



WAYNE STATE

School of Medicine

WAYNE STATE UNIVERSITY
SCHOOL OF MEDICINE
RICHARD J MAZUREK MD
MEDICAL EDUCATION COMMONS

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>



Faculty Activity Reporting & Evaluation
Wayne State University



Your access ID is your Username ->

aw7415

Choose your own password* ->

Password

Sign In

[Forgot password?](#)

*Note: The password established/used for Faculty180 is independent from and not tied to any University log-in systems.



School of Medicine

Dashboard

The screenshot shows the Wayne State University Faculty Dashboard. At the top right, there are 'Quicklinks' and a user profile for 'Charlene K Brain'. The left sidebar contains navigation options: Faculty, Admin, Dashboard, Profile, Activities, Evaluations, Forms & Reports, and Vitas & Biosketches. The main content area is titled 'Dashboard | Wayne State University' and includes a 'To Do' section with a search bar and a table of action items. A red circle highlights the 'Action Item' header in the table, with a red annotation: 'Watch Action Item for information about generating annual activity summaries and teaching <- grids, and submitting your selective salary documents for evaluation.' The table lists an action item: 'Assign Activity Classifications for Imported Scholarly Works' with a type of 'Clear Imports', a posted date of 'January 29, 2018', and a due date of 'None'. Below this is a 'Manage Your Data' section with four panels: Profile, Activities, Evaluations, and Vitas & Biosketches. The 'Search Faculty' section includes an 'Input Section' with a dropdown menu, 'Unit' set to 'Wayne State University', 'Date Range' set to 'Since 2018', and a 'Word Search' field. The 'Announcements' section features 'Interfolio Announcements' with a link to '01/17/2018 Release - View the Release Notes' and a 'Faculty Input Training Videos' section. A red circle highlights the 'Faculty Input Training Videos' section, with a red annotation: 'Training videos from Interfolio and help desk contact information ->'. The 'Faculty Input Training Videos' list includes: 1 - Dashboard Overview, 2 - Basics of Activity Input, 3 - Grants, 4 - Scholarly Contributions, 5 - Product Help, Help Desk: 877-997-8807, and Help@interfolio.com.



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



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



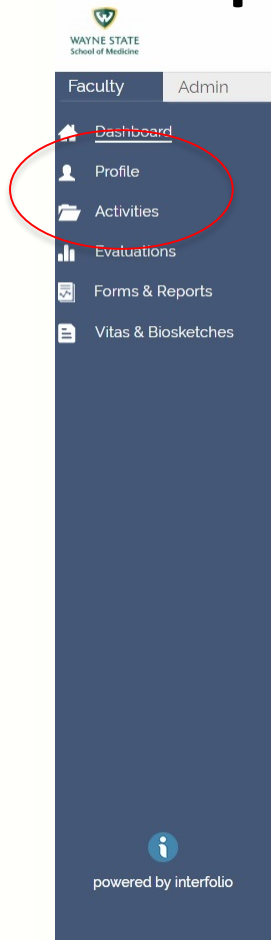
To **Delete** an existing entry click on the X to the right on the entry needing to be removed.
THERE IS NO TRASH CAN: ONCE REMOVED IT'S GONE!



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



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

WAYNE STATE School of Medicine

Quicklinks Charlene K Brain

Faculty Admin Profile | Wayne State University

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

Activities Evaluations Forms & Reports Vitas & Biosketches

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Profile | Wayne State University

Personal Information Help

Contact Information Help

Faculty Rank Help

Education Help

Postgraduate Training Help

Table: Type, Institution, Specialty, City, State, Nation, Actions

Interfolio Add

Faculty Appointments Help

Hospital or Other Professional Appointments Help

Medical Licensure Help

Board Certification Help

Go Back

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Click Show All or Hide All to display or -> conceal data contained within each category

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



Basic Data Entry

WAYNE STATE School of Medicine

Quicklinks ▾ Charlene K Brain ▾

Faculty | Admin

Activities | Wayne State University

Show All | Hide All

Service: Institutional Help

Service: Professional Help

Title	Organization	Description	Start Term	End Term	Scope	Actions
Service #3	Org #3		February 2013	Ongoing	National	
Service to Test Professional Org	Test Professional Org		January 2010	December 2017	National	
Test Professional Org 2	Professional Org 2		April 2006	February 2013	National	

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

Service: Other Help

Scholarly Service: Peer-Reviewed Journals Help

Scholarly Service: Grant Review Committees Help

Scholarly Service: Other Help

Honors/Awards Help

Major Professional Societies Help

Grants, Contracts, and Other Funding Help

Clinical Trials Help

Scholarship Help

Teaching Help

Essays/Theses/Dissertations Help

Course or Curriculum Development Help

Dashboard

Profile

Activities

- Service: Institutional
- Service: Professional
- Service: Other
- Scholarly Service: Peer-Reviewed Journals
- Scholarly Service: Grant Review Committees
- Scholarly Service: Other
- Honors/Awards
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- Clinical Trials
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- Teaching
- Essays/Theses/Dissertations
- Course or Curriculum Development

Evaluations

Forms & Reports

Vitas & Biosketches

powered by interfolio



Basic Data Entry

Wayne State School of Medicine

Faculty Admin

Dashboard
Profile
Activities

- Service: Institutional
- Service: Professional
- Service: Other
- Scholarly Service: Peer-Reviewed Journals
- Scholarly Service: Grant Review Committees
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Evaluations
Forms & Reports
Vitas & Biosketches

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Service: Professional

Help Add a Quicklink

Do not include memberships in professional organizations. Indicate your role in medical or scientific organizations and societies as service ONLY if you have/had additional responsibilities that extend beyond a general membership. Include items such as officer (president, treasurer, secretary, etc.), working roles on sub-committees (membership committee chair, etc.), or other activities for your professional organization (abstract reviewers or moderator for a scientific session).

* Indicates required field

A Input Form

Start Month* Select Month Select Year

End Month* Ongoing Ongoing

Title*

Organization

Description

B Activity Classifications

Responsibility* Select

Scope* Select

C Attachments

Attachment Type Attachment

File Choose File No file chosen

Add Another

Save Save and Add Another Save and Go Back Cancel

<- 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

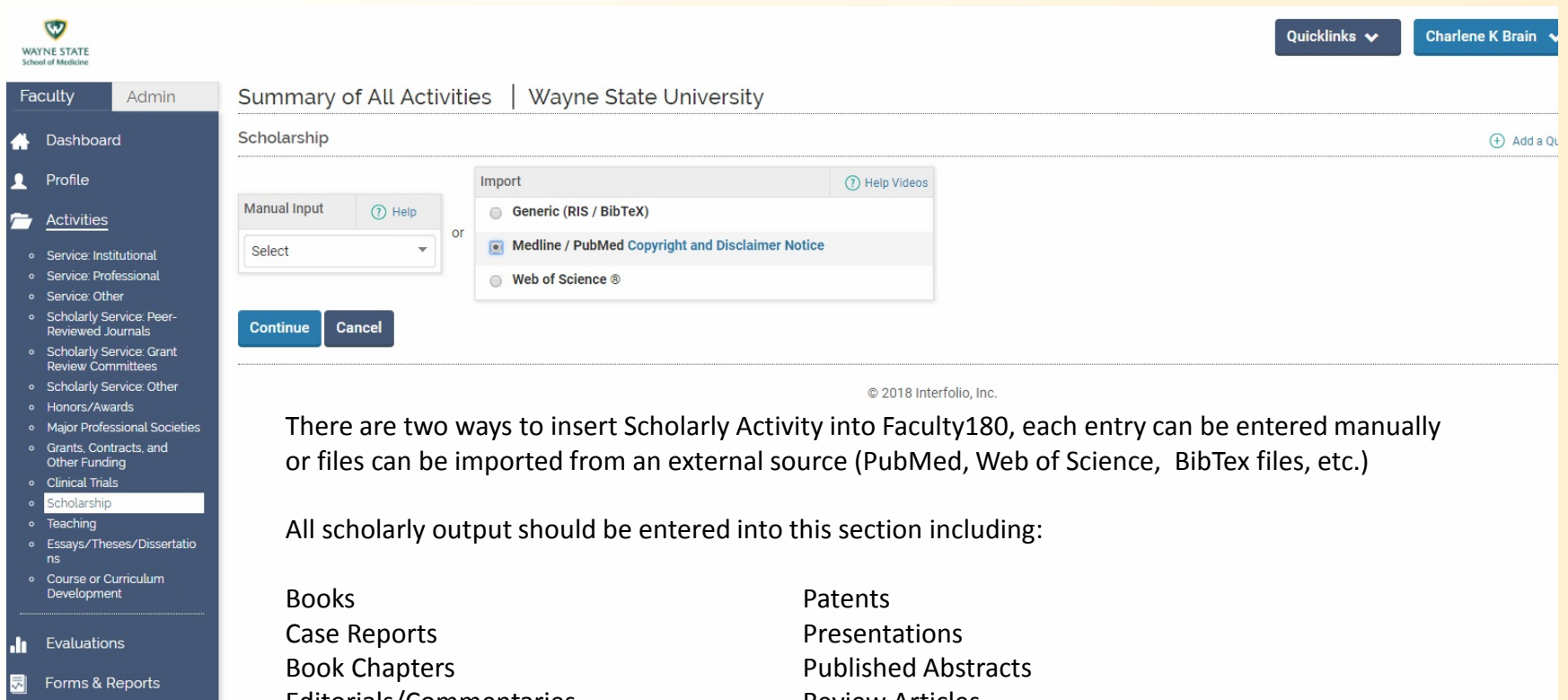
Note: If you click **Save** and begin typing new information into the data fields, your existing entry will be overwritten

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



Wayne State University | Faculty180 | Summary of All Activities | Wayne State University

Scholarship

Manual Input Help or Import Help Videos

Select Generic (RIS / BibTeX) Medline / PubMed Copyright and Disclaimer Notice Web of Science

Continue Cancel

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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 | Patents |
| Case Reports | Presentations |
| Book Chapters | Published Abstracts |
| Editorials/Commentaries | Review Articles |
| Letter to the Editor | Other (Non-Peer Reviewed) |
| Original Observations | Other (Peer Reviewed) |



Import from an External Source

Wayne State University School of Medicine

Quicklinks Charlene K Brain

Faculty Admin

Summary of All Activities | Wayne State University

Scholarship

Manual Input [Help](#)

Select

or

Import [Help Videos](#)

- Generic (RIS / BibTeX)
- Medline / PubMed Copyright and Disclaimer Notice <- Select Import Source
- Web of Science ®

[Continue](#) [Cancel](#) <- Click Continue button

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Dashboard

Profile

Activities

- 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

Evaluations

Forms & Reports



Import from an External Source


The screenshot shows the 'Import from Medline / PubMed' page in the Wayne State University system. The interface includes a sidebar with navigation options like 'Dashboard', 'Profile', and 'Activities'. The main content area has a search configuration section with the following elements:

- Maximum Records:** A dropdown menu set to '25'. A red circle highlights this, with the annotation: '<- Adjust the maximum number of records imported (up to 500 records)'. The 'Hide Duplicates' checkbox is also visible.
- Search Field:** A dropdown menu currently showing 'Select'. A red circle highlights this, with the annotation: '<- Select the appropriate search category'. The dropdown list includes options such as 'Author', 'Title', 'Journal (exact match)', 'Affiliation', 'All Fields', 'Author - Corporate', 'Author - First', 'Author - Full', 'Author - Last', 'Author Identifier', 'Article Identifier', 'Book', 'Date - Completion', 'Date - Create', 'Date - Entrez', 'Date - MeSH', 'Date - Modification', and 'Date - Publication'.
- Search Word / Term:** An empty text input field. A red circle highlights it, with the annotation: 'Type in search term that corresponds <- with search category selected'.
- Actions:** A section containing an 'Add Field' button. A red circle highlights the button, with the annotation: 'Add additional fields to refine search ->'. There is also a small 'x' icon in a circle next to the 'Add Field' button.

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Import from an External Source



WAYNE STATE
School of Medicine

Faculty Admin

- Dashboard
- Profile
- Activities
 - Service: Institutional
 - Service: Professional
 - Service: Other
 - Scholarly Service: Peer-Reviewed Journals
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- Evaluations
- Forms & Reports
- Vitas & Biosketches

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Patterson, Marilyn Huestis, Robert Partridge, ... (view all)					
<input type="checkbox"/>	Cheryl Somers, Lisa Chiodo, Jina Yoon, Hilary Ratner, Elizabeth Barton, and Virginia Delaney-Black	FAMILY DISRUPTION AND ACADEMIC FUNCTIONING IN URBAN, BLACK YOUTH	PSYCHOLOGY IN THE SCHOOLS	2011	
<input type="checkbox"/>	Enrique Ostrea Jr., Alexis Reyes, Esterlita Villanueva-Uy, Rochelle Pacifico, Bernadette Benitez, Essie Ramos, Rommel Bernardo, Dawn Bielawski, ... (view all)	Fetal exposure to propoxur and abnormal child neurodevelopment at 2 years of age	NEUROTOXICOLOGY	2012	
<input type="checkbox"/>	Lisa Chiodo, Beth Bailey, Robert Sokol, James Janisse, Virginia Delaney-Black, and John Hannigan	Recognized spontaneous abortion in mid-pregnancy and patterns of pregnancy alcohol use	ALCOHOL	2012	
<input type="checkbox"/>	John Hannigan, and Virginia Delaney-Black	FAITHFUL FRIENDS: TEEN REPORTERS OF PEER SUBSTANCE USE	ADDICTION	2012	
<input type="checkbox"/>	Lisa Chiodo, Robert Sokol, John Hannigan, James Janisse, Grace Patterson, and Virginia Delaney-Black	Prenatal risk-drinking screening: T-ACER3 reduces T-ACE false positives	AMERICAN JOURNAL OF OBSTETRICS AND GYNECOLOGY	2012	
<input type="checkbox"/>	Lisa Chiodo, Virginia Delaney-Black, Robert Sokol, James Janisse, Yobany Pardo, and John Hannigan	Increased Cut- Point of the TACER-3 Screen Reduces False Positives Without Losing Sensitivity in Predicting Risk Alcohol Drinking in Pregnancy	ALCOHOLISM-CLINICAL AND EXPERIMENTAL RESEARCH	2014	
<input type="checkbox"/>	Note below: Exact match duplicate publications are automatically identified by the system			114	
<input type="checkbox"/>	Beverly Black, Lisa Chido, Kathleen Preble, Arlene Weisz, Jina Yoon, Virginia Delaney-Black, Poco Kernsmith, and Linda Lewandowski, ...	Violence Exposure and Teen Dating Violence Among African American Youth	JOURNAL OF INTERPERSONAL VIOLENCE	2015	
<input type="checkbox"/>	John Hannigan, Lisa Chiodo, Robert Sokol, James Janisse, and Virginia Delaney-Black	Prenatal alcohol exposure selectively enhances young adult perceived pleasantness of alcohol odors	PHYSIOLOGY & BEHAVIOR	2015	
<input type="checkbox"/>	Julie Maslowsky, John Schulenberg, Lisa Chiodo, John Hannigan, Mark Greenwald, James Janisse, Robert Sokol, and Virginia Delaney-Black, ...	Parental Support, Mental Health, and Alcohol and Marijuana Use in National and High-Risk African-American Adolescent Samples	SUBSTANCE ABUSE-RESEARCH AND TREATMENT	2015	
<input type="checkbox"/>	Lisa Chiodo, John Hannigan, Shobha Mehta, James Janisse, Virginia Delaney-Black, Deborah Walker, and Robert Sokol	Implementing staff-administered TACER-3 alcohol screening in an antenatal clinic	AMERICAN JOURNAL OF OBSTETRICS AND GYNECOLOGY	2015	
<input checked="" type="checkbox"/>	Beena Saod, Madhuri Kolli, Josef Cortez, and Virginia Delaney-Black	Aerosolized Survantia in Neonatal Respiratory Distress Syndrome: Phase I Study	EUROPEAN JOURNAL OF PEDIATRICS	2017	

Import Selected Cancel

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

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School of Medicine

Import from an External Source

Wayne State School of Medicine

Faculty Admin

Import from Web of Science® | Wayne State University

Authors	Title	Journal	Year Published	Month	Year
Beena Sood, Madhuri Kolli, Josef Cortez, and Virginia Delaney-Black	Aerosolized Surfactant in Neonatal Respiratory Distress Syndrome: Phase I Study	EUROPEAN JOURNAL OF PEDIATRICS	2017	January	2017

Save Cancel

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

The screenshot displays the 'Faculty Admin' interface for Wayne State University. The left sidebar contains a navigation menu with 'Activities' selected, showing a list of activity types including 'Scholarship'. The main content area shows the 'Summary of All Activities' for 'Wayne State University' with the filter 'Scholarship : Original Observations'. An 'Input Form' is displayed for a scholarship entry with the following details:

Status*	Accepted for November 2017	Manage Status
Type	Original Observations	
Title*	Aerosolized Survanta in Neonatal Respiratory Distress Syndrome: Phase I Study	
Journal	EUROPEAN JOURNAL OF PEDIATRICS	
Month ?	NOV	
Year*	2017	
Volume	176	
Issue Number	11	
Pages		
DOI		
EID		

A red circle highlights the 'Manage Status' button. A red arrow points from this button to the following text: '<- 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.

Manage Status ✕

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

Status	Month	Actions
Accepted	November 2017	 

Add **Cancel**

** Indicates required field*

STEP 2.

Manage Status ✕

Status*

Month*

Year*

Save **Cancel**





** Indicates required field*

<- Enter updated information into data fields and Save

STEP 3.

Manage Status ✕

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

Status	Month	Actions
Accepted	November 2017	 
Completed/Published	December 2017	 

Add **Cancel**

** Indicates required field*

<- Status will now show as Completed/Published



Unique Features of Grants, Contracts, and Other Funding



Faculty Admin

- Dashboard
- Profile
- Activities
 - 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

- Evaluations
- Forms & Reports
- Vitas & Biosketches

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Summary of All Activities | Wayne State University

Grants, Contracts, and Other Funding

Help Add a Quicklink

If not the PI for a grant, be sure to add the PI under the list of collaborators below.

* Indicates required field

A Input Form

Status*	Select	for Month	Select	Select
Title*	<input type="text"/>			
Funding Agency / Sponsor	<input type="text"/>			
Grant ID / Contract ID	<input type="text"/>			
Abstract	<div><p>B <i>I</i> <u>U</u> Font Size </p><p>Path: p</p></div>			

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

Collaborators	First Name	Middle Initial	Last Name	Author / Contributor Type*	Percent Effort	Institution
1	Charlene	K	Brain	Select		<input checked="" type="checkbox"/>

URL:

Description:

B *I* U | Font Size |

School of Medicine

Populating the Total Funding Amount

B Dates & Funding Periods

Award Date	<input type="text"/>
Start Date*	<input type="text"/>
End Date	<input type="text"/>
Number of Periods*	Select ▾ each composed of* 1 Years ▾

C Funded Amounts

Indirect Funding	<input type="radio"/> Yes <input checked="" type="radio"/> No
Currency	USD ▾

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

D Activity Classifications

Award Number ?	<input type="text"/>
Type of Funding* ?	Select ▾
Type of Grant* ?	Select ▾

E Attachments

B Dates & Funding Periods

Award Date	<input type="text"/>
Start Date*	2018-01-01
End Date	<input type="text"/>
Number of Periods*	1 ▾ each composed of* 5 Years ▾

C Funded Amounts

Indirect Funding	<input type="radio"/> Yes <input checked="" type="radio"/> No
Currency	USD ▾

Period	Start Date	End Date	Total Funding*
1	2018-01-01	2023-01-01	0.00
Total			0.00

D Activity Classifications

Award Number ?	<input type="text"/>
Type of Funding* ?	Select ▾
Type of Grant* ?	Select ▾

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

E Attachments

Updating the Status of an Existing Entry

Wayne State University
School of Medicine

Quicklinks ▾ Charlene K Brain ▾

Faculty Admin

Summary of All Activities | Wayne State University

Grants, Contracts, and Other Funding Help Add a Quicklink

! If not the PI for a grant, be sure to add the PI under the list of collaborators below.

* Indicates required field

A Input Form

Status* Funded - In Progress for January 2017 **Manage Status**

Title* Test

Funding Agency / Sponsor NIH

Grant ID / Contract ID 1R011234567

Abstract

Path: p

Collaborators	First Name	Middle Initial	Last Name	Author / Contributor Type*	Percent Effort	Faculty at your institution
1 ▾	Charlene	K	Brain	PI ▾	20	✓

Add

URL



<- 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	Month	Actions
Funded - In Progress	January 2017	 

** Indicates required field*

Add **Cancel**

STEP 2.

Manage Status ✕

Status*

Month*

Year*

** Indicates required field*





Save **Cancel**

<- Enter updated information into data fields and Save

STEP 3.

Manage Status ✕

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

Status	Month	Actions
Completed	December 2017	 
Funded - In Progress	January 2017	 

** Indicates required field*

Add **Cancel**

Status will now show as *Completed* ->



Giving Access to an Administrator

Wayne State University | Admin | Access Settings | Wayne State University

Quicklinks ▾ Charlene K Brain ▾

Faculty | Admin

Dashboard
Profile
Activities
Evaluations
Forms & Reports
Vitas & Biosketches
Access Settings
Account Access

Account Access

Access Granted to My Account

<input type="checkbox"/>	Name	Unit	Access Rights	Last Access Date	Access Expiration Date	Notes	Actions
No data available in table							

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

Accounts I Can Access

Name	Unit	Access Rights	Last Access Date	Access Expiration Date	Notes
No data available in table					

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

Add Access [X]

* Indicates required field

Faculty*

Select Faculty <- Click Select Faculty to search for your administrator

Rights*

Emulate

My Evaluations (Requires Emulate)

Expiration Date*

Notes

Save Cancel



Giving Access to an Administrator

Select Faculty

Search **Type in the name of your administrator and search ->**

Select Individual Faculty

Standard Filters

Unit **Wayne State University** [Change]

Assigned To Unit As Primary Unit

Show Support Accounts

Be sure to check the -> Show Support Accounts box

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)

Available	Selected
Abdel Haq, Nahed	
Delaney-Black, Virginia	
Edelman, David	

<- Highlight the applicable administrator

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

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

Select 0 Faculty Reset Cancel



Giving Access to an Administrator

Add Access ✕

** Indicates required field*

Faculty*

1 Faculty Selected

Rights*

Emulate <- Check the *Emulate* box

My Evaluations (Requires Emulate)

Expiration Date*

12/31/2018 <- Set an expiration date for access

Notes

Click Save -> Save Cancel



Giving Access to an Administrator

Wayne State School of Medicine



Quicklinks Charlene K Brain

Faculty Admin

Access Settings | Wayne State University

Account Access

Access Granted to My Account

<input type="checkbox"/>	Name	Unit	Access Rights	Last Access Date	Access Expiration Date	Notes	Actions
<input type="checkbox"/>	Delaney-Black, Virginia	Pediatrics	Emulate		12/31/2018		 

Add Delete Selected

Accounts I Can Access

Name	Unit	Access Rights	Last Access Date	Access Expiration Date	Notes
No data available in table					

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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



School of Medicine