Faculty 180 Overview

Use Chrome for F180. Other browsers may not give full functionality.
Go to F180 at https://faculty180.ecu.edu/
Select Login to Faculty180 and Sign in using ECU credentials.
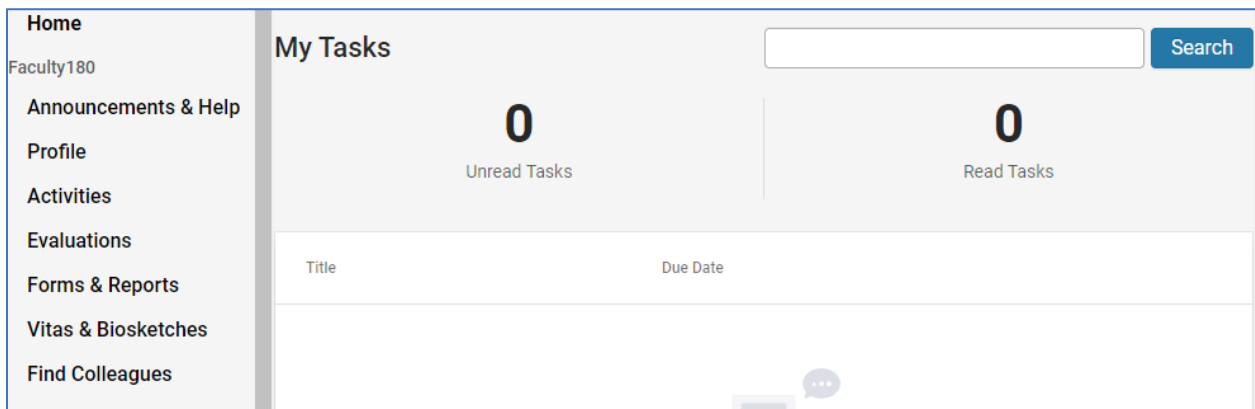
You will see several sections on the left of the screen as shown below (some faculty will also see an Administration section)

The **Dashboard** above provides important Tasks that need attention (e.g., co-author verification).

Profile: This section contains information about you. The first three items are not editable in F180 (i.e., Personal Information, Contact Information, Current Position). Go through Banner/Pirate Port or your administrator to change these.

Editable items in F180 include:

- Current Title for Public Display – links to VIVO and displays selected F180 information to the world through Scholars@EastCarolinaUniversity (https://scholars.ecu.edu/).

- Degrees – Using Edit, <u>check your highest degree earned and other information</u>.

- Professional Licensures and Certifications – edit as appropriate.

- Work Experience – edit as appropriate.

- Health Sciences Clinical Work Experience – include as appropriate.

- Expertise and Interests – edit as appropriate (Note: A current Expertise description is important for aligning faculty to potential grant opportunities).

- Biography – information about you for public view by department/COB. Enter information if you wish.

- Public Display Master Agreement – this is where you decide what you want to have displayed at Scholars@EastCarolinaUniversity (https://scholars.ecu.edu/)

Note: best to use "Save and Go Back" or "Save and Add Another Item." When you delete something, it is gone for good. <u>Clone</u> is convenient for copying things that repeat each year.

Activities: Teaching, Research and Service

* Note: Per Faculty Senate Resolution #21-26, April 2021, all faculty must complete a learning activity addressing diversity, equity, and/or inclusion. From ECU Faculty Manual Part XI, Section IV, "It may focus on diversity, equity, and inclusion issues in the context of ECU, higher education writ large, or the faculty member's academic field."

- Faculty Annual Goals and Objectives:
  - Goals for Teaching, Research and Service, as appropriate (consult with your Chair/Director)
    - Include in the **Progress** section any Innovations in Course Content/Presentation that you implemented in support of AOL.
  - For goals written last Spring for the current AY (Academic Year), include your Progress on the goal for this AY (i.e., report status of goal completion). Just use the Edit icon to access this item. Make sure that the End Semester is updated to current semester and that the completion date is noted, if completed. The information you enter should show up in the Progress column.
  - Use the Add button for new goals that apply to the coming year, include a title for each goal (e.g., Goal for 2023-24 AY (written in Spr2023): Improve teaching in OMGT 3123). Then enter a description of the Goal. Progress for this goal will be written next AY. Make the Start Semester "Spring 2023" and End Semester "Spring 2024."

- Activity Distribution:
  - This is where you enter the weights for the annual evaluation. This should have been done in the Fall semester, either in F180 or per a separate request from your Chair. Consult the Unit Code/Handbook for the appropriate range of weights.

- Teaching:
  - Here you will find a list of all courses you recently taught and are currently teaching. Using the edit button will allow you to Student course evaluations and Peer Evaluations.
  - Your SSOI are supposed to be automatically uploaded by F180 (absent student comments). However, Spring 2020, Fall 2020, and Spring 2021 are not uploaded and will not be used for
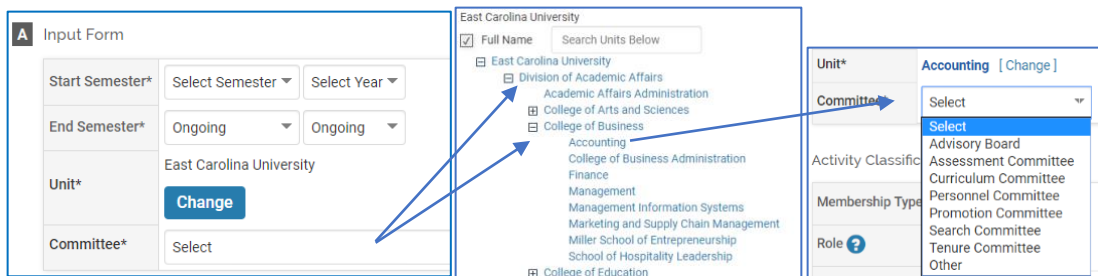
faculty evaluation. If you do choose to upload any of your own SSOI, keep in mind that the comments are included in the faculty member's version**.**

- Other Teaching Activities:
  - o Include here any activities related to teaching. These include: Academic Program Development, Assessment of Learning, Course Creation, Course Redesign, Independent Studies, Study Abroad, etc.
  - o Diversity, Equity & Inclusion – describe formal and informal mentoring or advising of students in this category.

- Clinical Practice: include as appropriate.

- Student Advising/Mentoring Load:
  - o Update fields as appropriate.
  - o Honors theses/projects should not be listed here. Make sure they show up either under Teaching or Other Teaching Activities.
  - o Diversity, Equity & Inclusion – describe formal and informal mentoring or advising of students in this category.

- Scholarly Contributions and Creative Activities:
  - o Here you enter: Article, Book, Case Study, Chapter, Patent, Presentation, Proceedings, Research Report, Review, Software, etc. (Review refers to a publication that reviews other publications, not peer review of research).
    - ▪ You can also import article information automatically using Generic BbTex.
  - o When you input co-authors, they will automatically be notified to verify their role if they have an F180 account at ECU.
    - ▪ **Only the first author should enter the scholarly work**, with co-authors entered by the first author. Make sure to enter Coauthor Classification for each co-author. Co-authors with ECU F180 accounts will be messaged automatically in the F180 Dashboard to confirm their role. Once confirmed, the scholarly work will be automatically included in their F180 account.
  - o Abstracts typically go under the Proceedings heading. Authors presenting a conference paper/abstract will make a separate individual entry.
  - o "Abstract" type available now for Articles as well as Proceedings.
  - o Diversity, Equity & Inclusion – select for academic pursuits that "represent, integrate, and interact with different races. genders, ethnicities, cultures, national origins, immigration status, abilities, religions, sexual orientations, gender identities, veteran status, socio-economic status."

- Sponsored Research Proposals and Awards:
  - o This area is automatically populated by eTRACS for external grants.
  - o Check to make sure any entries here are accurate and up to date. The data is locked in F180, so you will need to contact me if there is a problem.

- Other Grants/Contracts and Awards:
  - o Any grant/contract not in eTRACS goes here. This typically includes grants internal to ECU.
  - o Diversity, Equity & Inclusion – select for academic pursuits that "represent, integrate, and interact with different races. genders, ethnicities, cultures, national origins, immigration

status, abilities, religions, sexual orientations, gender identities, veteran status, socio-economic status."

- **Institutional Committees:**
  - For cases where you continue to serve on a committee from a prior reporting period, you do not need to create the committee entry again. You can simply edit ✏️ it as Ongoing under End Semester. If you no longer serve on a committee, make sure to deselect Ongoing and replace it with the semester you last served under End Semester.
  - For new committee entries, please select from the predetermined (i.e., Controlled) list of committees. Using the **Add** button, access the Input form shown below, left. Below **East Carolina University** select [Change], then the plus sign for Division of Academic Affairs, then the plus sign for the appropriate college.

  By clicking on the appropriate level, the Input form will update to the level of interest. The Committee list will then be accessible for the selected level (e.g., ECU, COB, or Dept/School)

  - Other Committees that do not appear on the list should be entered under the category of Other, with the appropriate committee name included. These are considered Un-Controlled Committees and should not be used if an appropriate committee already exists on the Controlled list.
  - The Controlled list has been updated for 2023-2024, so entries made in prior years as Un-Controlled should be corrected if the committee is now available on the Controlled list. Also, many faculty members have been making entries at the wrong level. For example, the personnel and tenure committee should be selected at the COB level, not the university level. Most committees will be at the unit level. Please correct as needed.

- **Institutional Committees Prior to Fall 2017:**
  - Includes any committee you served on prior to Fall 2017 (history migrated from Sedona).

- **Other Institutional Service:**
  - This area contains all other institutional service not captured above (e.g., peer reviews of other faculty, volunteer for one-time event, fraternity advisor, etc.).

- **Professional Service:**
  - This area includes activities that serve the profession (e.g., editorial review board for a journal, consulting, textbook review, consulting, service with a professional organization, etc.). Help states: "Enter activities related to professional service, such as serving as a reviewer for a journal, on an editorial board, or on a professional organization committee."

- Community Service:
  - This area includes activities that serve the community (e.g., civic organizations, task forces, associations, clubs, etc.). This doesn't include service to academic or professional organizations.

- Administrative Duties:
  - This includes official administrative roles such as lab director, program director, assessment coordinator, department chair, or associate dean.

- Professional Development:
  - List any training you have participated in here. This includes training seminars for online teaching and Assurance of Learning.

- Honors and Awards:
  - Enter your honors and awards here.
  - Activity Classifications have been revised to better reflect the intent of this category. These represent formal awards or honors (e.g., teaching awards, scholarly honors, service awards, etc.)

- Professional Memberships:
  - Update/edit historical entries as appropriate.

- Recognitions:
  - New category that reflects recognitions rather than honors/awards. The Recognition types are listed under the Input Form. For example, these include recognitions by student, peers, the profession, the press, etc.

Evaluations: shows history of evaluation workflows in F180.

Forms & Reports: NA for now, but you can structure a report of your activities here.

* Updated August 15, 2023

Thanks to Scott Dellana, College of Business, for creating/sharing the original document.