

Faculty 180 Roles & Responsibilities

The following matrix and descriptions are subject to change over time as we learn more about the time commitments required for each role type.

		College Coordinator	Faculty180 Coordinator
1	User Help	*	*
2	Training	*	*
3	User Profile Maintenance		*
4	Provide Lists of Candidates and Unit Updates	*	
5	Committee Management		*
6	Case Creation		*
7	Case Monitoring	*	
8	Template Creation and Management		*
9	Activity Reporting Module		*
10	System Upgrades		*

1. User Help

- a. College Coordinators will serve as a first line of contact for aiding faculty in their units using the application.
- b. The Faculty180 Coordinator will manage a help email inbox and ticketing system to provide user support and collaborate with the College Coordinators, as needed.

2. Training

- a. College Coordinators can provide customized training or user guides if there is a need for more unit-specific instructions than what the Faculty180 Coordinator provides.
- b. The Faculty180 Coordinator will provide generic training and user guides covering all functions and processes configured in the application. This training will be geared to all users and will be non-specific to any one unit. On-demand, specialized training sessions from the Faculty180 Coordinator can be requested by the College Coordinators.

3. User Profile Maintenance

- a. College Coordinators will not be responsible for creating and managing user profiles for faculty or support staff; however, they may need to provide a list of faculty to the Faculty180 Coordinator for any profiles that must be created manually. For example, if a subset of faculty do not automatically have profiles created through the personnel feed and need to utilize the features of the application, the College Coordinator will need to communicate that list of faculty to the Faculty180 Coordinator.
- b. The Faculty180 Coordinator will manage profiles generated manually and via the automated personnel feed on a yearly basis. Required changes to the logic of the automated feed will be communicated with ITCS by the Faculty180 Coordinator. Upon request, the Faculty180 Coordinator will manually create profiles.

4. Provide Lists of Candidates and Unit Updates

- a. College Coordinators should provide information to the Faculty180 Coordinator when a process or policy change is made at the unit level that will influence templates or committees configured in the application.
- b. College Coordinators will also be responsible for providing a list of candidates for upcoming personnel actions upon request. For example, before the Reappointment cases are initiated, the Faculty180 Coordinator will request a list of applicable candidates from the College Coordinators. A rough timeline of when those requests will be disseminated is below.
- c. The Faculty180 Coordinator will configure and update the application when notified of changes at the unit level and create cases utilizing lists of candidates and committees provided by the College Coordinators.

Request	When
List of Faculty that will use Faculty180 (Activity Reporting and/or Reviews) that do not have profiles. Ex. Temporary Faculty	August or On-Demand
Tenure & Personnel Committee Members & Chairs	August
Reappointment Candidates	September
Promotion and Tenure Candidates	February
Review/Monitor Annual Evaluation Cases Created	February - May

5. Committee Management

- a. College Coordinators will also be responsible for providing a list of committees upon request. For example, before the Promotion & Tenure cases are initiated, the Faculty180 Coordinator will request a list of personnel committee members and chairs from the College Coordinators.
- b. The Faculty180 Coordinator will configure and update the application when notified of personnel committee members and chairs.

6. Case Creation

- a. College Coordinators will not be responsible for case creation but may be asked to confirm the appropriate candidates and committee members prior to case creation.
- b. The Faculty180 Coordinator will create all cases for each workflow type.

7. Case Monitoring

- a. College Coordinators will monitor cases in their units and assist faculty, chairs, deans and committees when cases are not moving forward in a timely manner based on internal and institutional deadlines.
- b. The Faculty180 Coordinator will monitor cases for data quality purposes and to identify outliers. For example, if an incorrect status is chosen during a workflow, if a case is prematurely moved forward or closed, or when a case is stagnant for a prolonged period.

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8. Template Creation and Management

- a. College Coordinators will not be responsible for template creation or modifications but should communicate policy and procedure changes within their units that may influence the template configurations and workflow steps.
- b. The Faculty180 Coordinator will update Committees named in workflow steps of a template (See 5b) and update forms and requirements within a template as unit and institutional policy, processes, and procedures change.

9. Activity Reporting Module

- a. College Coordinators will coordinate internally to their unit desired changes to any unit-specific features in the Activity Reporting module. This includes, but is not limited to, activity categories, annual report templates and activity classifications.
- b. Upon request from the College Coordinator, and after discussing best practices and application features, the Faculty180 Coordinator will update Activity Reporting configurations like vita templates, activity input forms, profile forms, faculty classifications, and activity classifications.

10. System Upgrades

- a. The Faculty180 Coordinator will be responsible for testing all system upgrades pushed out by the vendor and will communicate information and training to all users when upgrades affect the user experience.