Guide for using Faculty180

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.
Dashboard

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 ->

School of Medicine
Action Buttons for Data Entry

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

- **Add** button: To create a new entry from scratch, click on the button under the applicable input section.

- **Edit** button: Click on the pencil to the right of the entry needing changes.

- **Delete** button: Click on the X to the right of the entry needing to be removed. **THERE IS NO TRASH CAN: ONCE REMOVED IT’S GONE!**

- **Clone** button: Click on the double rectangle to the right of the entry to be copied.
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.

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)

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**

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

<table>
<thead>
<tr>
<th>Publication Details</th>
<th>Journal Title</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheryl Somers, Lisa Chiodo, Jina Yoon, Hilary Ratner, Elizabeth Barton, and Virginia Delaney-Black</td>
<td>FAMILY DISRUPTION AND ACADEMIC FUNCTIONING IN URBAN, BLACK YOUTH</td>
<td>2011</td>
</tr>
<tr>
<td>Enrique Ostrea Jr., Alexis Reyes, Estefita Villanueva-Uy, Rochelle Pacifico, Bemadette Benitez, Essie Ramos, Rommel Bernardo, Dawn Belawski</td>
<td>Fetal exposure to propoxur and abnormal child neurodevelopment at 2 years of age</td>
<td>2012</td>
</tr>
<tr>
<td>Lisa Chiodo, Robert Sokol, John Hannigan, James Janisse, Grace Patterson, and Virginia Delaney-Black</td>
<td>Fetal alcohol exposure selectively enhances young adult perceived pleasantness of alcohol odors</td>
<td>2015</td>
</tr>
<tr>
<td>Julie Maslowsky, John Schubenberg, Lisa Chiodo, John Hannigan, Mark Greenwald, James Janisse, Robert Sokol, and Virginia Delaney-Black</td>
<td>Increased cut-point of the TACERQ3 screen reduces TACE false positives</td>
<td>2014</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.**

<table>
<thead>
<tr>
<th>Status</th>
<th>Month</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepted</td>
<td>November 2017</td>
<td></td>
</tr>
</tbody>
</table>

**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/Published</td>
<td>December</td>
<td>2017</td>
</tr>
</tbody>
</table>

**STEP 3.**
<- Status will now show as Completed/Published

* Indicates required field

School of Medicine
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.**

- Manage Status
- Click 'Add' to update status. Do not edit a prior status unless it is incorrect.
- Status: Funded - In Progress
- Month: January 2017

* Indicates required field

**STEP 2.**

- Enter updated information into data fields and Save
- Status: Completed
- Month: December
- Year: 2017

* Indicates required field

**STEP 3.**

- Status will now show as Completed
- Funded - In Progress: January 2017
- Completed: December 2017

* Indicates required field

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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

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

1. Check the Emulate box.
2. Set an expiration date for access.
3. Click Save.
Giving Access to an Administrator

The administrator(s) granted access is/are now visible
You can edit or delete as needed

<table>
<thead>
<tr>
<th>Name</th>
<th>Unit</th>
<th>Access Rights</th>
<th>Last Access Date</th>
<th>Access Expiration Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delaney-Black, Virginia</td>
<td>Pediatrics</td>
<td>Emulate</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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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** ->

<-- Be sure you **Save and Go Back** before leaving the page, if you are not ready to submit the final version of your document.

**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.
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

A. Evaluation Details
- Evaluation Of: Charlene Brain
- Title: Faculty Sign Off
- Type: Annual Evaluation
- Description: Name Withheld
- Evaluation Author: Name Withheld

B. Faculty Sign Off
- I certify that I reviewed my activities on the Activity Summary: Yes

C. Attachments
- No attachments uploaded.
- 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

Certify that you have reviewed your activity summary and teaching grids.
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