# Faculty180 User Guide

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Introduction

What is Faculty180?
Faculty180 is a university-wide, web-based information management system enabling the collection, organization, sharing, analysis and presentation of critical data regarding faculty scholarship, research, and service activities. All full-time faculty at SLU, in all colleges/schools, are expected to maintain their scholarly activity data in the Faculty180 database.

What do we use Faculty180 for?
Faculty180 is used to simplify and standardize internal and external data collection and reporting tasks that support institution-wide academic planning, assessment and accreditation efforts.

Via Faculty180 we can:

- Collect and report on data that supports annual faculty evaluations as well as the development of promotion and tenure dossiers. Faculty180 can help these processes become comparatively paperless.
- Meet the information needs of specialized disciplinary accreditation efforts (in fact, Faculty180 comes with “built-in” reports for accreditors such as the HLC, ABET, LCME, CAEP, AACSB, and others).
- Reduce college/school reporting required to support the University’s institutional accreditation and efforts.
- Gather and present data in ways that improve communication with internal and external audiences about faculty accomplishments.
- Populate consistent faculty profiles/CVs on University web pages.

Was my data from Activity Insight migrated into Faculty180?
Yes. Faculty180 replaced Activity Insight as our scholarly activity tracking and reporting software. For the most part, all data from your Activity Insight account was moved into similar sections/screens/fields in Faculty180. Here are a few key notes about that data migration:

- The “architecture” or organizational scheme of the screens in Faculty180 is somewhat different than in Activity Insight but, as you’ll see, most of the screens are very similar in name and nature to those in Activity Insight.

- In many cases, Faculty180 screens have been streamlined and have fewer fields to complete than in Activity Insight. We reviewed Activity Insight use and eliminated a number of fields that were rarely used and that otherwise cluttered up screens and drop-down menus.

- Service activity in Faculty180 is organized differently than in Activity Insight. In Activity Insight, we had five service-related screens: department service, college service, university service, public service, and service to the profession. In Faculty180, service at SLU is covered on two screens, one dealing specifically with service on formal committees and task forces, the other deal with all other kinds/levels of service. In Faculty180 there are still separate screens for public service and service to the profession.

- If you did not provide a date for a particular activity in Activity Insight, a “proxy” or default date of January 1, 1970 was given to that activity. So, you’ll want to review your data in Faculty180 and, likely, update the date info for any activities that show as Jan. 1, 1970.
Getting Help

Every SLU college/school has a designated Faculty180 liaison who can answer basic questions about the system, provide help with unit-specific directions, etc. A list of current liaisons can be accessed here.

However, if you have trouble logging into Faculty180, or if you have a Faculty180 question that your Faculty180 liaison is unable to answer, please contact Steve Sanchez, Assistant Provost, at x2611 or steven.sanchez@slu.edu.
1. Go to the “Tools” tab on myslu.slu.edu (just like you would if you were going to access Blackboard or Banner Self-Service). Then click on the “Faculty180” icon, which looks like this:

![Faculty180 Icon]

2. From there, follow the directions in this Faculty180 User Guide or click on the various “help” icons within the system.

If you have any trouble logging in to Faculty180, please contact Steve Sanchez, Assistant Provost, at x2611 or steven.sanchez@slu.edu.
The Left-Hand Navigation Pane: What to Use and Why

When you log into Faculty180, you’ll see a **Home** screen that looks like this:

![Home screen](image)

This Home screen features a left-hand navigation pane containing links that enable you to access different sections within the system. What follows is a brief description of each of the links in the left-hand navigation pane. More details on the two Faculty180 sections you’ll use the most – “Profile” and “Activities” – are provided in subsequent sections of this *User Guide*.

- **Home**
  On the “Home” page you’ll find notifications about any tasks or “action items” you’ve been prompted to complete. These will typically include links that can take you right to the particular screen within the software that you’ve been asked to update.

- **Announcements & Help**
  This section features general announcements from Faculty180 about system upgrades, scheduled maintenance, etc. *You are not expected to check this screen regularly;* significant announcements related to your work in Faculty180 will be e-mailed to you directly by SLU’s Faculty180 administrators in the Office of the Provost.

- **Profile**
  This section features multiple screens for inputting data about “who you are” as a faculty member, such as personal info, contact info, education info, positions held, etc.

  ➢ The Profile Section and the Activities Section are the two sections you’ll use the most – and in many cases, these will be the only two sections you use. Accordingly, each is further detailed later in this *User Guide*.

- **Activities**
  This section features multiple screens for inputting data about “what you do” (or have done) as a faculty member, such as your courses taught, publications, presentations, grants, etc.

  ➢ The Activities Section and Profile Section are the two sections you’ll use the most – and in many cases, these will be the only two sections you use. Accordingly, each is further detailed later in this *User Guide*.

- **Forms & Reports**

  *SLU is not currently using the “Forms & Reports” functions of Faculty180; please disregard.*

  You will be able to run reports on your own Faculty180 data via the “Vitas & Biosketches” functions, addressed below.
- **Vitas & Biosketches**
  This is the section you’ll use to run various kinds of reports on your “Profile” and/or “Activities” data in Faculty180. In this context, think of “Vita” as any kind of report on your data. We’ve pre-built a few “vita reports” in the system for you to use (including some used as “Annual Faculty Activity Reports”); you can also create and save your own, customized reports via the vita function. These will be described in more detail later in this User Guide (see Page 22).

  Biosketches are brief, specialized reports pre-built to meet the requirements of various federal agencies such as the NIH, NSF, and USDA. If you’re a faculty member who engages in grant-related work with these federal agencies, you’re likely very familiar with their biosketch formats. Faculty180 enables you to run biosketch “reports,” (see Page 26).

- **Find Colleagues**
  Via the “Find Colleagues” function you can conduct keyword searches on other SLU faculty members’ biographies, teaching interests, research interests, and scholarly and creative contributions (including publications). Search results include SLU contact information for faculty with records matching the keyword(s) searched to facilitate collaboration among faculty from throughout the University.

- **Account Access**
  Here you can view information about who has access to your Faculty180 account, and about any accounts other than your own to which you have been given access. Only you (and any staff/administrative proxies you designate), your department chair, dean’s office staff, and the software administrators in the Office of the Provost have access to your account. Faculty only have access to their own Faculty180 accounts.
The “Profile” Section

Clicking on the Profile link on the left-hand navigation pane takes you to a page that features headers for nine collapsible (or “accordion”-type) windows that contain data about “who you are” as a faculty member. It looks like this:

Profile Screens
Below are brief descriptions of the kinds of data you’ll find on each of the nine Profile section screens. More detailed information about each can be found by accessing the screens themselves, as described later.

- **Personal Information**
  Your name, gender, race/ethnicity, country of origin, and languages spoken.

- **Contact Information**
  Your SLU office location, office phone number, and work phone number.

- **Current SLU Position(s)**
  Your current academic rank and any formal SLU administrative titles you may hold.

- **Degrees**
  Info about the academic degree(s) required of your current SLU position and maintained in SLU’s Office of Faculty Affairs (info on additional degrees may be added). Includes degree level, title, year conferred, granting institution, and thesis/dissertation title.

- **Professional Licensures & Certifications**
  Info about any professional and/or academic licensures or certifications you may hold. Includes license/cert numbers, conferral and expiration years, and the organization that confers the license/cert.
- **Post-Graduate Training**
  Info about any of the following: fellowships, clerkships, internships, post-doctoral research appointments, residencies, practicums, etc. Includes start/end dates, name of organization for which you worked, etc.

- **Prior Work Experience**
  Info about positions you held before your employment at SLU (or current non-SLU employment). Includes the organization names, position titles, start/end dates, etc.

- **Research & Teaching Interests**
  Here you can describe your teaching and research interests. This text is searchable via the “Find Colleagues” link on the left-hand navigation pane, enabling you and others to find SLU colleagues for teaching and research collaborations.

- **Biography**
  Here you can describe, in your own words, your professional experiences and expertise. Text in this screen is also searchable via the “Find Colleagues” function.

**Viewing/Expanding Profile Screens**
You can “open” (or “expand”) any of the 9 windows by clicking on the arrow just to the left of the screen title. When you do, you’ll see that screen expands to show a summary of key data contained in that window. Below is an example of the “Professional Licensures & Certifications” category, expanded:

- **Not all data stored in a given category is always shown on this summary window; for some windows it’s not practical to have all fields shown. To learn how to see all the fields on a given Profile screen, and how to edit or add data on a Profile screen, see the “Adding New Data” and “Editing Existing Data” sections of this User Guide.**
The “Activities” Section

Clicking on the Activities link on the left-hand navigation pane takes you to a page that features data about “what you do” (or have done) as a faculty member, contained in one of collapsible windows (note that some colleges/schools have some customized screens; the list of Activities screens for all schools may not look exactly like this one).

Activities Screens
Below are brief descriptions of the kinds of data you’ll find on each of the Activities section screens (Note: The School of Medicine has several custom screens not addressed here). More detailed info about each can be found by accessing the screens themselves, as described later.

- **Annual Goals**
  Teaching, research, service, professional development, and administrative goals.
• **Approved Workload Distribution**
The distribution (expressed in percentages or workload units) of your teaching, research, service, clinical work, and administrative responsibilities – as approved by your department chair/supervisor.

• **Teaching**
Your official teaching records as maintained in the Banner system, including standard course info (term, course title, credit hours, enrollment at census). Also includes optional info about new course preps, teaching materials, innovative pedagogies, etc.

  ➢ Most of the data on the Teaching screen is uploaded automatically from Banner after enrollment censuses are run each term. Upload dates are usually October 1 (for Summer and Fall term courses) and February 15 (for Spring term courses)

  ➢ SOM: Courses in the School of Medicine’s “basic sciences” areas maintained in Banner will be listed here. Courses in the M.D. program (not stored in Banner) are entered in a separate custom screen.

• **Advising**
Term-by-term counts of all advisees by category (undergraduate, master’s, doctoral).

  ➢ You will be able to enter your own advising data here. Be sure to distinguish doctoral-level advisees from master’s-level advisees as appropriate – something that was not possible when we were uploading this data automatically from Banner.

  ➢ SOM: The School of Medicine has a customized advising screen, as well as custom screens for clinical supervision.

• **Student Supervision**
Counts of students supervised via work on dissertation/thesis committees, internship/practicum/field experience oversight, etc.

  ➢ SOM: The School of Medicine has a customized student supervision screen, as well as custom screens for clinical supervision.

• **Scholarly and Creative Contributions**
Publications of all types, presentations, creative performances/exhibits/productions, patents, etc.

  ➢ Faculty180 can import data from multiple publications (from 2 to 200+) simultaneously from certain external databases and certain types of files. See the special section on this function on page 17 of this User Guide.

• **Grants and Contracts**
Info on various forms of funded faculty work, most of which is imported directly from SLU’s ERS database. Includes award status, funding organizations, grant amounts, and many other related fields.

  ➢ Most of the data on the Grants and Contracts screen is uploaded automatically from the ERS system. Regularly-scheduled upload dates will usually be September 1, December 1, March 1, and June 1.
- **Service on SLU Committees and Task Force**
  Info about service on SLU committees/task forces, including committee/task force name, terms of service, and committee role (chair, member, other).

- **Other SLU Service**
  All non-committee/non-task force service at SLU.

- **Service to the Profession/Discipline**
  Info about faculty service to various professional and disciplinary organizations. Includes terms of service, roles (member, chair, treasurer, editor, reviewer, etc.).

- **Service to the Community**
  Info about faculty service to the local, regional, national, and international communities. Includes roles such as board member, chair, secretary, volunteer, etc.

- **Clinical Work**
  Info about faculty work in a clinical setting (not necessarily in a medical context) such as the practice of psychology, nursing, social work, athletic training, etc.

  ➢ **SOM:** The School of Medicine has a customized Clinical Practice screen.

- **Professional Development**
  Info about professional development activity engaged in annually. Includes description of the activity, term, sponsoring organization, etc.

- **Consulting**
  Info about various forms of compensated and pro-bono consulting. Includes name of organization, estimated hours spent, and description of work.

- **Media Contributions**
  Info about radio, newspaper, magazine, and other faculty media contributions.

- **Professional Memberships**
  Info about faculty membership in various professional associations/organizations.

- **Honors**
  Info about honors and awards earned, including title, conferring organization, date, etc.

**Viewing/Expanding Activities Screens**
You can “open” (or “expand”) any of the 17 Activities windows by clicking on the arrow just to the left of the window title. When you do, you’ll see that window expand to show a *summary* of key data contained in that window. Below is an example of the “Professional Licensures & Certifications” category, expanded:
Note: Not all data stored in a given category is always shown on this summary window. To learn how to see all the fields on a given Profile screen, and how to edit or add data on an Activities screen, see the “Adding New Data” and “Editing Existing Data” sections of this User Guide.
To edit existing data: Manually type in available boxes, use the available drop-down boxes, etc. You can also paste in text that you’ve copied from another source (such as your C.V.).

Remember to Save: Always click on one of the available “Save” buttons at the bottom of each screen, or you’ll lose any edits you’ve made.

IMPORTANT:
Q: Can I edit ALL Profile and Activities data/fields?
A: No. There are some fields that are “locked” to users; these fields are identified with a small padlock icon next to the field, as shown below:
Also, some screens will not even have an edit pencil icon available, since editing in those screens is not permitted.

Data on locked screens or in locked fields are uploaded automatically from another database – usually Banner or the ERS grants database.

Adding New Profile or Activities Data

To add data in a Profile or Activities screen, click on the “Add” button that appears below any existing data after you expand a window, as shown the example below:

Clicking on that Add button opens up the entire screen of data for you to view, and that enables you to add data in any available field. Here’s a screenshot of the full “blank” screen for “Prior Work Experience,” available when you click on “Add”:  

![Screen shot of a blank Prior Work Experience screen showing the Add button highlighted.](image)
To add data: Manually type in any available boxes, use the available drop-down boxes, etc. You can also paste in text that you’ve copied from another source (such as your C.V.).

Remember to Save: Always click on one of the available “Save” buttons at the bottom of each screen, or you’ll lose any additions you’ve made.

**IMPORTANT:**

Q: Can I add to records in **ALL** Profile and Activities screens?
A: No. There are some screens that are “locked” to users (such as Teaching); these screens will not have an “Add” button available.

Data on locked screens is uploaded automatically from another database – usually Banner or the ERS grants database.
Uploading Multiple Publications Simultaneously

As noted on Page 11, Faculty180 can import data from multiple publications (from 2 to 200+) simultaneously from certain external databases and certain types of files. More specifically, you can “batch upload” multiple publications in either of the following two ways:

“Web of Science” and “Medline/PubMed” Direct Imports

Faculty180 has direct, “live” links to both the Web of Science and Medline/PubMed databases. Via these links, you can search Web of Science and Medline/PubMed via Faculty180 and then directly import the results into Faculty180. Here’s how:

1. Click on the arrow to expand the “Scholarly and Creative Contributions” window. After it expands, click the “Add” button:

   ![Add button](image)

2. You’ll then be taken to a screen on which you can choose how you’ll add your scholarly and creative contributions (either manually or via an import process). For this example, we’re doing a “Web of Science” import. So, under the “Import” heading to the right side, click on the “Web of Science” radio button, and then “Continue,” as shown below:

   ![Continue button](image)
3. Complete the search fields as you would with any standard database search, and then press the “Search” button, as shown below:

4. Review the search results. Check all the boxes next to results you wish to import. When done, then click the “Import Selected” box.

5. Then you’ll be taken to a confirmation screen, where you can review your selections before officially importing them into your Faculty180 account. Assuming the results are what you expected, click on the “Save” button, as shown below:

6. Then your selected records will be uploaded, and you’ll get a report that looks like this:
In this case, it shows a successful import of all three records, and it addresses any duplicate activities found in the Faculty180 database.

7. Then just click the “Go Back” link below the import summary noted in #6 above, and you’ll be taken back into your Faculty180 record.

**IMPORTANT:**

Q: Will **ALL** fields be populated by a batch upload from Web of Science?  
A1: Not quite… You’ll still need to go into each record and, toward the bottom of the screen, indicate via the “Intellectual Contributions: Review Type” drop-down box if the activity was “Peer Reviewed,” “Editorially Reviewed,” or “Not Reviewed.”

Because many college/school Annual Faculty Activity Reports will specifically look for records that are “peer reviewed,” you’ll want to take this extra step for each of your imported records.

A2: You might also want to go into certain records and add optional information, such as Journal Impact Factors and PMCIDs; you can also designate specific roles of co-authors (a function that can also be used to designate a community partner involved in a scholarly contribution).

**BibTeX/RIS File Uploads**

If you've conducted a search of your publications in another database (such as Google Scholar, or via EndNote) and saved the results on your computer in either BibTeX or RIS citation format, you can then upload the BibTeX- or RIS-formatted file directly into Faculty180 – importing multiple publication files all at once. Here’s how:

1. Click on the arrow to expand the “Scholarly and Creative Contributions” window. After it expands, click the “Add” button:
2. You’ll then be taken to a screen on which you can choose how you’ll add your scholarly and creative contributions (either manually or via an import process). Under the “Import” heading to the right side, click on the “Generic (RIS/BibTeX)” radio button, and then the “Continue” button, as shown below:

3. On the next screen, select the proper citation format (either RIS or BibTeX) for the file you wish to upload from your computer. Then click on the “Choose File” button to select the file from your computer. After you’ve selected the appropriate file on your computer, click on “Save.” See below:
4. On the next screen, select which of the citation records you want to upload from the file, and then click on “Imported Selected.” See below:

![Activity Input]

5. Then you’ll see a screen that confirms the files were uploaded. And that’s it. From there you can go back to your listing of Scholarly and Creative Contributions.
As noted on Page 6, SLU is not currently using the “Forms and Reports” link on the left-hand navigation pane. For reporting, see below.

Annual Activity Reports

When you click on the “Vitas & Biosketches” link on the left-hand navigation pane, you’ll then see a listing of various reports that have already been created for you and that you can run at any time. One of those reports will be an Annual Faculty Activity Report created for faculty in your college/school. See the screenshot below and note that the Annual Faculty Activity Report for faculty in the College of Arts & Sciences is circled:

1. To select and view a report, just click on the “eyeball icon” ( ) in the “View” column.

2. You’ll then be taken to a screen that displays the report on-screen, but also provides functions to:
   - change which report you want to run
   - alter the date range for which the report should be run
   - export the report in another format (Word, PDF, or via an HTML link)

See the screenshot below. Note that after you make a change to the report, you need to “refresh” it (meaning “re-run it”) via the “Refresh Vita” button, highlighted in the screenshot.
3. If you export the report in Word format, you can then edit it as needed: add data, alter fonts and other formatting, etc.

4. For annual faculty activity reporting, check with your department or dean’s office to see if they want you to run an annual activity report yourself and submit, or if they plan to run the reports themselves (an ability that certain administrators have for all faculty that report to them). Also check with your department or dean’s office to see when they plan to generate department or college-level reports so you know when to have certain information regularly updated in the system. Practices across units will vary.

Vitas
Not surprisingly, when you click on the “Vitas & Biosketches” link on the left-hand navigation pane you can also create or run existing reports that are, indeed, set up to be professional vitas (as opposed to annual faculty activity reports).

To use an existing vita template:

1. Choose an existing, pre-established vita report from the list of report options available to you when you click on the “Vita & Biosketches” link. For example:

   ![Vita Report List]

2. Then just follow the same directions offered above for Annual Faculty Activity Reports to view the report and export it in Word or PDF form.

To create a new vita:

1. Click on the “Add” button below the list of existing available reports, as shown below:

   ![Add Button]

2. Then you’ll get a “pop-up” screen asking you to name your new vita report, chose a template on which to base your new vita, and provide any description you wish to record for the vita:
3. To make customized changes to the template you selected, be sure to click the “Save and Edit” button, highlighted in the screenshot above.

4. You’ll then be taken to a screen on which you can customized the content, order, and layout of your new vita. For example:
5. For more detailed instructions on how to customize your vita, contact your college/school liaison or the Office of the Provost.

**IMPORTANT:**

Q: Are these the only reports that can be run via Faculty180?
A: Not at all. Department chairs and deans (and their proxies) can run a multitude of other reports in Faculty180. Available “stock” reports include those focused on grants, publications, presentations, etc. – displaying either counts of scholarly activities and/or actual activity data (such as article titles, journal titles, etc.). Date ranges and other report criteria are adjustable, as well.

If you feel you need access to additional reporting functions within Faculty180, contact your college/school Faculty180 liaison or the Office of the Provost.

**Biosketches**

Biosketches are brief reports required for certain kinds of grant applications (such as those from the NIH and NSF). You can create your own, customized biosketches in Faculty180 for future use. When you click on the “Vitas & Biosketches” link on the left-hand navigation pane, you’ll see a listing of various reports that have already been created for you and that you can run at any time. But you can also create your own reports – includes biosketches.

1. Start by clicking on the “Add” button beneath the list of available reports. See below:

2. Then you’ll see a screen on which you can type in a name for and description of your new biosketch, and choose the template on which it’s based. See the example below:
3. Click on the “Save and Edit” button. That will take you to the next screen, on which you can customize the template for your needs. Here’s what that next screen will look like:
4. Each of the double-arrow “expansion” icons enables you to expand that section and see the ways to customize the biosketch. In the example below, clicking on the double arrows for Section 7 opens up a list of all scholarly activities, from which you can choose which ones you wish to include on this particular biosketch:

5. When you’re done customizing your biosketch, be sure to click “Save” or “Save and Preview”:

6. After that, your new biosketch will be saved to your Faculty180 account and will then always appear in the list of reports that you can view or export via the Vitas & Biosketches link. You can create as many biosketches (and vitae) as you wish, and save them for future use and, if needed, future editing.