The data provided by the faculty for Selective Salary has not changed and is mandated by the AAUP-AFT contract. As in the past, the Departmental and School Salary Committees will be reviewing only data for the last three (3) years January 1, 2015- December 31, 2017. Data for the activity summary and teaching grid are to reflect only these three (3) years. Please construct your activity summary & teaching grid to reflect these three (3) years.

To complete the teaching grid requires evaluative data for many activities (including courses, lectures and clinical teaching). The dates for each of these teaching activities are to be entered separately and not bridging multiple years. For example, if you have a teaching activity from 2014 to current, in the database, you would end the 2014 activity and enter the activity individually for 2015, 2016, and 2017 so that the related evaluative scores could be entered for each year. Service is to be treated similarly with all service activities listed separately by year for the three year reporting period, e.g., for your 2018 submission, years 2015, 2016 and 2017 are entered as separate activities. Remember to use the cloning option in the activities section of Interfolio's Faculty180 to assist you.
Logging-In to Faculty180

Link to the website: https://www.faculty180.com/sysadmin/login.php?dbID=wayne

Your access ID is your Username -> aw7415

Choose your own password* ->

*Note: The password established/used for Faculty180 is independent from and not tied to any University log-in systems.
Watch *Action Item* for information about generating annual activity summaries and teaching grids, and submitting your selective salary documents for evaluation.

Training videos from Interfolio and help desk contact information ->
Action Buttons for Data Entry

The four buttons you need to know to complete the majority of data entry in Faculty180:

**Add**
To create a new entry from scratch select the **Add** button under the applicable input section.

**Edit**
To **Edit** an existing entry click on the pencil to the right of the entry needing changes.

**Delete**
To **Delete** an existing entry click on the X to the right on the entry needing to be removed. **THERE IS NO TRASH CAN: ONCE REMOVED IT’S GONE!**

**Clone**
To **Clone** (copy) an existing entry click on the double rectangle to the right of the entry to be copied.
Profile

Information in the *Profile* section will rarely or only periodically change once populated.

Categories under *Profile* are:

- Personal Information
- Contact Information
- Faculty Rank
- Education
- Postgraduate Training
- Faculty Appointments
- Hospital or Other Professional Appointments
- Medical Licensure
- Board Certification

Activities

Information in the *Activities* section will need to be frequently updated.

Categories under *Activities* are:

- Service: Institutional
- Service: Professional
- Service: Other
- Scholarly Service: Peer-Reviewed Journals
- Scholarly Service: Grant Review Committees
- Scholarly Service: Other
- Honors/Awards
- Major Professional Societies
- Grants, Contracts, and Other Funding
- Clinical Trials
- Scholarship
- Teaching
- Essays/Theses/Dissertations
- Course or Curriculum Development
Click *Show All* or *Hide All* to display or conceal data contained within each category.

<- Click on category descriptor to see data contained within that section.

## Profile

### Personal Information

### Contact Information

### Faculty Rank

### Education

- **Postgraduate Training**

<table>
<thead>
<tr>
<th>Type</th>
<th>Institution</th>
<th>Specialty</th>
<th>City</th>
<th>State</th>
<th>Nation</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship</td>
<td>Test Institution</td>
<td>Test Specialty</td>
<td>Detroit</td>
<td>Michigan</td>
<td>United States</td>
<td>Add</td>
</tr>
</tbody>
</table>

### Faculty Appointments

### Hospital or Other Professional Appointments

### Medical Licensure

### Board Certification

Go Back

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**School of Medicine**
Basic Data Entry

<- Click **Add** under the applicable input category to create a new activity (in this example the new entry will appear under “Service: Professional”)

School of Medicine
Basic Data Entry

<- Type data into fields, be sure to enter information in the most complete manner possible, **fields with an * are required**

There are 3 ways to **Save**:

- **Save**: This option saves the current entry and stays on same page  
  **Note**: If you click *Save* and begin typing new information into the data fields, your existing entry will be overwritten

- **Save and Add Another**: This option saves the current entry and generates a blank data entry screen, so that the next entry can be created

- **Save and Go Back**: This option saves the current entry and returns you to the screen showing all the **Activity** categories
Unique Features of Scholarship

There are two ways to insert Scholarly Activity into Faculty180, each entry can be entered manually or files can be imported from an external source (PubMed, Web of Science, BibTex files, etc.)

All scholarly output should be entered into this section including:

- **Books**
- **Case Reports**
- **Book Chapters**
- **Editorials/Commentaries**
- **Letter to the Editor**
- **Original Observations**

- **Patents**
- **Presentations**
- **Published Abstracts**
- **Review Articles**
- **Other (Non-Peer Reviewed)**
- **Other (Peer Reviewed)**
Import from an External Source

<- Select Import Source

<- Click Continue button
Import from an External Source

- Adjust the maximum number of records imported (up to 500 records)
- Select the appropriate search category
- Type in search term that corresponds with search category selected
- Add additional fields to refine search
- Select the appropriate search category
## Import from an External Source

Check box(s) to select publication(s) to be imported and click **Import Selected**. Exact match duplicate publications are automatically identified by the system.

<table>
<thead>
<tr>
<th>Title</th>
<th>Journal</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Disruption and Academic Functioning in Urban, Black Youth</td>
<td>Psychology in the Schools</td>
<td>2011</td>
</tr>
<tr>
<td>Fetal exposure to propoxyphene and abnormal child neurodevelopment at 2 years of age</td>
<td>Neurotoxicology</td>
<td>2012</td>
</tr>
<tr>
<td>Recognized spontaneous abortion in mid-pregnancy and patterns of pregnancy alcohol use</td>
<td>Alcohol</td>
<td>2012</td>
</tr>
<tr>
<td>Faithful Friends: Teen Reporters of Peer Substance Use</td>
<td>Addiction</td>
<td>2012</td>
</tr>
<tr>
<td>Prenatal risk-drinking screening; TACER3 reduces TACE false positives</td>
<td>American Journal of Obstetrics and Gynecology</td>
<td>2012</td>
</tr>
<tr>
<td>Increased Cut-Point of the TACER-3 Screen Reduces False Positives Without Losing Sensitivity in Predicting Risk Alcohol Drinking in Pregnancy</td>
<td>Alcoholism-Clinical and Experimental Research</td>
<td>2014</td>
</tr>
<tr>
<td>Violence Exposure and Teen Delinquency Among African American Youth</td>
<td>Journal of Interpersonal Violence</td>
<td>2015</td>
</tr>
<tr>
<td>Prenatal alcohol exposure selectively enhances young adult perceived pleasantness of alcohol odors</td>
<td>Physiology &amp; Behavior</td>
<td>2016</td>
</tr>
<tr>
<td>Parental Support, Mental Health, and Alcohol and Marijuana Use in National and High Risk African-American Adolescent Samples</td>
<td>Substance Abuse Research and Treatment</td>
<td>2015</td>
</tr>
<tr>
<td>Implementing staff-administered TACER-3 Alcohol Screening in an Antenatal Clinic</td>
<td>American Journal of Obstetrics and Gynecology</td>
<td>2015</td>
</tr>
</tbody>
</table>
Import from an External Source

Make sure that the month and year imported are correct -> to ensure that you get credit for the activity during the correct Selective Salary cycle.

<- Click Save to import all publication(s) into your Scholarship activities section
Updating the Status of an Existing Entry

Update the progression of your publication’s lifecycle by clicking the **Manage Status** button and complete the 3 pop-ups shown on the next slide.
Updating the Status of an Existing Entry

**STEP 1.**

Click "Add" to update status. **Do not edit a prior status unless it is incorrect.**

**STEP 2.**

Enter updated information into data fields and **Save**

* Indicates required field

**STEP 3.**

Status will now show as **Completed/Published**

* Indicates required field
Unique Features of Grants, Contracts, and Other Funding

TO OBTAIN THE CREDIT YOU ARE DUE in the merit process, information about roles on grants and YOUR percent effort should be entered under the collaborators section.
Populating the Total Funding Amount

Data regarding the length and number of periods for funding need to be entered before the Total Funding fields will populate.

To generate a single Total Funding data field (similar to what is currently recorded on a SOM CV), the Number of Periods should be 1 and each is composed of the entire length of the grant.
Updating the Status of an Existing Entry

Update the progression of your award’s lifecycle by clicking the Manage Status button and complete the 3 pop-ups shown on the next page.
Updating the Status of an Existing Entry

**STEP 1.**
Click 'Add' to update status. Do not edit a prior status unless it is incorrect.

<table>
<thead>
<tr>
<th>Status</th>
<th>Month</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funded - In Progress</td>
<td>January 2017</td>
<td></td>
</tr>
</tbody>
</table>

* Indicates required field

**STEP 2.**
<- Enter updated information into data fields and Save

<table>
<thead>
<tr>
<th>Status</th>
<th>Month*</th>
<th>Year*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
<td>December</td>
<td>2017</td>
</tr>
</tbody>
</table>

* Indicates required field

**STEP 3.**
Status will now show as **Completed**

<table>
<thead>
<tr>
<th>Status</th>
<th>Month</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
<td>December 2017</td>
<td></td>
</tr>
<tr>
<td>Funded - In Progress</td>
<td>January 2017</td>
<td></td>
</tr>
</tbody>
</table>

* Indicates required field

School of Medicine
Giving Access to an Administrator

- Click on the Access Settings link to give Emulation rights to a new administrator or view existing access rights.

- Click Add to begin the search for an administrator to grant emulation rights.

- Click Select Faculty to search for your administrator.

After hitting the Add button the following pop-up box appears ->
Giving Access to an Administrator

1. Be sure to check the `Show Support Accounts` box.
2. Type in the name of your administrator and search.
3. Highlight the applicable administrator.
4. Click the arrow to move the administrator from `Available` to `Selected`.
5. NOTE: The double turquoise arrows moves over all names listed under the `Available` box.
6. The single black arrow moves over only the highlighted name(s).
7. Click the `Select # Faculty` button once the name(s) have been moved to `Selected`.

School of Medicine
Giving Access to an Administrator

Check the Emulate box

Set an expiration date for access

Click Save ->
Giving Access to an Administrator

The administrator(s) granted access is/are now visible.
You can edit or delete as needed.
Need more help?

Office of Faculty Affairs:
313-577-9877
ofapd@wayne.edu

Interfolio/Faculty180 Help Desk
877-997-8807
help@interfolio.com