2. **Navigation of Faculty180 (Login at [https://faculty180.ecu.edu/](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](https://scholars.ecu.edu)). For more information, visit Scholars@ECU online or email [faculty180@ecu.edu](mailto: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.
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:

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

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

Change the Ending Semester.

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

➢ 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.

<table>
<thead>
<tr>
<th>Status Name</th>
<th>Definition</th>
<th>Reporting Implication</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Progress</td>
<td>A scholarly activity that is in the beginning stages of development.</td>
<td>While in this status, the activity will continue to appear in your annual report forever, for all future years, until updated.</td>
</tr>
<tr>
<td>Submitted</td>
<td>Notes that an article or publication was submitted to the publisher.</td>
<td>While in this status, the activity will continue to appear in your annual report forever, for all future years, until updated.</td>
</tr>
<tr>
<td>Revise &amp; Resubmit</td>
<td>Notes that a publication requires revision.</td>
<td>While in this status, the activity will continue to appear in your annual report forever, for all future years, until updated.</td>
</tr>
<tr>
<td>Accepted</td>
<td>Notes that the publication was accepted by the publisher, but not yet published.</td>
<td>While in this status, the activity will continue to appear in your annual report forever, for all future years, until updated.</td>
</tr>
<tr>
<td>In Press</td>
<td>Notes that a publication is in press and pending publication.</td>
<td>While in this status, the activity will continue to appear in your annual report forever, for all future years, until updated.</td>
</tr>
<tr>
<td>Completed / Published</td>
<td>Choose this status if/when the activity is completed, has already been finished, or is now published.</td>
<td>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.</td>
</tr>
<tr>
<td>Work Discontinued</td>
<td>Choose this status if the publication will not be published or when the work will not be completed.</td>
<td>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.</td>
</tr>
</tbody>
</table>
➢ 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.

Click Manage Status

Enter the new status, semester, and year > Save
A history of status will appear. Click the X in the top right-hand corner.

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

Interprofessional/Interdisciplinary Collaboration
Related to Diversity, Equity & Inclusion

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.

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.

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.

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.