Faculty180 Activity Reporting is a component of the Faculty180 suite. The image below gives an overview of each Faculty180 component and its purpose.

For more information on components like Dossier and Faculty180 Reviews visit Faculty.ecu.edu/Resources.

1. Getting to Faculty180:
   a. Direct link provided at https://faculty180.ecu.edu/
   b. Log in with your PirateID
2. **Navigation**
   a. **Home Screen Dashboard** will display items like actions to be taken on personnel actions 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** allow you to preview Annual Report
   f. **Cases** will display personnel actions in which you have access. These actions may or may not be in your queue, depending on your security role.
   g. **Dossier** is available by clicking on your name in the top right-hand corner and choosing “Interfolio Dossier.”

3. **Tips:**
   a. Your college’s [Super User](mailto:superuser@ecu.edu) is your primary contact for Faculty180 questions.
   b. Get help also by filling out a [support request](mailto:supportrequest@ecu.edu) on ECU’s Faculty180 page, or by emailing [faculty180@ecu.edu](mailto:faculty180@ecu.edu).
   c. Term and year control which annual report an entry goes on; the reporting period for the 2022-2023 report will be Summer 2022 – Spring 2023.
   d. If you must paste in entries, use “paste plain.”
   e. You can import articles directly from PubMed within Faculty180, or you can import your citations from a reference manager (like EndNote or Zotero) or from a library database. Librarians will be happy to help.
   f. Outreach/Engagement Type: Related to ECU’s Carnegie designation as an engaged university. Click the Help icon to view the definitions.
   g. Scope: Eastern North Carolina is a separate entry from Local, State, Regional, or national. Check the definitions by clicking the Help icon.
   h. Create a new entry in any Activity category: first, click the blue Add button and then fill out the form.
   i. At the bottom of each entry form, choose either “Save and Go Back” if that’s the only entry you’re doing, or “Save and Add Another” if you want to have multiple entries.
Sections in the Profile input form:

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 input form*

*Sections may differ by college. Be sure you only have one entry per professional activity!

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 Elenta 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, Elenta 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.