Change Request, Online I9 inquiry system, and Organization, General Web and Email. The right column is titled 'Channels' and includes: Announcements | Commuter Meal Pl... Time or Leave Approval | Time or Le... and Grade Availability. A 'View All' link is also present.

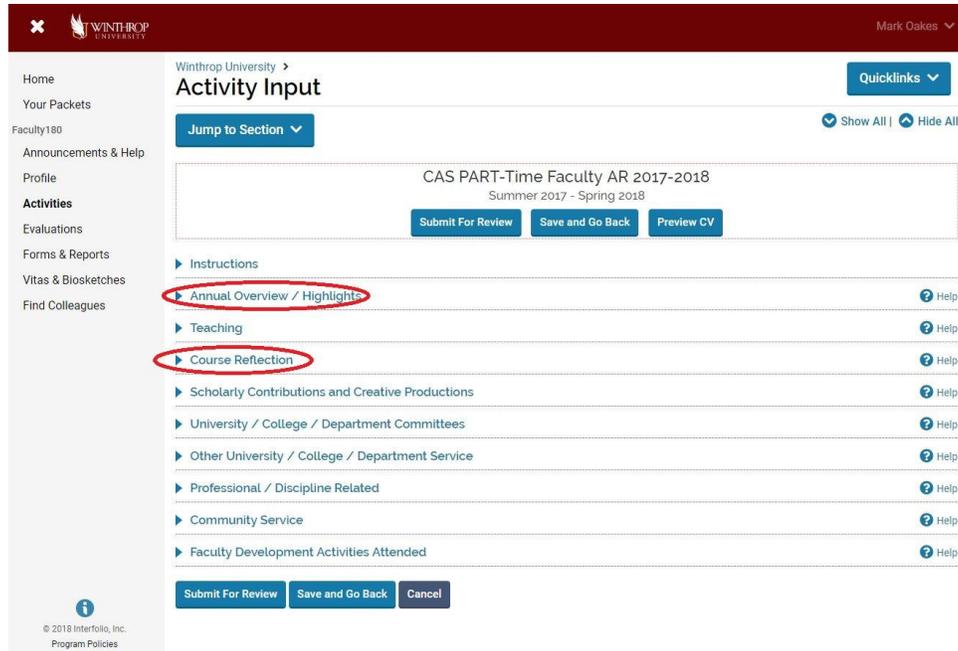
When you log in, you'll land on your Faculty180 homepage, with an input form available for your annual report. (If you don't see an action item to complete, please contact your chair or the Dean's Office.)

The screenshot shows the Faculty180 homepage. The top navigation bar includes the Winthrop University logo and a user profile icon. A sidebar on the left lists navigation options: Home, Your Packets, Faculty180, Announcements & Help, Profile, Activities, Evaluations, Forms & Reports, Vitas & Biosketches, and Find Colleagues. The main content area displays a welcome message and a section titled 'Your Action Items'. A single action item is listed: 'CAS Part-Time Faculty AR 2017-2018' with a due date of 'May 15, 2018'.

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.

The screenshot shows the 'Activity Input' form for 'CAS PART-Time Faculty AR 2017-2018' (Summer 2017 - Spring 2018). The form includes a 'Jump to Section' dropdown, 'Show All' and 'Hide All' buttons, and three main buttons: 'Submit For Review', 'Save and Go Back', and 'Preview CV'. Below these are several sections with expandable arrows and help icons: Instructions, Annual Overview / Highlights, Teaching, Course Reflection, Scholarly Contributions and Creative Productions, University / College / Department Committees, Other University / College / Department Service, Professional / Discipline Related, Community Service, and Faculty Development Activities Attended. At the bottom, there are 'Submit For Review', 'Save and Go Back', and 'Cancel' buttons.

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.

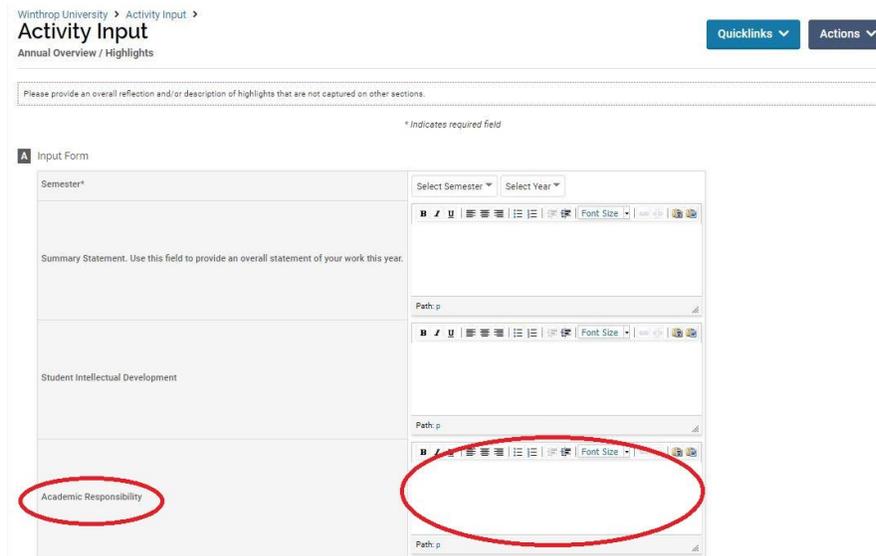


For each of the section areas, you can click the triangle at the left to expand or collapse the section.

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:

**B Attachments**

Attachment Type	Attachment	Type	Lock <small>(faculty cannot delete)</small>
File ▾	Choose File No file chosen	Select ▾	<input checked="" type="checkbox"/>

**Add Another**

**Save Save and Add Another Save and Go Back Cancel**

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

Annual Overview / Highlights Help

Summary Statement. Use this field to provide an overall statement of your work this year.	Student Intellectual Development	Academic Responsibility	Professional Stewardship	Scholarly Activity	Other. This may include any or all areas of faculty life and/or major university initiatives.	Date	Start Semester	Actions
Summary statement goes here.	Student Intellectual Development highlights go here.	Please enter your statement/s on Academic Responsibility here.	Professional Stewardship highlights go here.	Scholarly highlights go here.	Anything else to add?		Spring 201	  

**Add View All**

- 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:

**B Attachments**

 No attachments uploaded.

Attachment Type	Attachment
File ▾	Choose File No file chosen

**Add Another**

**Save Save and Add Another Save and Go Back Cancel**

For Course Reflection, click on the appropriate Add button:

Course Reflection Help

Course Name	Course Designator	Course Number	Section Number(s)	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.	Describe what you have done to stay current and build your expertise in the field of this course.	1. Identify one key student learning outcome that you focused on in the course this semester.	2. Briefly describe the assessment strategies and instruments you used to determine how well your students met this learning outcome.	3. Discuss the assessment results by identifying (a) the degree to which your students met your expectations for the learning outcome (referring to actual data, if possible); (b) what you learned as the instructor; and (c) how you will use this information to improve future courses	Actions
No data available in table											

**Add View All**

You will need to enter course information:

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

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 a section of a form titled 'Reflection on Teaching', enclosed in a red box. It contains four text input areas, each with a redaction icon and a 'Path' field. 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.'

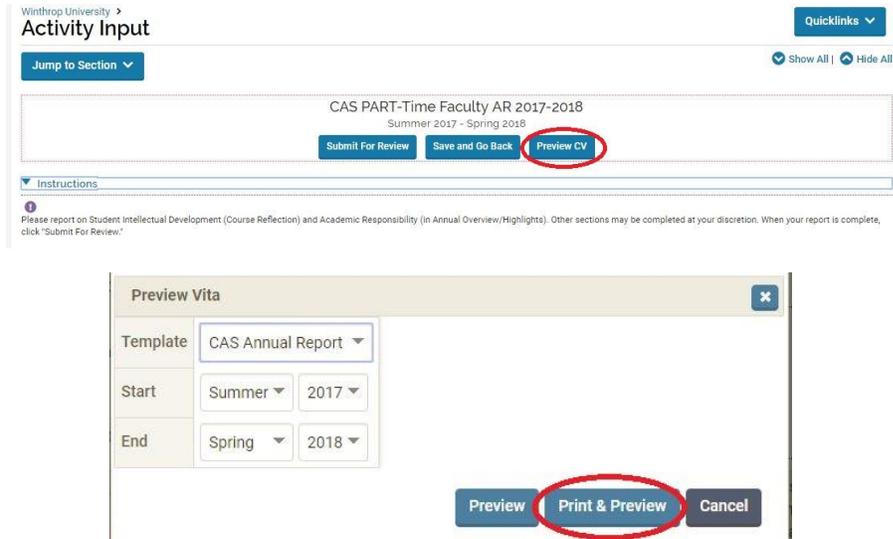
The section on Assessment is not required in the CAS.

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

The image shows a section of a form titled 'Attachments', enclosed in a red box. It features a message 'No attachments uploaded.' and a table with columns 'Attachment Type' and 'Attachment'. The 'Attachment Type' column has a 'File' dropdown menu, and the 'Attachment' column has a 'Choose File' button and the text 'No file chosen'. 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.



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.