



# 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.***

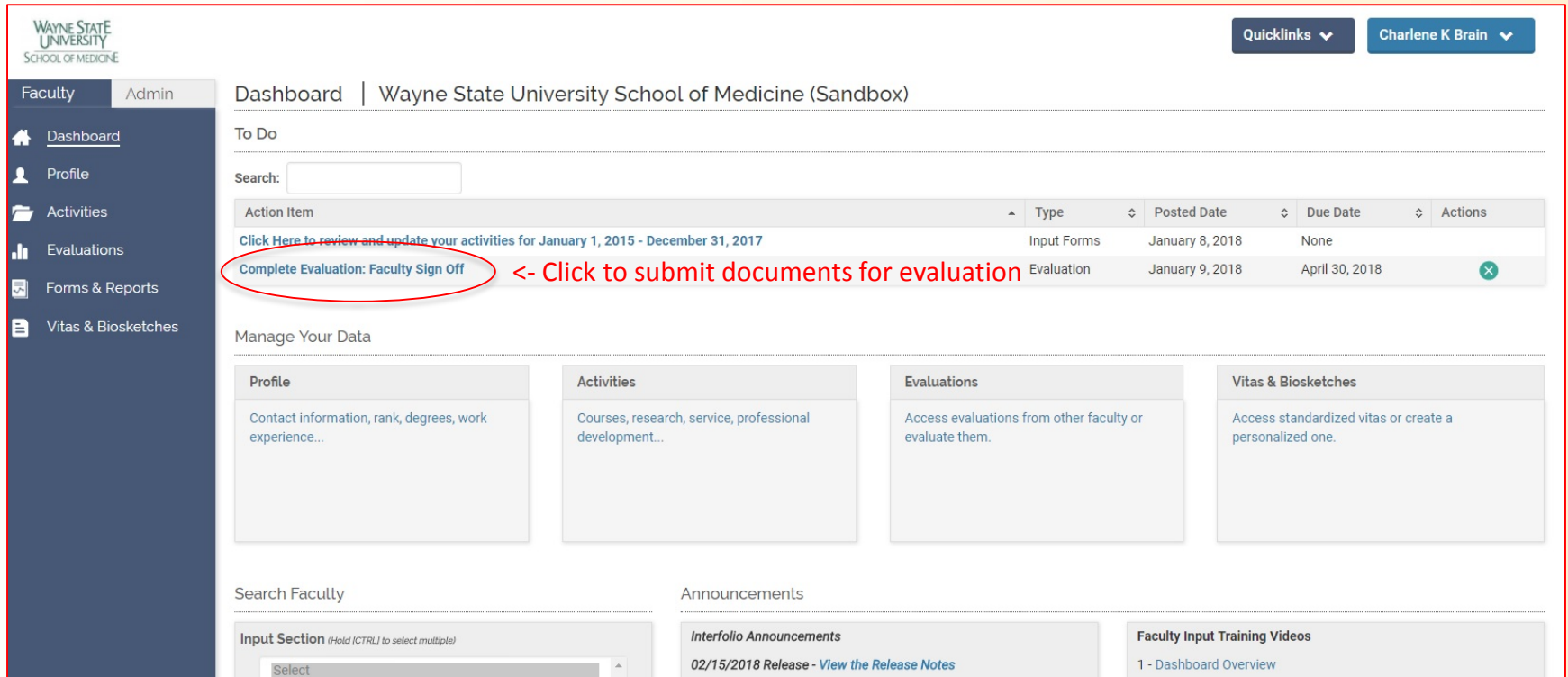
***To complete the teaching grid requires evaluative data for many activities (including courses, lectures and clinical teaching), The dates for each of these teaching activities are to be entered separately and not bridging multiple years. For example, if you have a teaching activity from 2014 to current,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



**School of Medicine**



# Submitting Documents for Evaluation



Wayne State University School of Medicine

Quicklinks Charlene K Brain

Faculty Admin Dashboard | Wayne State University School of Medicine (Sandbox)

To Do

Search:

| Action Item   | Type        | Posted Date     | Due Date       | Actions           |
|---|-------------|-----------------|----------------|-------------------|
| <a href="#">Click Here to review and update your activities for January 1, 2015 - December 31, 2017</a> | Input Forms | January 8, 2018 | None           |                   |
| <b>Complete Evaluation: Faculty Sign Off</b>  | Evaluation  | January 9, 2018 | April 30, 2018 | <a href="#">x</a> |

Manage Your Data

**Profile**

Contact information, rank, degrees, work experience...

**Activities**

Courses, research, service, professional development...

**Evaluations**

Access evaluations from other faculty or evaluate them.

**Vitas & Biosketches**

Access standardized vitas or create a personalized one.

Search Faculty

Input Section (Hold CTRL to select multiple)

Select

Announcements

Interfolio Announcements

02/15/2018 Release - [View the Release Notes](#)

Faculty Input Training Videos

1 - Dashboard Overview



# Submitting Documents for Evaluation

WAYNE STATE UNIVERSITY  
SCHOOL OF MEDICINE

Quicklinks ▾ Charlene K Brain ▾



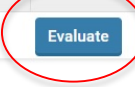
Faculty | Admin

Evaluations | Wayne State University School of Medicine (Sandbox)

View Faculty ⊕ Add a Quicklink

|            |                                      |
|------------|--------------------------------------|
| Process    | Selective Salary Test Multiple Years |
| Type       | Annual Evaluation                    |
| Evaluation | Faculty Sign Off                     |
| Unit       | Anatomy and Cell Biology             |
| Creator    | Charlene Brain                       |
| Start      | January 1, 2018 12:00AM              |
| End        | April 30, 2018 12:00AM               |

Listing of Faculty Being Evaluated

| <input type="checkbox"/> | # | Faculty Being Evaluated | Evaluation Saved *       | Annual Activity Summary<br>(January 2015 - December 2017) | Teaching Grid YR 1<br>(January 2015 - December 2017) | Actions   |
|--------------------------|---|-------------------------|--------------------------|---|--|---|
| <input type="checkbox"/> | 1 | Brain, Charlene K       | <input type="checkbox"/> | <input type="checkbox"/>                                  | <input type="checkbox"/>                             |    |

\* Note: Saved Evaluations must be Submitted before the deadline shown.

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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

Evaluations | Wayne State University School of Medicine (Sandbox)

Evaluate

[Add a Quicklink](#)

\* Indicates required field

## A Evaluation Details

|                   |                   |
|-------------------|-------------------|
| Evaluation Of     | Charlene Brain    |
| Title             | Faculty Sign Off  |
| Type              | Annual Evaluation |
| Description       | -                 |
| Evaluation Author | Name Withheld     |

Faculty Sign Off

## B Input Form

I certify that I reviewed my activities on the Activity Summary

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

## C Attachments

No attachments uploaded.

Attachment

No file chosen

<- Attach a copy of your CV

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

<- Click *Save* once everything is complete



School of Medicine

# Submitting Documents for Evaluation

WAYNE STATE UNIVERSITY SCHOOL OF MEDICINE

Quicklinks Charlene K Brain

Faculty Admin

Evaluations | Wayne State University School of Medicine (Sandbox)

View Faculty [Add a Quicklink](#)

Process: Selective Salary Test Multiple Years  
Type: Annual Evaluation  
Evaluation: Faculty Sign Off  
Unit: Anatomy and Cell Biology  
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|--------------------------|---|-------------------------|-------------------------------------|---|--|--------------------------|
| <input type="checkbox"/> | 1 | Brain, Charlene K       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>                       | <input checked="" type="checkbox"/>                  | <a href="#">Evaluate</a> |

\* Note: Saved Evaluations must be Submitted before the deadline shown.

[Submit Selected Evaluations](#) [Cancel](#) <- Click to submit your documentation for evaluation

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# Need more help?

Office of Faculty Affairs:

313-577-9877

[ofapd@wayne.edu](mailto:ofapd@wayne.edu)

Interfolio/Faculty180 Help Desk

877-997-8807

[help@interfolio.com](mailto:help@interfolio.com)



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