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.
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

Review the data populated under each category for accuracy, edit or add as needed.

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.
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.
Tracking your Activity Summary and Teaching Grid Status

<- Under Forms & Reports you can find the status of your activity summary and teaching grid submission.
Need more help?

Office of Faculty Affairs:
313-577-9877
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Interfolio/Faculty180 Help Desk
877-997-8807
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