WAYNE STATE
School of Medicine
Guide for using Faculty180
Logging-In to Faculty180

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

Your access ID is your Username -> uw7415

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:

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

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

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!

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

School of Medicine
Navigation Panel Input Forms

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
Profile

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.
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”)

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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

School of Medicine
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
# Import from an External Source

Check box(s) to select publication(s) to be imported and click **Import Selected**

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### Note below: Exact match duplicate publications are automatically identified by the system
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.**

- Add or Cancel

* indicates required field

**STEP 2.**

<- Enter updated information into data fields and Save

**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.**

- Select the entry to update.

**STEP 2.**

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

**STEP 3.**

- Status will now show as **Completed**.

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School of Medicine
Giving Access to an Administrator

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

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

After hitting the **Add** button the following pop-up box appears ->

<- Click **Select Faculty** to search for your administrator
Giving Access to an Administrator

Be sure to check the -> Show Support Accounts box

Type in the name of your administrator and search ->

Highlight the applicable administrator <-

Click the arrow to move the administrator from Available to Selected <-

NOTE: The double turquoise arrows moves over -> all names listed under the Available box

The single black arrow moves over only the highlighted name(s)

Click the Select # Faculty button once the name(s) -> have been moved to Selected
Giving Access to an Administrator

Add Access

* Indicates required field

**Faculty**

1 Faculty Selected

**Rights**

- Emulate [ ]
- My Evaluations (Requires Emulate)

**Expiration Date**

12/31/2018

**Notes**

Click Save ->

Save  Cancel
Giving Access to an Administrator

The administrator(s) granted access is/are now visible
You can edit or delete as needed
Generating Your Activity Summary and Teaching Grid for Selective Salary

Click on the appropriate Action Item link to begin generating your activity summary or teaching grid.
Generating Your Activity Summary and Teaching Grid for Selective Salary

Activities listed below are limited to the predetermined timeframe

<- Click Preview button to see what your selective salary documents will look like based on the data included below

Review the data populated under each category for accuracy, edit or add as needed
Generating Your Activity Summary and Teaching Grid for Selective Salary

When the final version of your selective salary document is ready, click Click here to complete Step 1 ->

Note: Once you submit your document by completing Step 1, you will no longer be able to access or change your activity summary or teaching grid.

Be sure you Save and Go Back before leaving the page, if you are not ready to submit the final version of your document.
Tracking your Activity Summary and Teaching Grid Status

<- Under *Forms & Reports* you can find the status of your activity summary and teaching grid submission.
Submitting Documents for Evaluation

Click to submit documents for evaluation
Submitting Documents for Evaluation

Click the eyeball icon(s) to review activity -> summary and teaching grids one last time

Click the Evaluate button to verify the documents -> And attach a copy of your CV
Submitting Documents for Evaluation

<- Certify that you have reviewed your activity summary and teaching grids

<- Attach a copy of your CV

<- Click Add Another for any additional information you would like to include

<- Click Save once everything is complete
Submitting Documents for Evaluation

<- Click to submit your documentation for evaluation
Need more help?

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

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