

2. **Navigation of Faculty180 (Login at <https://faculty180.ecu.edu/>)**
 - a. **Home Screen Dashboard** will display items like actions to be taken and files shared with you.
 - b. **Your Packets** will display all active and closed Faculty180 Reviews personnel actions
 - c. **Profile** for contact info, degrees, work history, and bio
 - d. **Activities** entries go into your annual report; entries go in sections including Teaching, Other Teaching, Scholarship/Creative Activities, Grants, Service, Professional Development, etc.
 - e. **Vitas & Biosketches > Legacy Vitas** allows you to preview the Annual Report and other report templates specific to your college
 - f. **Cases** will display personnel actions in which you have access. These actions may or may not be in your queue for action, depending on your security role.
 - g. **Dossier** is a document repository available by clicking on your name in the top right-hand corner and choosing "Interfolio Dossier."

Sections in the Profile Menu:

1. The first three sections (Personal Information, Contact Information, and Current Position) are pulled from Banner; any corrections need to be made in Banner or PiratePort.
2. Degrees, Licensures, and Work Experience entries can be entered manually.
3. Expertise & Interests and Biography are two sections which are essentially text boxes that can be pulled into a CV.
4. Public Display Master Agreement: Review to decide whether you will have a basic or enhanced profile for Scholars@ECU (<https://scholars.ecu.edu>). For more information, visit Scholars@ECU online or email faculty180@ecu.edu.

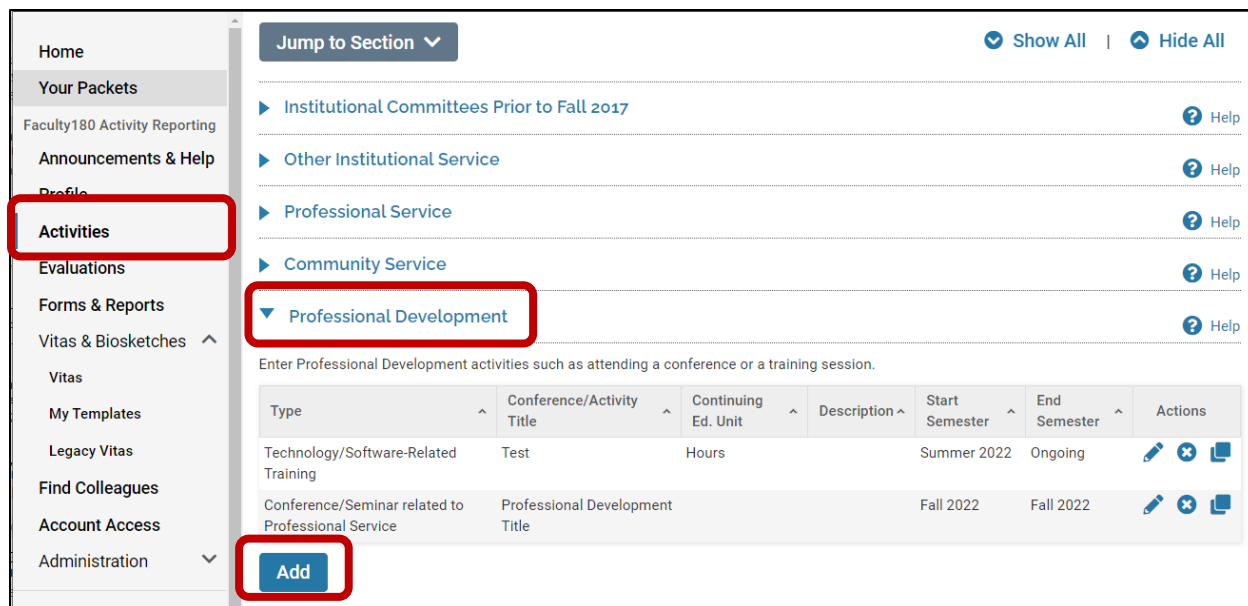
Sections in the Activities Menu*

*Sections may differ by college.

1. Activity Distribution is for the weights for your evaluation—one example distribution might be 60% teaching, 20% scholarship, and 20% service.
2. Annual Goals input form allows you to paste in your annual goals (use “paste plain”) and comment on your progress on those goals.
3. Teaching: Your officially assigned courses taught will be uploaded from Banner. Any corrections must be made in Banner. *BSOM Elentra events and SODM XComP events will be automatically uploaded to this section beginning in Summer 2022.*
4. Other Teaching Activities include such entries as serving on a thesis committee or designing a new course. Other teaching activities that are not recorded in Banner, Elentra or XComP can be added to this section.
5. Clinical Activities/Practice is for clinical activities that must be entered manually.
6. Advising/Mentoring Load is a form for counts of students. (Report only numbers.)
7. Scholarly Contributions and Creative Activities: for entries such as publications, creative activities, presentations, reports, research reports, patents, or software. Each activity entered in this section will have a status. Update the status as the event progresses.
8. Sponsored Proposals and Awards are loaded for you from eTRACS. Any errors in the record must be corrected in eTRACS.
9. Other Grants is a section to manually add other grant, contract or award activity not recorded in eTRACS.
10. Institutional Committees: Select any new or ongoing committees from a controlled list. You can change level from *university* to *college* or *department* to choose the committee name.
 - If a new committee, work with your Superuser to add this Committee to the list or choose “Other” and type the name manually.
 - Search Committees are an example of an Institutional Committee. Choose “Search Committee” as the committee name and then describe the type of committee in the description box provided.
11. Other Institutional Service: for entries not related to committee service. *Exception: UNC system-wide committee service should be entered here.*
12. Professional Service: includes Service Roles such as editor or a delegate role within a Committee.
13. Community Service: Use the “Occasion” field to name the event or organization.
14. Professional Development: Use for activities in which you take part or attend, not those you deliver/administer for the benefit of others. Also enter training you receive related to distance education in this section.
15. Professional Memberships: Enter the name of the organization, its scope, and whether your membership is active.
16. Honors and Awards: Entered manually.

Faculty180 Activity Reporting Quick Tips

➤ Add a new activity by navigating to appropriate section header. Click Activities > Section Header > Add.



Teaching and Sponsored Research Proposals and Awards sections can not be edited, as these sections are automatically loaded for you. If you find an error in these sections, please reach out to Faculty180@ecu.edu.

➤ Enter the semester in which this activity occurred. Some activity types require a **Start** and **End Semester**. If the activity happened on a single date, choose the same semester for both. Only choose “Ongoing” if the activity is truly continuing into the future (i.e. Committee appointment, etc.)

Example: You participated in a professional development seminar in the Fall of 2023 that was a one time event. The semesters you would enter are as follows:

A Input Form

Start Semester*	Fall	2023
End Semester*	Fall	2023

Example: You are appointed to a committee for one academic year. The semesters you will enter are like the following:

A Input Form

Start Semester*	Summer	2023
End Semester*	Spring	2024

Example: You are a member of a professional organization and you plan to renew your membership in the future. The semesters you will enter are like the following:

A Input Form

Start Semester*	Summer	2023
End Semester*	Ongoing	Ongoing

- Update the ending semester if/when an ongoing activity has ended. Navigate to the activity > click the **edit pencil** to the right.

Institutional Committees ? Help

Use for all committees, both standing and ad hoc. Faculty Senate committees appear at the East Carolina University level; change the level to college or department to find your college/dept committees. If a committee name is absent or has changed, select Other and type in the name.

Committee Name	Start Term	End Term	Actions
Graduate Council	Fall 2022	Ongoing	

Add

Change the Ending Semester.

A Input Form

Start Semester* Fall 2022

End Semester* Summer 2023

Scroll down to the very bottom and click **Save and Go Back**.

Save **Save and Add Another** **Save and Go Back** **Cancel**

- Scholarly Contributions require you choose a status. The statuses are defined below and have implications for how this activity will appear on your annual report.

A Input Form

Status* Select for Semester Summer 2023

Title*

- Select
- In Progress
- Submitted
- Revise & Resubmit
- Accepted
- In Press
- Completed/Published
- Work Discontinued

Status Name	Definition	Reporting Implication
In Progress	A scholarly activity that is in the beginning stages of development.	While in this status, the activity will continue to appear in your annual report forever, for all future years, until updated.
Submitted	Notes that an article or publication was submitted to the publisher.	While in this status, the activity will continue to appear in your annual report forever, for all future years, until updated.
Revise & Resubmit	Notes that a publication requires revision.	While in this status, the activity will continue to appear in your annual report forever, for all future years, until updated.
Accepted	Notes that the publication was accepted by the publisher, but not yet published.	While in this status, the activity will continue to appear in your annual report forever, for all future years, until updated.
In Press	Notes that a publication is in press and pending publication.	While in this status, the activity will continue to appear in your annual report forever, for all future years, until updated.
Completed / Published	Choose this status if/when the activity is completed, has already been finished, or is now published.	The date in which this status is entered will be the final date of record on this activity. After this date is passed, the activity will no longer appear on your annual report.
Work Discontinued	Choose this status if the publication will not be published or when the work will not be completed.	The date in which this status is entered will be the final date of record on this activity. After this date is passed, the activity will no longer appear on your annual report.




- If an update to the status is required, navigate to Scholarly Contributions section > Search for the particular activity by title > Click the **edit pencil** to the right.

Scholarly Contributions and Creative Activities ? Help

Use this section for presentations, publications, and creative activities. It is possible to import citations from an external database using the RIS or BibTex file format, to import citations from PubMed, or to create entries manually.

For each entry, there is an option to "publicly display." Refer to the Publicly Display Master Agreement in the Profile. If you agree to the Master Agreement by selecting the Yes radio button, then individual items you want exported to a public profile page can be selected within this section.

Search:

Type ^	Title ^	Outlet ^	Year Pub ^	Status ^	Term ^	Origin ^	Scope ^	Actions
Book	Polygons: Mathematical Investigations	Nasco	2010	In Progress	Spring 2009	Manual		  

Click **Manage Status**



A Input Form

Status* In Progress for Spring 2009

Click **Add**

Manage Status ✕

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

Status	Semester	Actions
In Progress	Spring 2009	 

* Indicates required field

Enter the new status, semester, and year > **Save**

Manage Status ✕

Status*

Semester*

Year*

* Indicates required field

A history of status will appear. Click the X in the top right-hand corner.

Status	Semester	Actions
In Progress	Spring 2009	
Completed/Published	Spring 2010	

Scroll down to the very bottom and click **Save and Go Back**.

➤ Depending on the activity type, you will have items to answer in the **Activity Classifications** section. Some of them have more information and definitions provided by clicking on the question mark icon. *The way in which you answer these questions directly impacts departmental, college and institutional level reporting.*

Outreach/Engagement Type

Category	Description
Community-based Learning	Integration of service activities with structured reflection that address defined community needs and are intentionally designed to promote student learning and development.
Community Engagement	Collaboration among ECU and its larger communities local, regional, state, and national, for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.
Outreach	Scholarship of Voluntary provision of programs, services, activities, or expertise to those outside the traditional university community.
None of the Above	No description available.

Interprofessional/Interdisciplinary Collaboration

Category	Description
Interprofessional Collaboration for IPAHs	The ECU Interprofessional Alliance for the Health Sciences (IPAHs) tracks Interprofessional Collaboration, which includes education, research, patient care and service activities involving participants from more than one profession.
Interdisciplinary Collaboration	Excluding Interprofessional Collaborations (above), Interdisciplinary Collaborations are those which integrate information, data, techniques, tools, perspectives, concepts, theories, and/or practices from two or more disciplines (fields of study).
Not Applicable	Not an Interprofessional or Interdisciplinary Collaboration.

Related to Diversity, Equity & Inclusion

Related to Diversity, Equity, & Inclusion* ? No ▾

Classification Help ✕

Related to Diversity, Equity, & Inclusion
Diversity, Equity, and Inclusion is engaging in academic pursuits that represent, integrate, and interact with different races, genders, ethnicities, cultures, national origins, immigration status, abilities, religions, sexual orientations, gender identities, veteran status, socio-economic status.

Related to Distance Education – If a professional development activity satisfies the institutional requirement for faculty teaching a distance education course within an academic year, then you would choose “yes” for this activity classification.

Related to Distance Education Teaching* ? Yes ▾

Publicly Displayed – This activity classification indicates that you allow this record to appear on your public facing profile at [Scholars@ECU](#). Choose “no” if you do not wish to display the associated activity on Scholars.

Publicly Displayed* ? Yes ▾

Note - All faculty at ECU have a basic profile on Scholars. To allow for your activities to populate, you must complete the [Master Agreement](#) in your Faculty180 Profile.

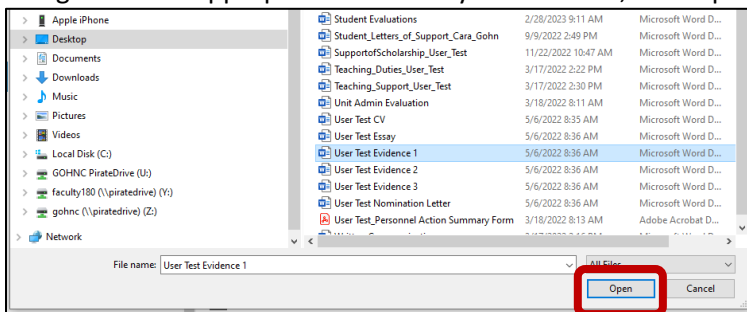
- At the bottom of most activity entry forms is the option to upload a document. Documents uploaded to activities will generate within your annual report. Make sure the naming convention of the document is clear as to which record it is linked to. *For example, avoid using vague names like Doc1.docx.*

To upload a file, click **Upload File**.

C Attachments ?

Attachment Type	Attachment
File ▾	Upload File

Navigate to the appropriate folder on your machine, click Open.



You will see the file name appear in Section C. Click **Save and Go Back**.

C Attachments ?

Attachment Type	Attachment
File ▾	Upload File User Test Evidence 1.docx

Add Another

Save **Save and Add Another** **Save and Go Back** **Cancel**