WAYNE STATE
School of Medicine

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.

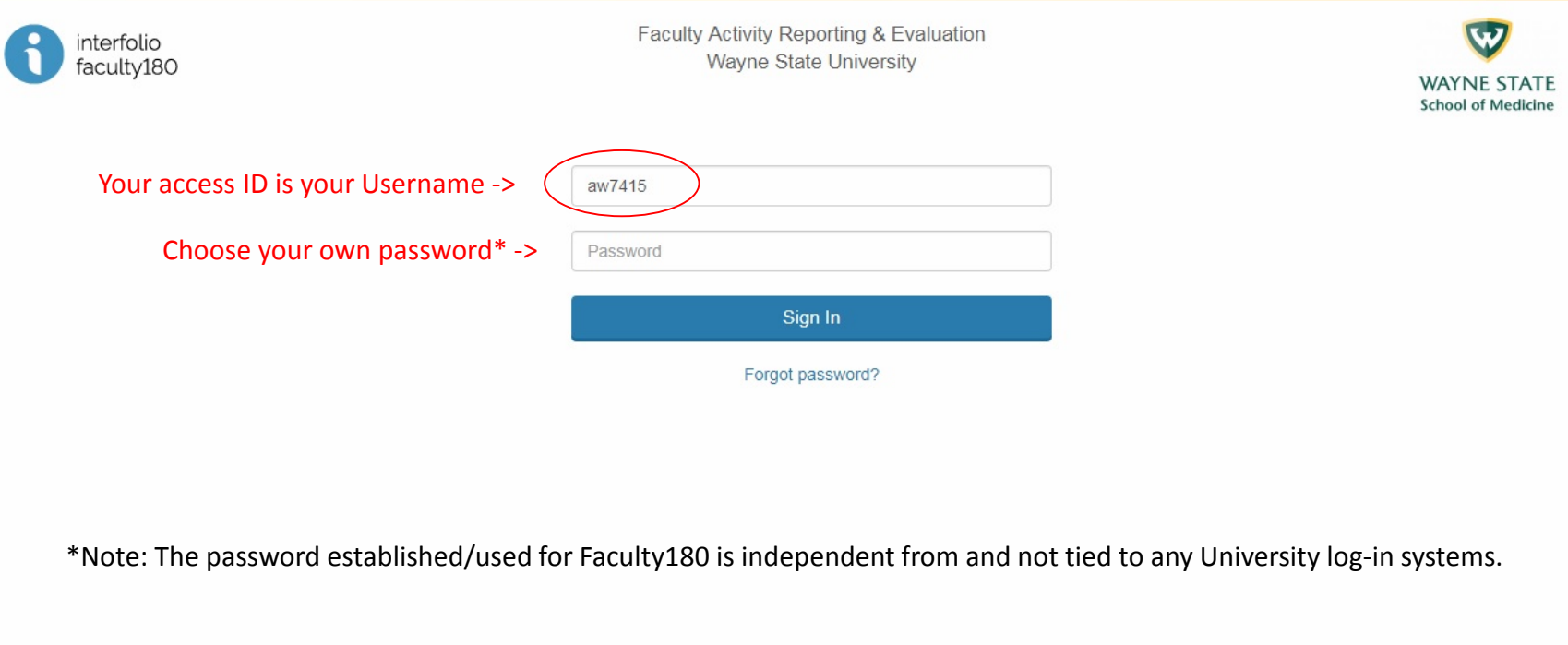
To complete the teaching grid requires evaluative data for many activities (including courses, lectures and clinical teaching), The dates for each of these teaching activities are to be entered separately and not bridging multiple years. For example, if you have a teaching activity from 2014 to current, 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.

School of Medicine

interfolio

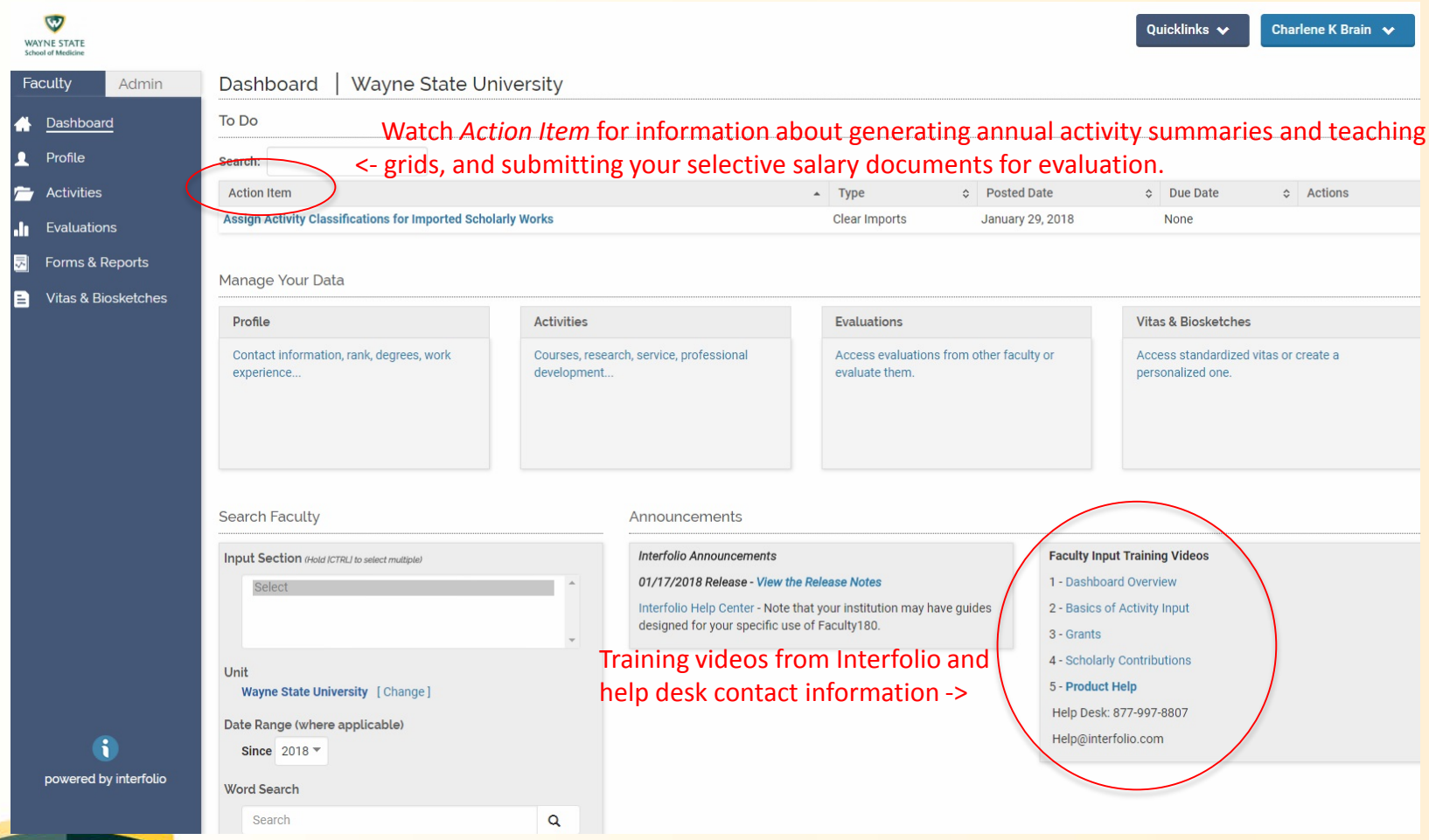
Logging-In to Faculty180

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



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

Dashboard



School of Medicine

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

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

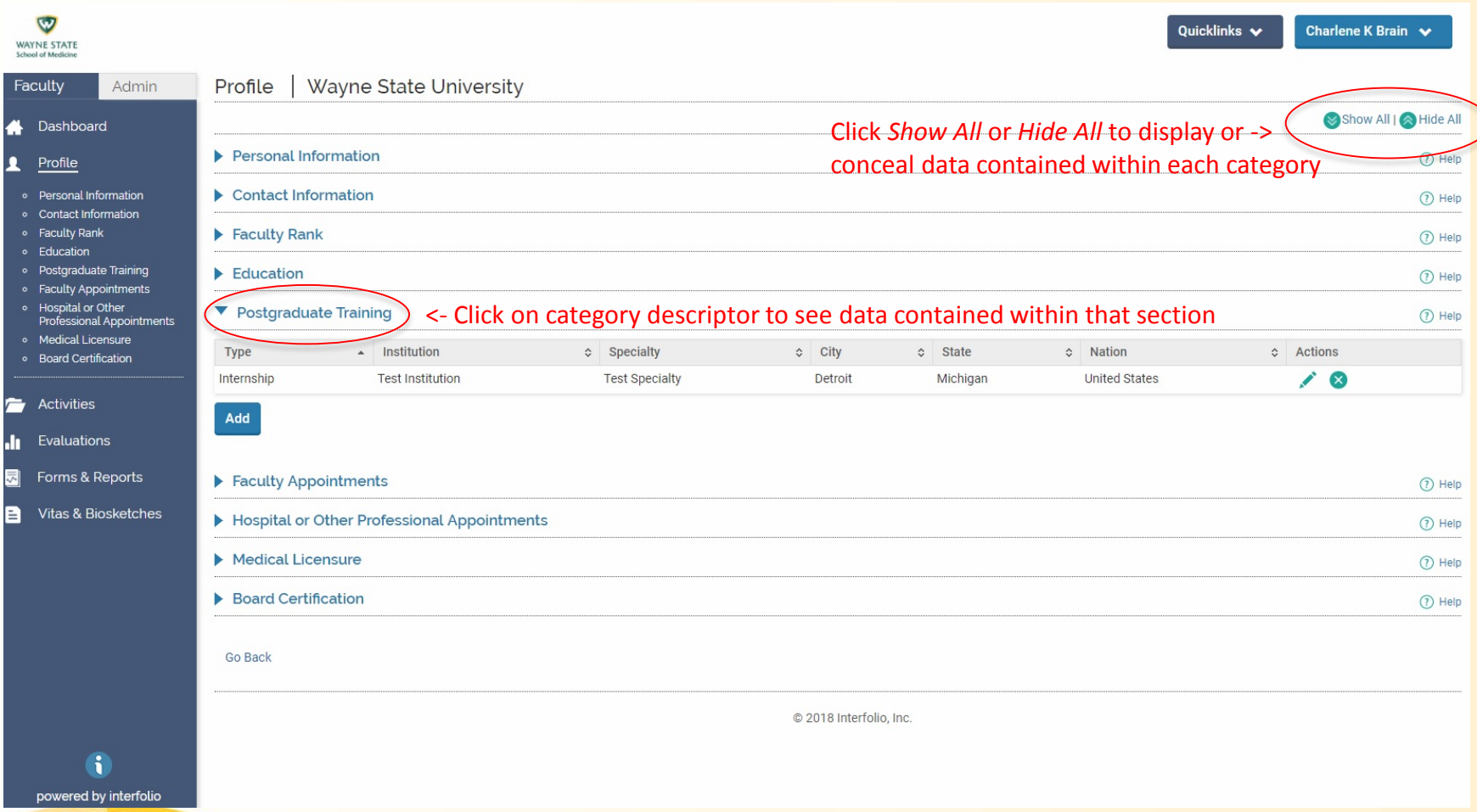
Activities

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

Categories under *Activities* are:

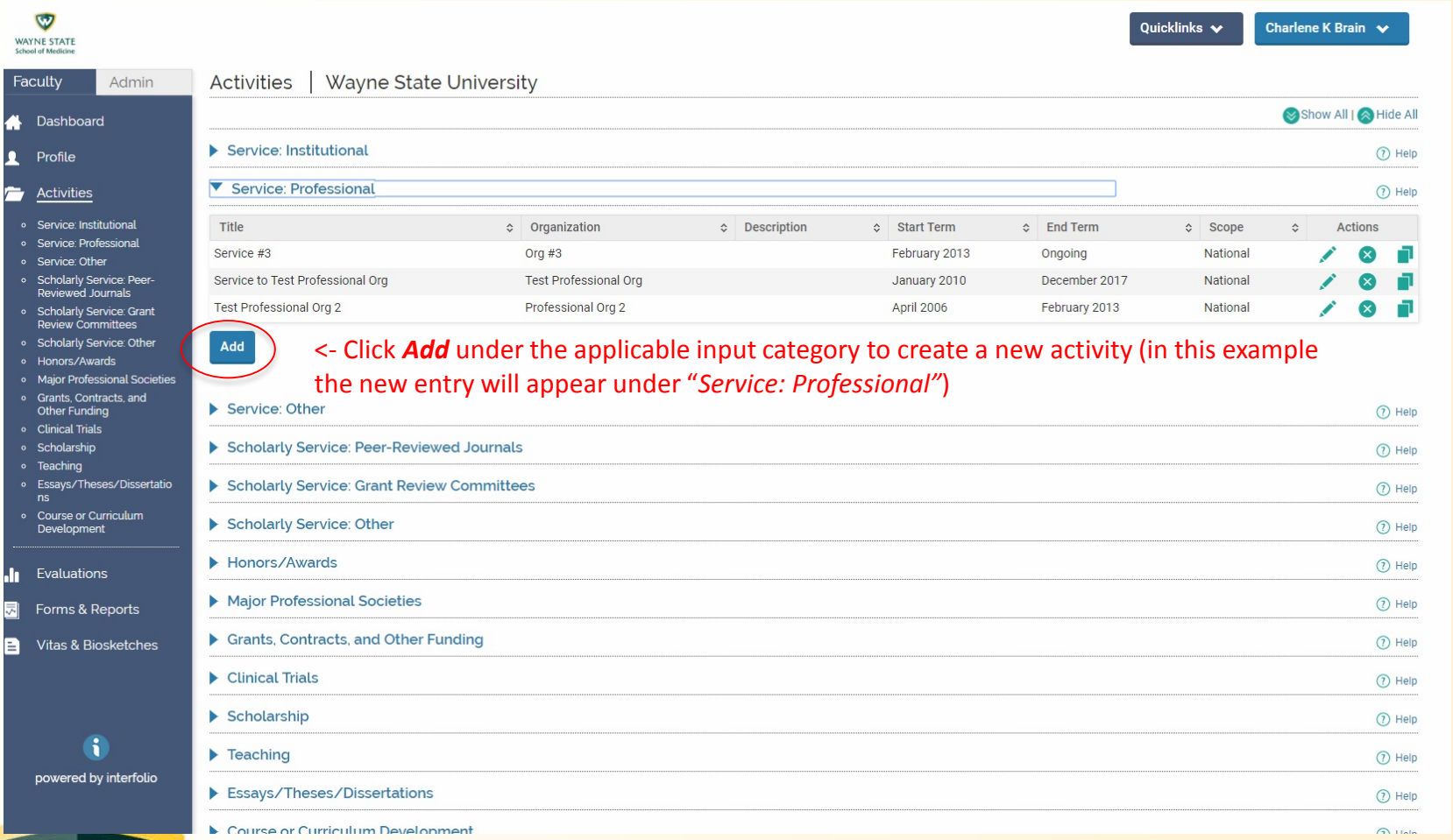
- Service: Institutional
- Service: Professional
- Service: Other
- Scholarly Service: Peer-Reviewed Journals
- Scholarly Service: Grant Review Committees
- Scholarly Service: Other
- Honors/Awards
- Major Professional Societies
- Grants, Contracts, and Other Funding
- Clinical Trials
- Scholarship
- Teaching
- Essays/Theses/Dissertations
- Course or Curriculum Development

Profile

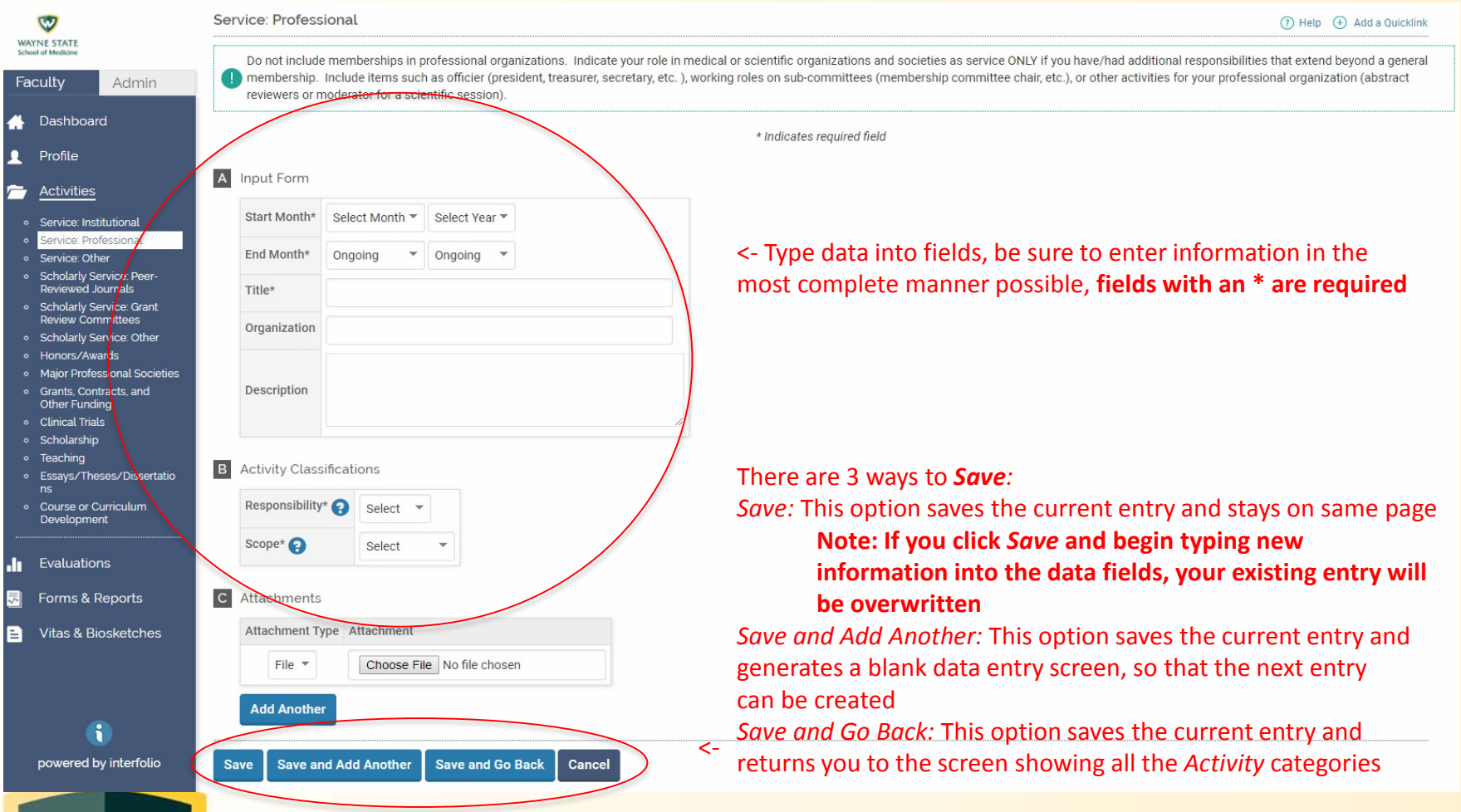


School of Medicine

Basic Data Entry



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

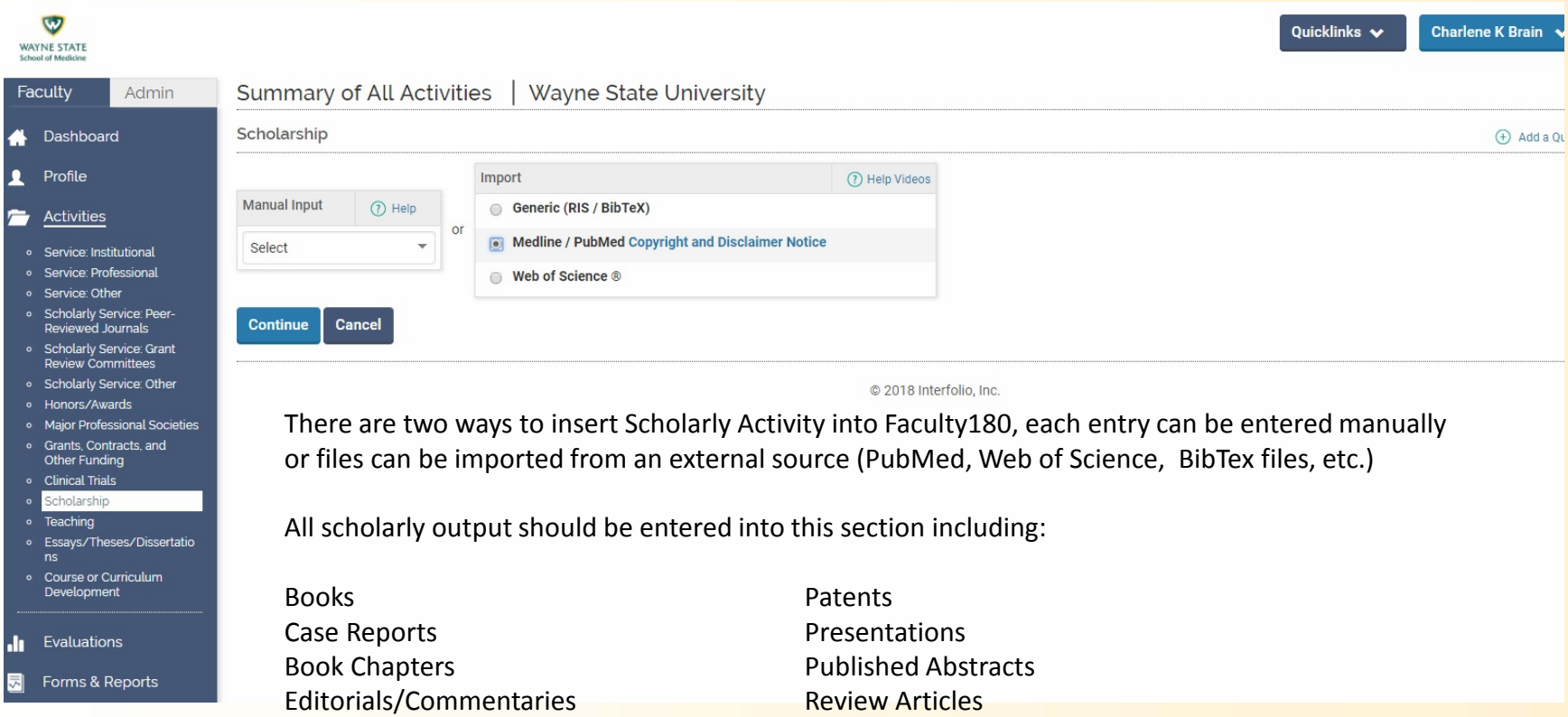
Note: If you click *Save* and begin typing new information into the data fields, your existing entry will be overwritten

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 <-

School of Medicine

Unique Features of Scholarship

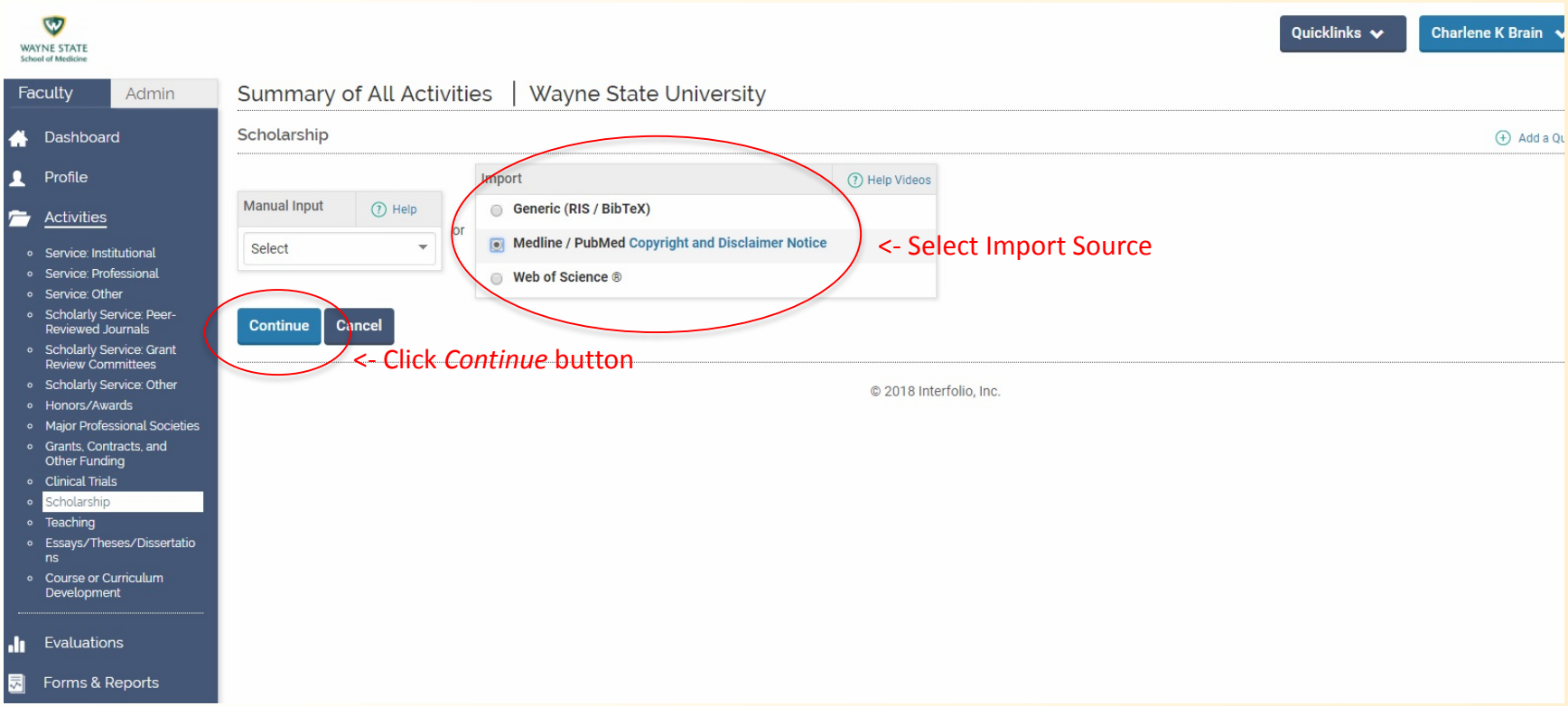


There are two ways to insert Scholarly Activity into Faculty180, each entry can be entered manually or files can be imported from an external source (PubMed, Web of Science, BibTex files, etc.)

All scholarly output should be entered into this section including:

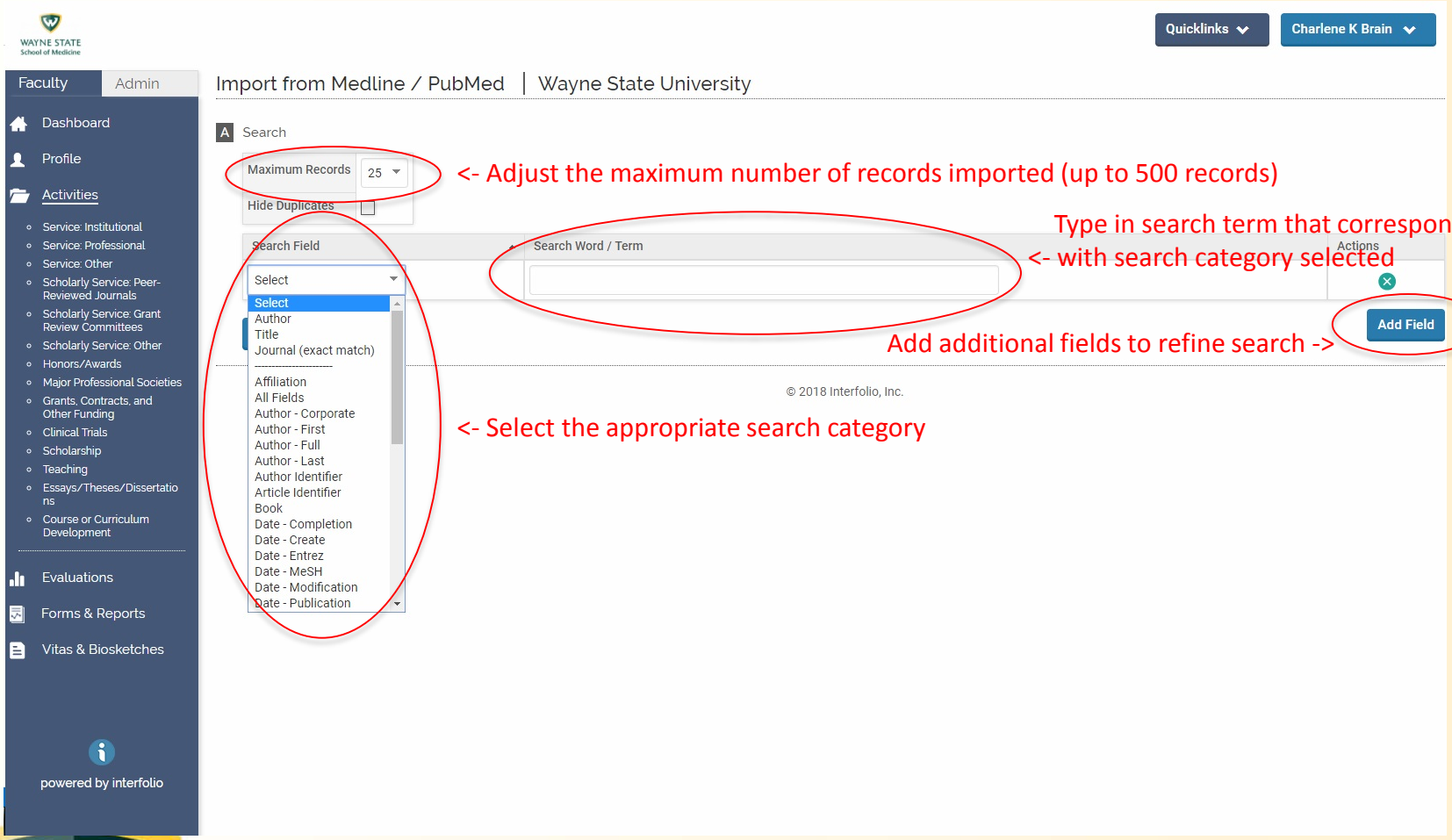
Books
Case Reports
Book Chapters
Editorials/Commentaries
Letter to the Editor
Original Observations
Patents
Presentations
Published Abstracts
Review Articles
Other (Non-Peer Reviewed)
Other (Peer Reviewed)

Import from an External Source



School of Medicine

Import from an External Source



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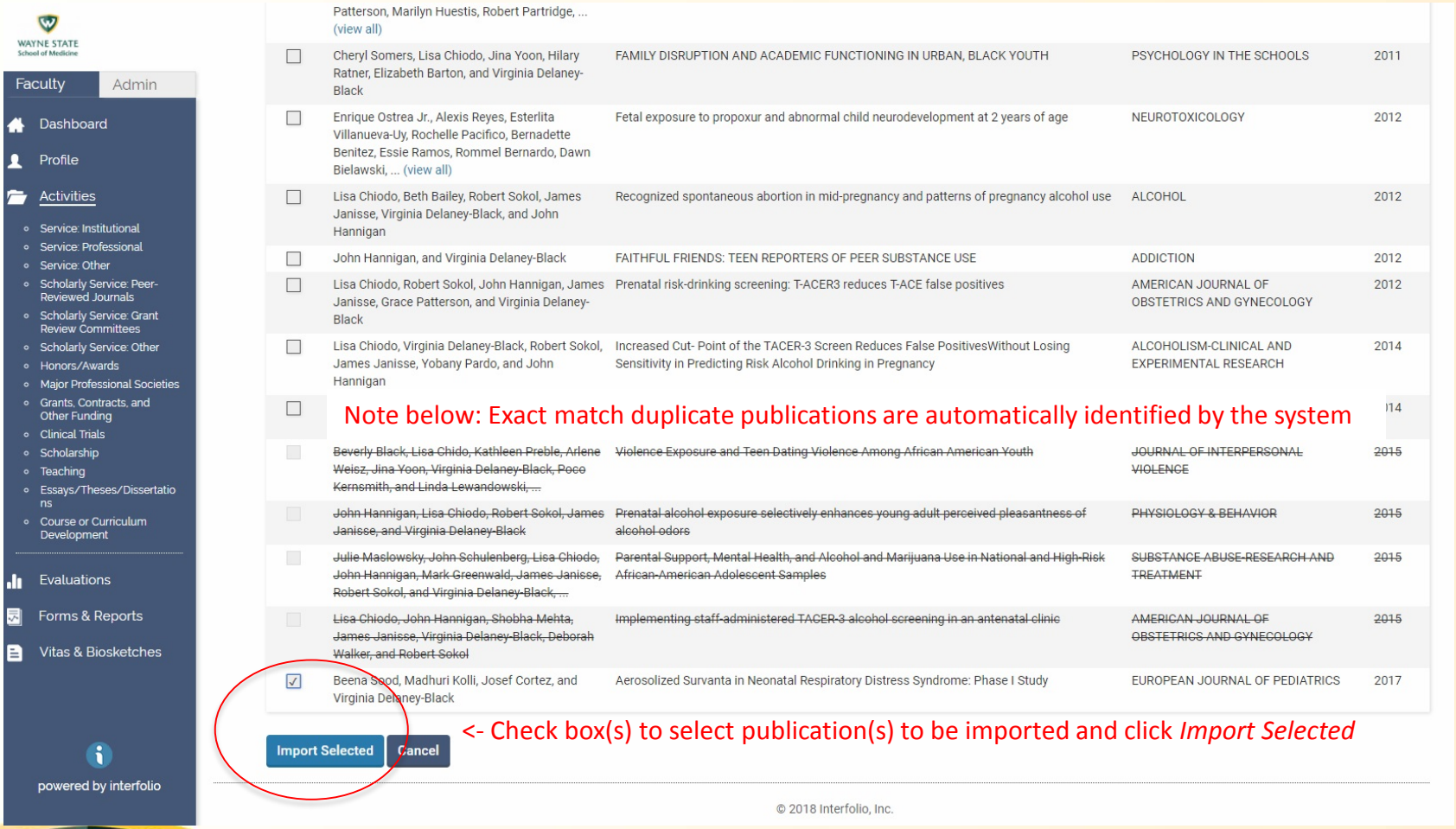
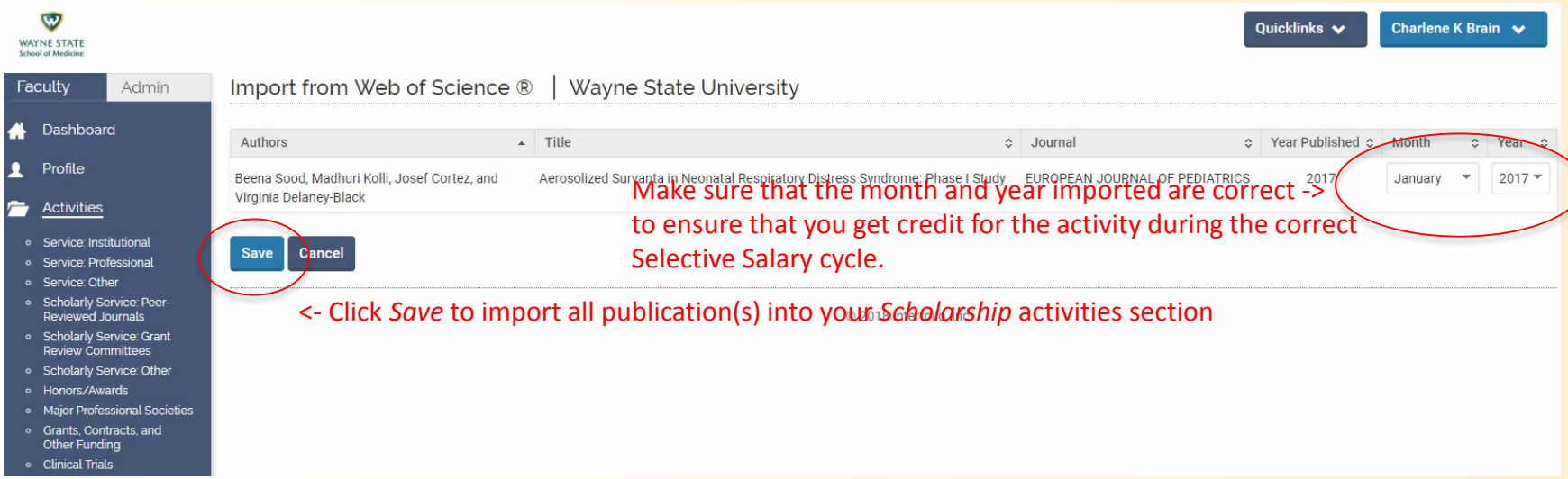
Import from an External Source



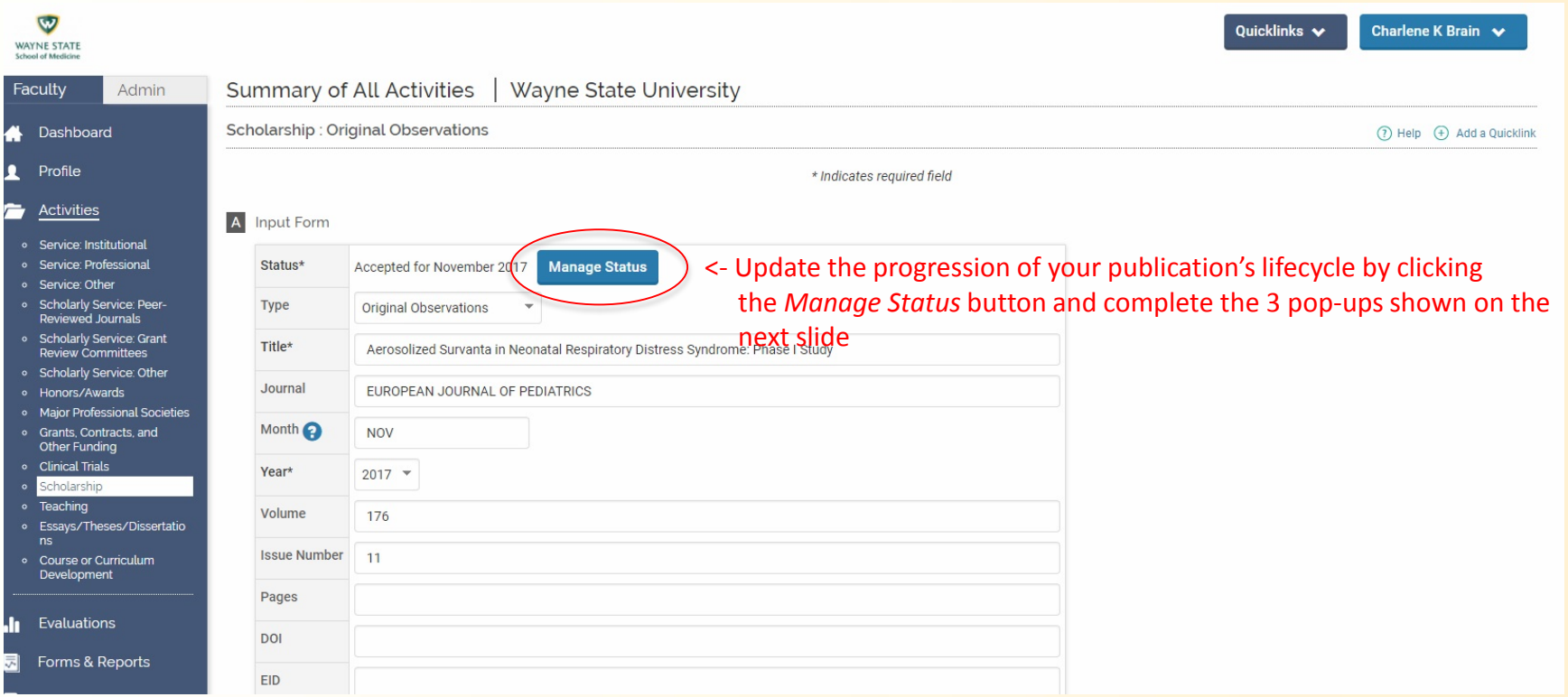
School of Medicine

Import from an External Source



School of Medicine

Updating the Status of an Existing Entry



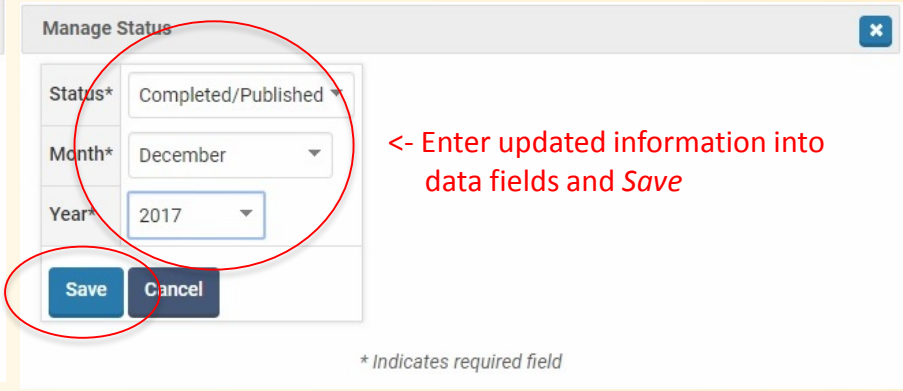
<- Update the progression of your publication's lifecycle by clicking the *Manage Status* button and complete the 3 pop-ups shown on the next slide

School of Medicine

Updating the Status of an Existing Entry

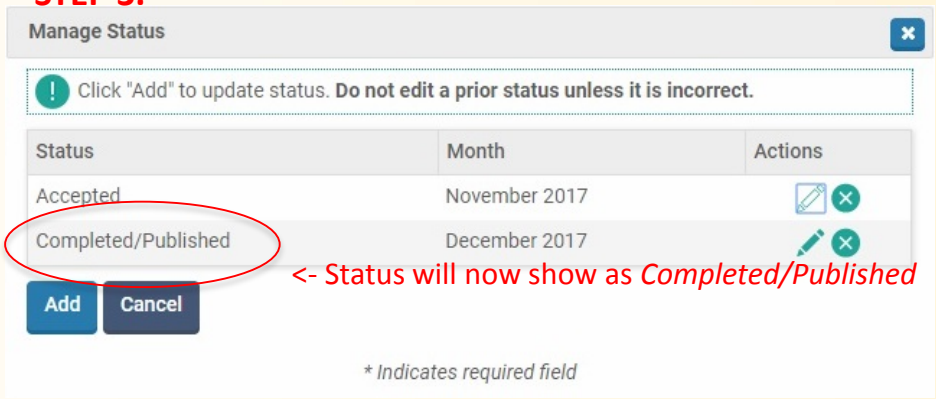
STEP 1.

STEP 2.



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

STEP 3.



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

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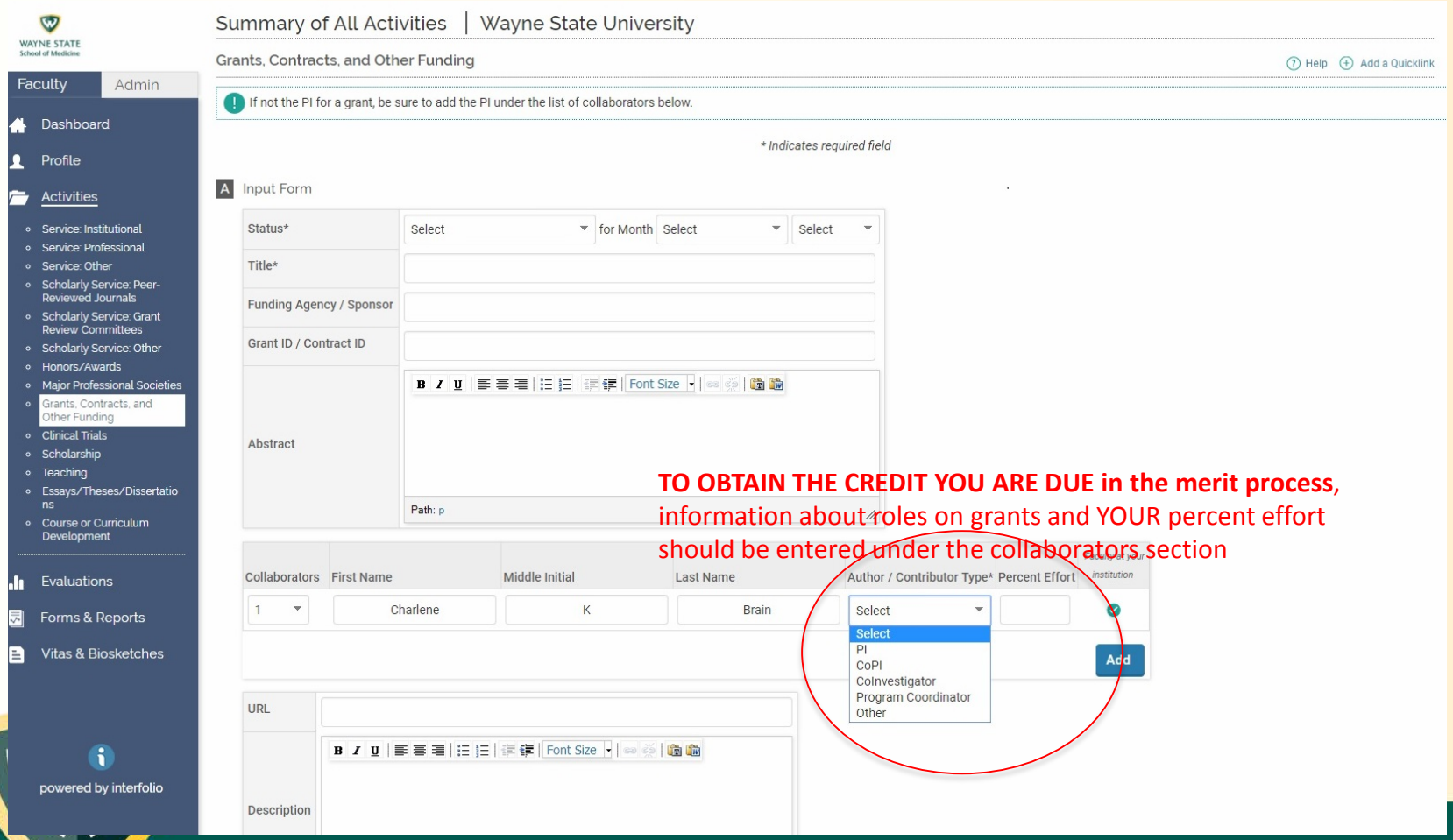
Unique Features of Grants, Contracts, and Other Funding



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

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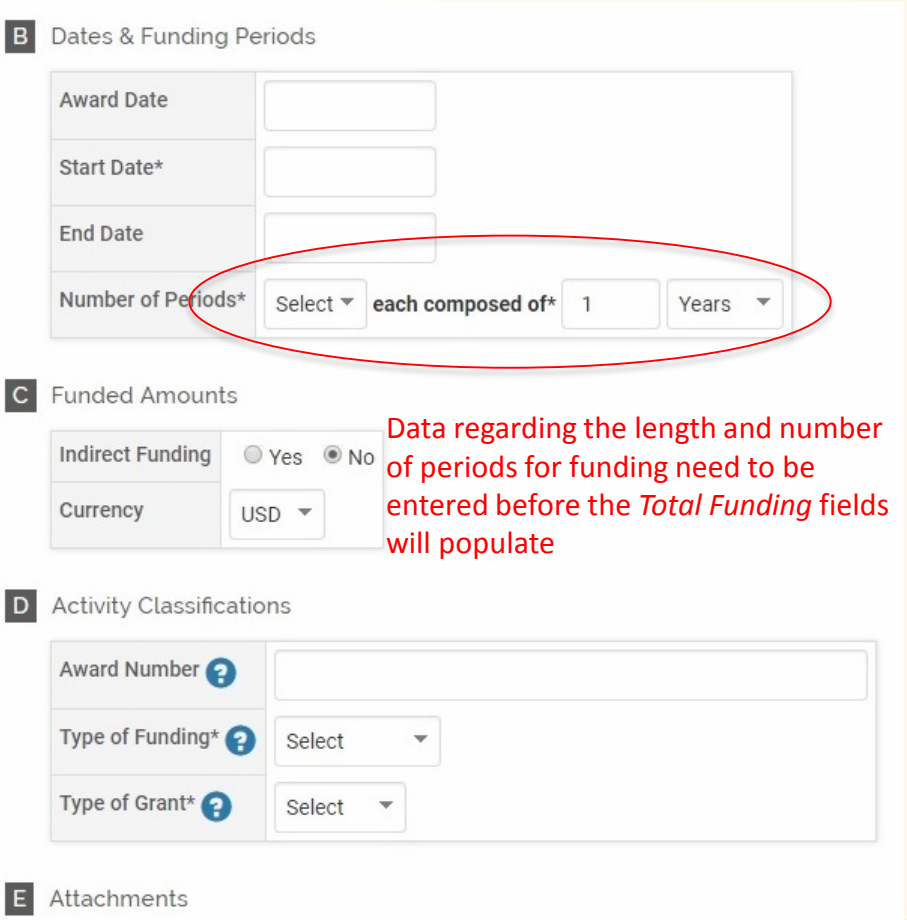
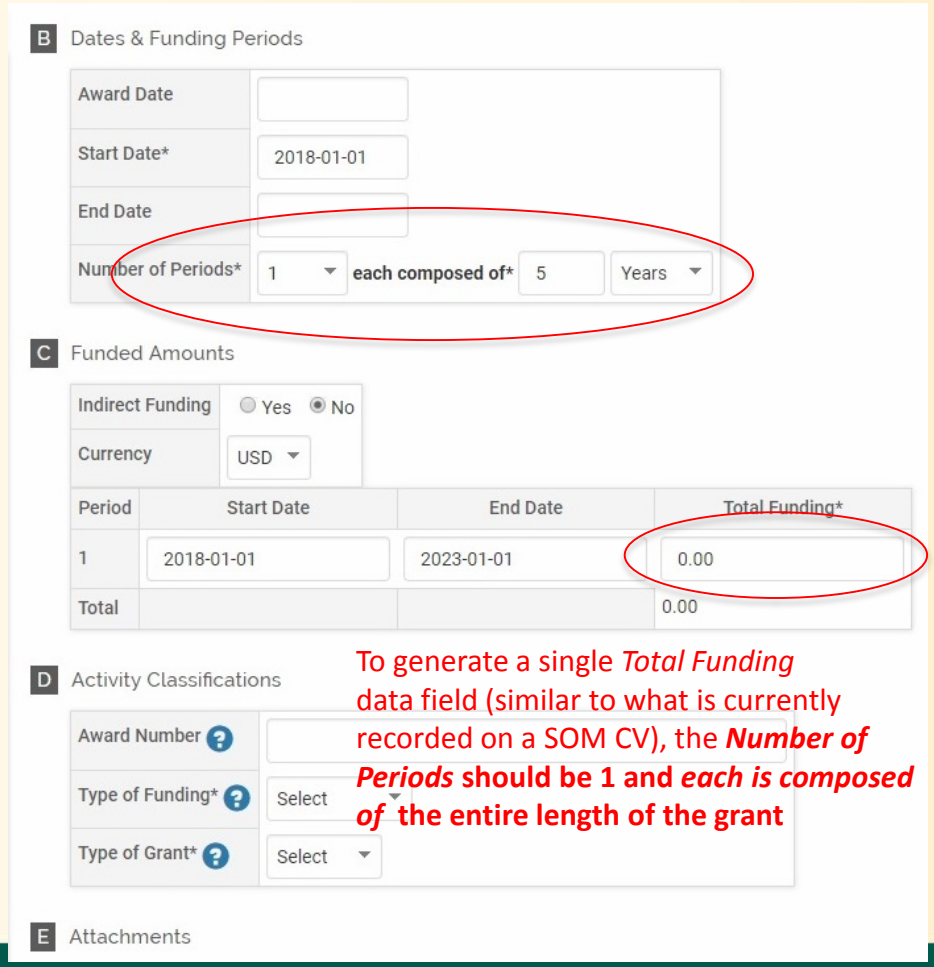
Populating the Total Funding Amount



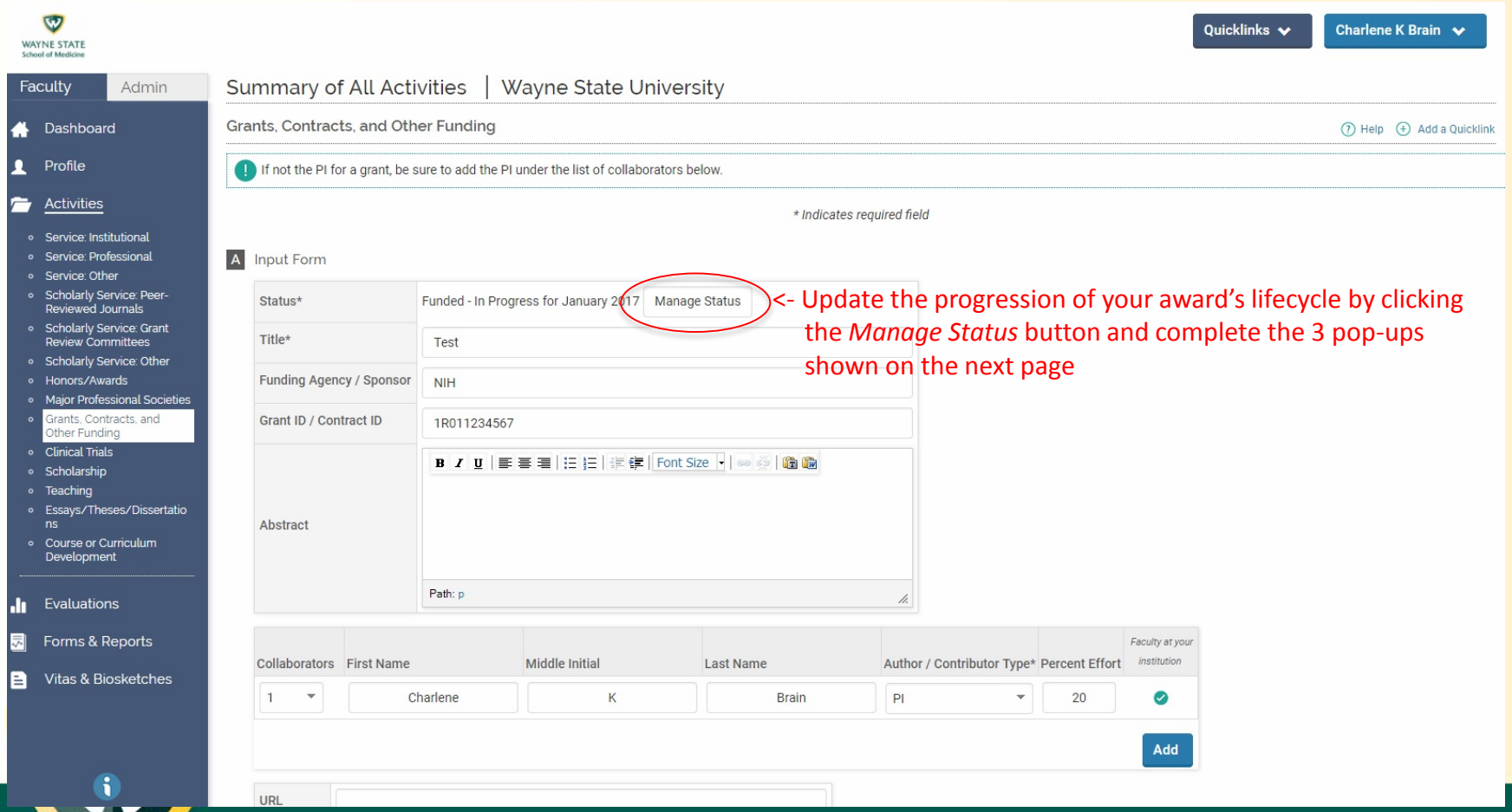
Data regarding the length and number of periods for funding need to be entered before the *Total Funding* fields will populate



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**

School of Medicine

Updating the Status of an Existing Entry

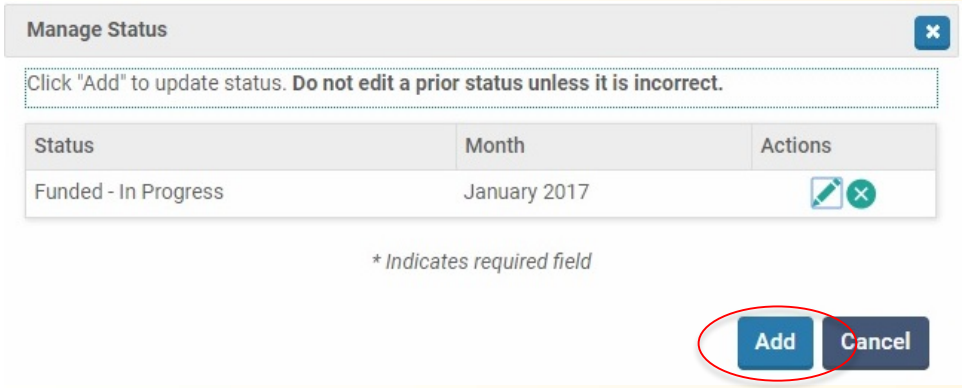


<- Update the progression of your award's lifecycle by clicking the *Manage Status* button and complete the 3 pop-ups shown on the next page

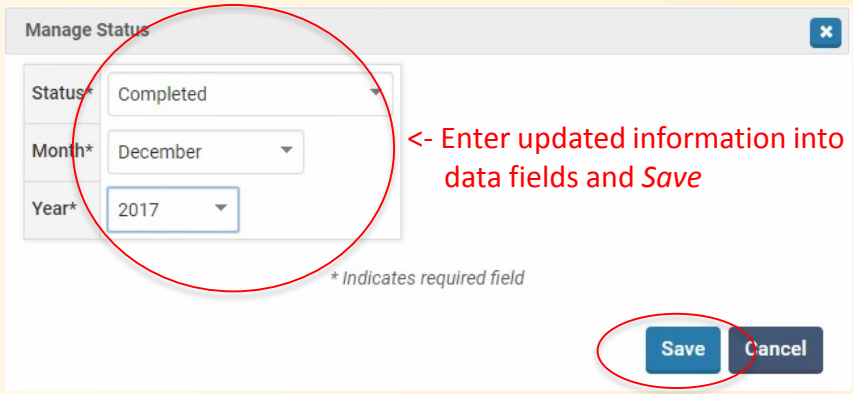
School of Medicine

Updating the Status of an Existing Entry

STEP 1.



STEP 2.



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

STEP 3.

Status will now show as *Completed* ->

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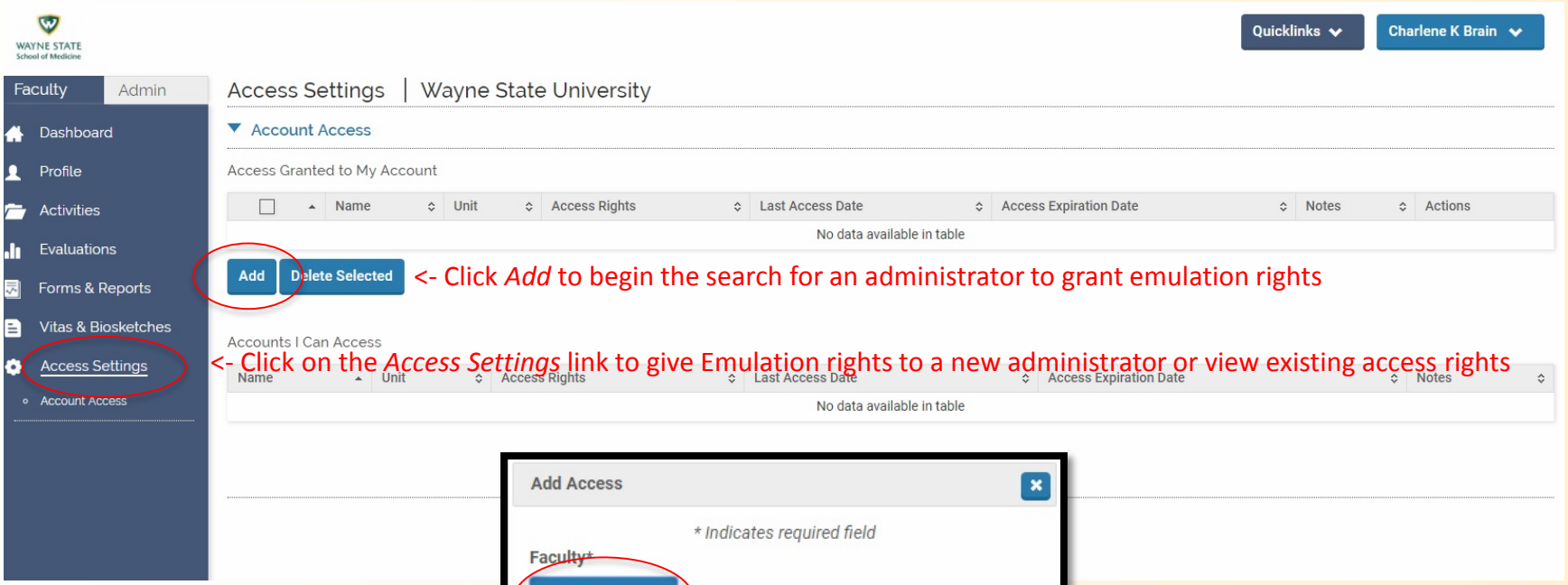
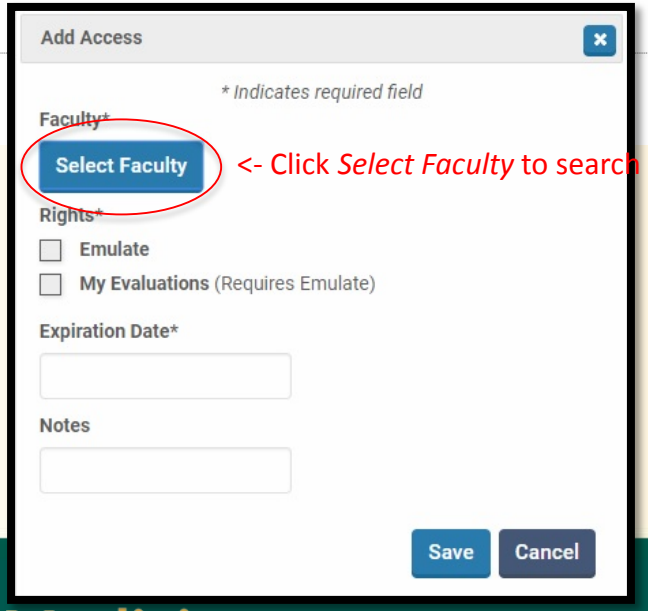
Giving Access to an Administrator



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



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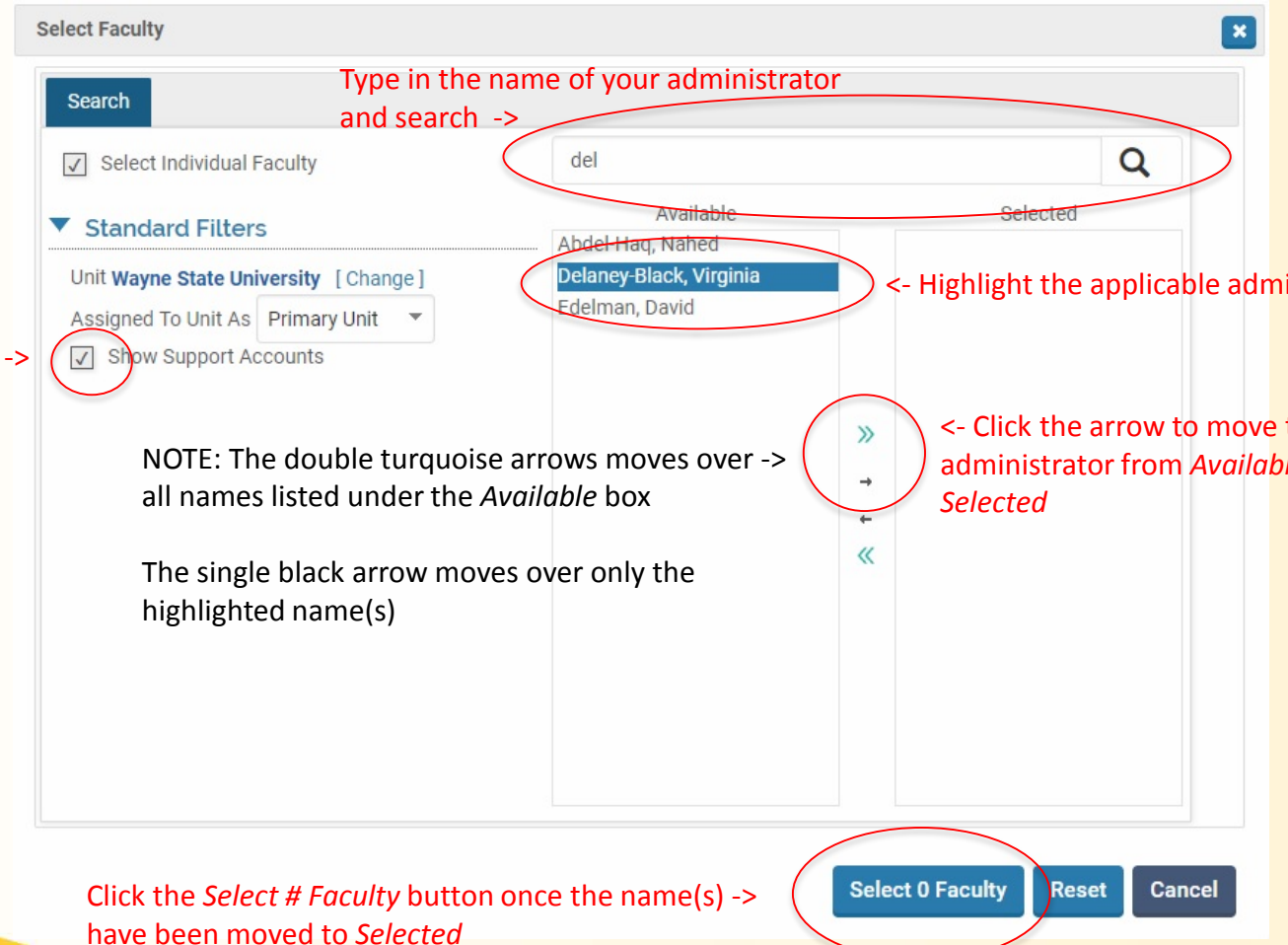
Giving Access to an Administrator



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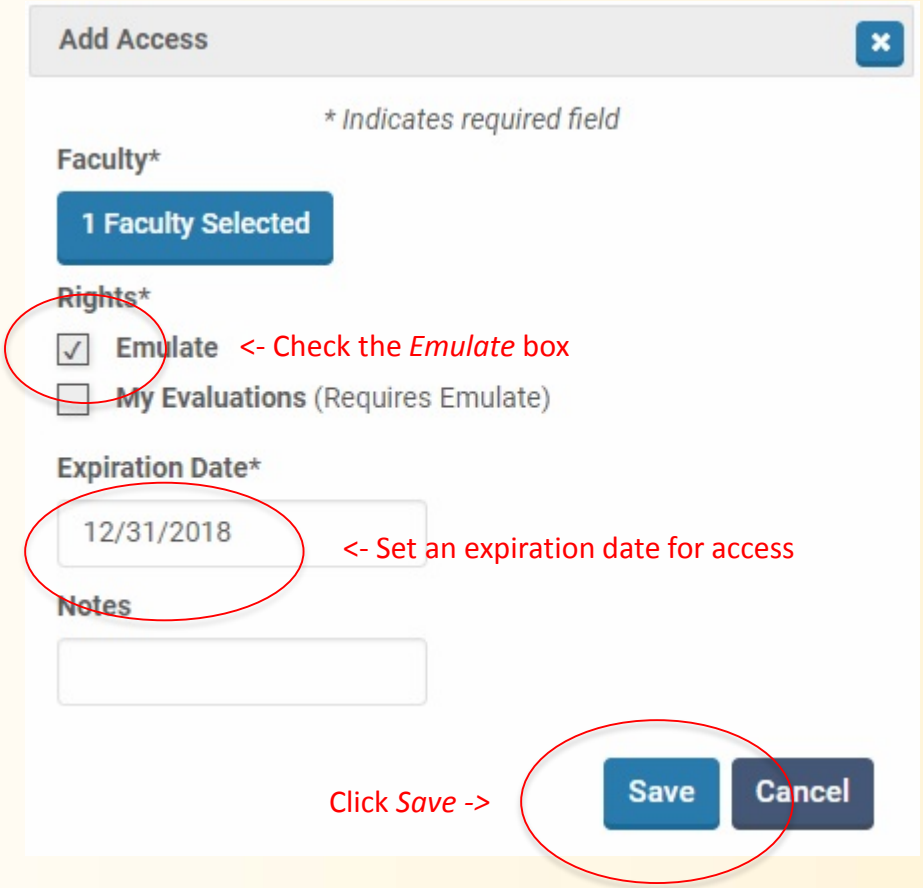
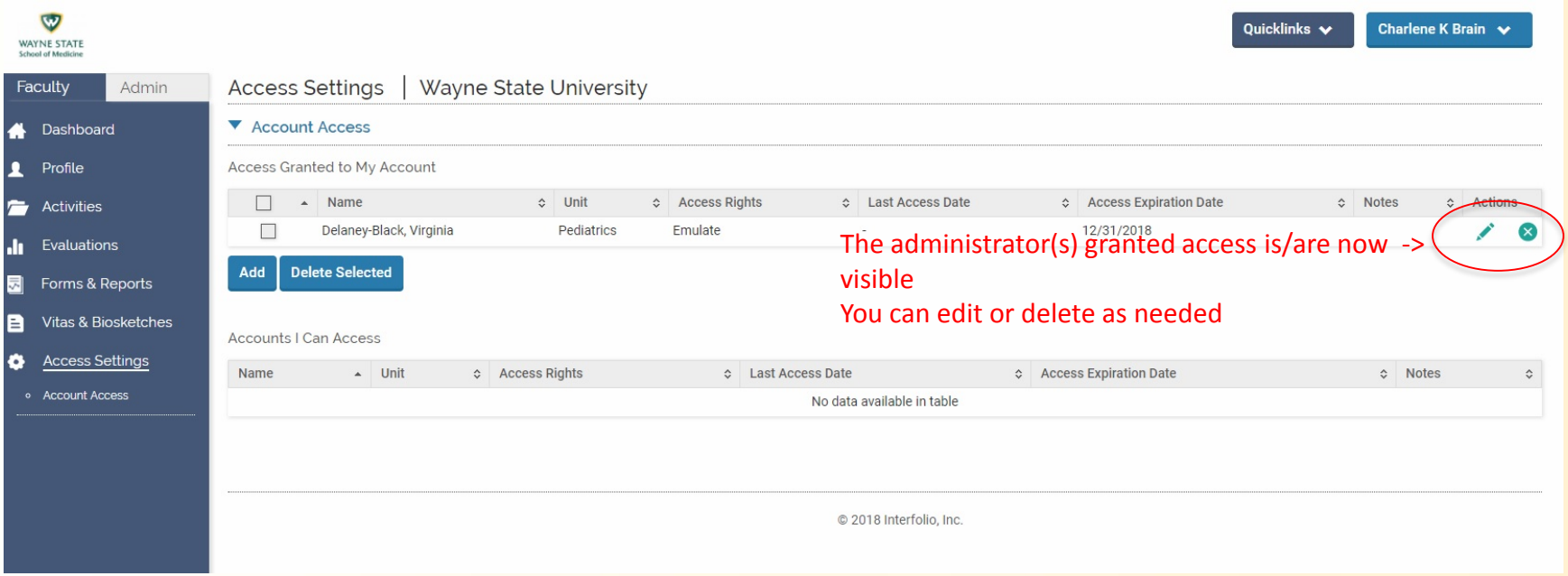
Giving Access to an Administrator



Giving Access to an Administrator



The administrator(s) granted access is/are now -> visible

You can edit or delete as needed

School of Medicine

Need more help?

Office of Faculty Affairs:

313-577-9877

ofapd@wayne.edu

Interfolio/Faculty180 Help Desk

877-997-8807

help@interfolio.com