

Although much of the data in Faculty 180 is input by faculty members, some data are uploaded on their behalf. For example, historical faculty data were exported from Sedona (ECU's previous faculty activities system) and loaded into Faculty 180. Lists of committees, conferences, and scholarly outlets were compiled by the Faculty 180 college coordinators and steering committee in 2017. These lists were then uploaded and are reviewed annually for consolidation and clean-up. (Note: If you need to report a change, or addition to, one of these lists, please complete a help ticket; the ticketing system is linked from Faculty 180 webpages.) Files with data on courses, faculty, and grants are uploaded on a regular basis. More detail about these file uploads is provided in the .pdf linked below.

<b>File name</b>	<b>Purpose</b>	<b>Data elements</b>	<b>Frequency of upload</b>
Faculty	Selection of ECU employees for whom active accounts should be created & populate faculty profile	Faculty ID, Login name, First name, Last name, Middle initial, Suffix, Email address, Primary unit, Employment status, Rank, Year started, Tenure status, Office building & number, Work phone, City, State, Zip	Daily
Current Position	Creation/maintenance of position held by each faculty (for most faculty, position title will be the same as rank plus any rank modifier; for others, position title may be an administrative position)	Faculty ID, Primary unit, Position title	Daily
Faculty Classification	To provide data on each faculty members' full- or part-time status, tenure status, rank, and graduate faculty status	Faculty ID, Employment status (FT/PT), Tenure status, Rank, Graduate faculty status	Daily
Courses	Information for each course in ECU's Undergraduate and Graduate Catalogs (to match to "courses taught" when uploaded)	Prefix, Course number, Course title, Course level, Credit hours, Lecture hours, Lab hours, Extra hours, CIP code	Three times a year: Fall, Spring, & Summer
Course Prefix	To associate course prefixes with academic units	Prefix name & primary unit	Three times a year: Fall, Spring, & Summer
Courses Taught	To load data on courses taught each term at ECU and	CRN, Course Prefix, Course number, Section number, Course title, Faculty ID,	Three times a year: Fall, Spring, & Summer (10 days after census day for the term)

	associate these courses with faculty instructors	Enrollment, Course designations, Credit hours, Summer session (if applicable), Delivery method, % Responsibility, Course level, Instruction mode, Variable credit hours	
Grants	To import eTracs data into Faculty 180	Faculty first and last name, Proposal title, Role, Status, Grant start date, Grant end date, Total funding, Abstract, Abstract report URL, Indirect funding, Indirect cost rate, External/internal identification, Type of funding, Type of grant, Sponsor, Funding requested, Status date	Weekly