

Using Fac180 for Annual Activity Reports

College of Arts & Sciences


Where to find Fac180.

- In your MySlu dashboard, look for this icon



- Clicking on the Fac180 tool takes you to the Fac180 home screen

The screenshot displays the Fac180 home screen for Donna LaVoie. The top navigation bar includes the Saint Louis University logo and the user's name. The main content area is titled 'My Tasks' and shows two task counts: 0 Unread Tasks and 0 Read Tasks. Below this is a table with columns for 'Title' and 'Due Date'. A message at the bottom of the table area reads 'Looks like you're all caught up. Nice.' A callout box points to the 'Vitas & Biosketches' menu item in the left sidebar.

Title	Due Date
 Looks like you're all caught up. Nice.	

Click on Vitas & Biosketches to get the annual activity report template

- Click the View Icon to choose the college template

St. Louis University >

Vitas & Biosketches

Quicklinks ▾

▼ Vita Admin

Search:

Name	Description	Unit	View	Actions
CAS Annual Faculty Activity Report	This is the College of Arts and Sciences standard Annual Faculty Activity Report template.	College of Arts & Sciences		
CV				
SLU University-Wide Vita Template	This is a vita template that anyone at SLU may use (<i>but no one is required to use</i>).	Saint Louis University		

[Add](#)

Click here to choose the right template

- Make sure you have the right dates for your annual report, and that you have chosen the Institutional CAS Annual Faculty Activity Report (as shown below)

The screenshot displays the 'Vitas & Biosketches' page for Donna LaVoie. The page includes a navigation sidebar on the left with options like Home, Announcements & Help, Profile, and Vitas & Biosketches. The main content area is titled 'View Vita' and contains the following elements:

- Vita Options:** A section with a 'Type*' field where 'Institutional' is selected with a radio button, and 'Personal' is unselected.
- Dropdown Menu:** A dropdown menu is open, showing 'CAS Annual Faculty Activity Report (College of Arts & Sciences)' as the selected option.
- Date range*:** A section where 'Custom' is selected with a radio button. Below this, there are four input fields for 'Begin*' and 'End*':
 - Begin*: 'Fall' (dropdown), '2019' (dropdown)
 - End*: 'Fall' (dropdown), '2020' (dropdown)
- Checkbox:** A checkbox labeled 'Hide date range in vita output' is currently unchecked.
- Note:** A note below the checkbox states: 'Note: date range only applies to items from activity input'.
- Buttons:** At the bottom of the form, there are three buttons: 'Refresh Vita', 'Export/Share' (with a dropdown arrow), and 'Print'.

- Scrolling down the page you see your report. Check it to make sure all information is correct. Note that your teaching activity is pre-populated. If you notice information is missing you can click on the subheading to be taken to a window to make corrections.

The screenshot shows the Saint Louis University faculty portal interface. At the top, there is a blue header with the university logo and the name 'Donna LaVoie'. A left sidebar contains navigation links such as Home, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Administration, Reports, Administration, and Setup. The main content area is divided into sections: 'Annual Goals' (with 'No activities entered'), 'Teaching', and 'Advising'. The 'Teaching' section contains a table with columns for Term, Course Prefix, Course Number, Section, Course Title, Credit Hours, Enrollment, Student Credit Hours, Enhanced Learning Activities, New Course Preparation?, New Teaching Materials, and Pedagogical Innovations. The 'Advising' section contains a table with columns for # of Undergraduate Level Advisees, # of Master's Level Advisees, # of Doctoral Level Advisees, # of Other Advisees, Total # of Advisees, Additional Description of Advising Activities, and Term. A callout box points to the 'Advising' section with the text 'Double click here to make corrections to the information in this category'. Another callout box points to the 'Teaching' table with the text 'Here are your teaching assignments with enrollments for the year'. A third callout box points to the 'Advising' table with the text 'Here is my list of advisees. Some seem to be missing. I can fix this by double clicking "Advising"'. The 'Advising' table currently shows 'No data available in table'.

Double click here to make corrections to the information in this category

Here are your teaching assignments with enrollments for the year

Here is my list of advisees. Some seem to be missing. I can fix this by double clicking "Advising"

- To add information to a category, click the add button and follow the prompts. To edit, click on the pencil icon. Hit Save and then go back to the Vitas tab (click on it from the left side menu).













Donna LaVoie

St. Louis University > Activity Input >

Activity Input

View All Advising

Add [Go Back](#)

# of Undergraduate Level Advisees	# of Master's Level Advisees	# of Doctoral Level Advisees	# of Other Advisees	Total # of Advisees	Additional Description of Advising Activities	Start Term	Actions
1	3			4		Summer 2009	  
1	0			1		Fall 2015	  
1	0			1		Spring 2016	  
2	0			2		Spring 2017	  

Add

Add tool

Edit tool

- Going back to the Vita Report page, once you are satisfied all the information is correct for the year, click on Export/Share to choose a Word doc or pdf format for your report. This can be edited prior to submission to your chair for your annual evaluation to include other things you want to include for your review outside of the basics provided by the template.

Pick your report output format

DO NOT click the print button for your report because it just prints all these screens in a mostly uneditable unreadable format

- When you export to Word you get a file you can easily edit, read and provide to your chair for evaluation. *This is the preferred format for these reports.*

Donna J. LaVoie Ph.D.
 CAS Annual Faculty Activity Report
 Fall 2019 - Fall 2020
 (314)977-2227
 donna.lavoie@slu.edu

Approved Workload Distribution

Teaching Workload Percentage (or Units)	Research Workload Percentage (or Units)	Service Workload Percentage (or Units)	Clinical Workload Percentage (or Units)	Administrative Workload Percentage (or Units)	Start Term	End Term
				100	Spring 2015	Ongoing

Annual Goals

No activities entered.

Teaching

Term	Course Prefix	Course Number	Section	Course Title	Credit Hours	Enrollment	Student Credit Hours	Enhanced Learning Activities	New Course Preparation?	New Teaching Materials	Pedagogical Innovations
Spring 2020	PSY	6800	01	Ethics and Professional Issues	1	9	9				
Fall 2019	PSY	1010	05L	General Psychology	3	29	87				
					4	38	96				