



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.



Generating Your Activity Summary and Teaching Grid for Selective Salary

The screenshot displays the dashboard for the Wayne State University School of Medicine (Sandbox). The left sidebar contains navigation links: Faculty, Admin, Dashboard, Profile, Activities, Evaluations, Forms & Reports, and Vitas & Biosketches. The main content area includes a 'To Do' section with a search bar and a table of 'Action Items'. The table has columns for Action Item, Type, Posted Date, Due Date, and Actions. One action item is highlighted with a red circle: 'Click Here to review and update your activities for January 1, 2015 - December 31, 2017'. Below the table, there is a 'Manage Your Data' section with four cards: Profile, Activities, Evaluations, and Vitas & Biosketches. At the bottom, there are sections for 'Search Faculty' and 'Announcements', including 'Interfolio Announcements' and 'Faculty Input Training Videos'.

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

To Do

Search:

Action Item	Type	Posted Date	Due Date	Actions
Click Here to review and update your activities for January 1, 2015 - December 31, 2017	Input Forms	January 8, 2018	None	

Manage Your Data **Click on the appropriate *Action Item* link to begin generating your activity summary or teaching grid**

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)

Announcements

Interfolio Announcements
01/17/2018 Release - [View the Release Notes](#)
Interfolio Help Center - Note that your institution may have guides declared for your specific use of Faculty...

Faculty Input Training Videos
1 - Dashboard Overview
2 - Basics of Activity Input



Generating Your Activity Summary and Teaching Grid for Selective Salary



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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Annual Activity Summary - Anatomy and Cell Biology

Activities listed below are limited to the -> **January 2015 - December 2017** predetermined timeframe

Administrator Note
[None Given]

Click here to complete Step 1 Save and Go Back **Preview CV**

<- Click Preview button to see what your selective salary documents will look like based on the data included below

Instructions

Service: Institutional

Service: Professional

Title	Organization	Description	Start Term	End Term	Scope	Actions
Test 2	Organization Name		August 2016	Ongoing	National	
Test Service	Test Service Organization		February 2015	January 2016	Regional	

Add View All

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

- 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

Generating Your Activity Summary and Teaching Grid for Selective Salary

Wayne State University School of Medicine

Faculty | Admin

Annual Activity Summary - Anatomy and Cell Biology
January 2015 - December 2017
Administrator Note [None Given]

[Click here to complete Step 1](#) [Save and Go Back](#) [Preview CV](#)

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

Instructions

Service: Institutional

Service: Professional

Title	Organization	Description	Start Term	End Term	Scope	Actions
Test 2	Organization Name		August 2016	Ongoing	National	Edit Delete Print
Test Service	Test Service Organization		February 2015	January 2016	Regional	Edit Delete Print

Add View All

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

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Tracking your Activity Summary and Teaching Grid Status

The screenshot shows the Wayne State University Faculty Activity Summary and Teaching Grid Status interface. The page is titled "Forms & Reports | Wayne State University". The user is identified as "Charlene K Brain". The interface is divided into several sections:

- Forms & Reports**: This section contains two sub-sections: "Forms" and "Reports".
 - Forms**: This section contains two items: "Custom Input Forms - None Available" and "Printable Classification Forms - None Available".
 - Reports**: This section contains two items: "Prior Summary of All Activities Forms" and "My Activities" Reporting".
- Initiated Summary of All Activities Forms**: This section contains one item: "Initiated process".

The "Initiated process" item is expanded to show a table with the following content:

Initiated process	Status
Click Here to review and update your activities for January 1, 2015 - December 31, 2017	Submitted

A red circle highlights the "Submitted" status in the table. A red arrow points to the "Submitted" status with the text: "<- Under Forms & Reports you can find the status of your activity summary and teaching grid submission".

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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