

## Instructions for Managing the Status of Activities that Fall Outside of Annual Report Date Range

Faculty180 vitas are built with the presupposition that a faculty member would continue working on a project until it reaches one of the two summative stages ("Completed/Published" or "Work Discontinued"), so that project will continue to display in their annual reports.

In this step-by-step example, we walk through **managing the status** of Scholarly Contributions and Creative Activities. This same method can be applied to Sponsored Research Proposals and Awards, and Other Grants/Contracts and Awards:

Step 1: Log into Faculty180. https://home.interfolio.com/11195

Step 2: Go to Activities in the left navigation bar. (See screenshot below.)

	× @ECU
	Home
F	aculty180
	Announcements & Help
	Profile
	Activities
	Evaluations
	Forms & Reports
	Vitas & Biosketches
	Find Colleagues
	Account Access

Step 3: Go to **Scholarly Contributions and Creative Activities**. Find the entry that needs to be managed. You can only edit one entry at a time. Click on the blue pencil icon to the right of the entry that you are updating. (See screenshot below.)

Sch	olarly	Contributions and Creative Ac	tivities											0	Hel
se this or each ithin th earch:	entry, th is section defect	for presentations, publications, and cre here is an option to "publicly display." R on.	ative activitie efer to the Pul	a. It is possible to import obtations from an external d blichy Display Master Agreement in the Profile. If you a	atabase using the Rt gree to the Master A	S or BibTex file form greement by select	nat, to ting th	import citations from Pub e Yes radio button, then in:	Med, or to Svidual ite	create entries man ms you want expor	ually. ted to a	public public	Jage can t	te sek	ected
Type		Title	*	Outlet	*	Year Pub		Status		Term		Origin	1	Action	8
rticle		A Defect in Reasons Holism		Philosophy		2018		Submitted		Fall 2018		Manual	1	0	e
rticle		A Defect in Reasons Holism		Review of Metaphysics		2019		Submitted		Spring 2019		Manual	1	0	
rticle		A Defect in Reasons Holism		Analytic Philosophy		2019		Work Discontinued		Fall 2020		Manual	1	0	e
rticle		A Defect in Reasons Holism		Journal of Philosophy		2019		Submitted		Summer 2019		Manual	1	0	
teticla		A Defect in Reasons Holism		Dialogue: Canadian Philosophical Review		2019		Submitted		Summer 2019		Manual	1	0	

	holarly Contributions and Creative Activities : Article								
Us Fo wit	e this section for prese	ntations, publications, and creative activities. It is possible to import citations from an external database using the RIS or BibTex fil	e format, to import citations						
	or 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 buttor rithin this section.								
		* Indicates required field							
A	Input Form								
	Status*	Submitted for Fall 2018 Manage Status							
	Туре	Article							
	Title*	A Defect in Reasons Holism							
	Journal	Philosophy	View Details						
	Publisher								
	Location								
	Month / Season 😮	October							

Step 5: Click Add. This allows you to add a new status for your entry. (See screenshot below.)

erto	Click "Add" to undate status. Do not adit a prior status unless it is incorrect						
	Status	Semester	Actions				
	Submitted	Fall 2018	00				
	Submitted	Fall 2018	0				

Step 6: Make a selection in <u>each</u> of the drop-down menus for **Status**, **Semester**, and **Year**. Remember, you are editing the <u>current</u> status of your scholarly contribution or creative activity. For example: from <u>Submitted</u> to <u>Accepted</u>. Then click **Save**. (See screenshot below.)

d creative a	Manage Stat	tus		import citatio
y, , ster to	Status*	Submitted	-	e yes radio bu
7	Semester*	Select In Progress		
	Year*	Submitted		
_		Revise & Resubmit		
Mara	Save	Accepted In Press		
-		Completed/Published	dicates required field	

Step 7: On the next screen, scroll all the way to the bottom and click Save and Go Back. (See screenshot below.)

	Publicly Displayed*	Yes 👻		
c	Attachments (2)			
	Attachment Type Attachment		Туре	Lock (faculty cannot delete)
	File * Upload File	no file uploaded	Select 👻	V
	Add Another	$\frown$		
к.	Save Save and Add Another	Save and Go Back Canc	el	

For additional activities that need to be updated, repeat steps 1 - 7.

**NOTE: Institutional Service, Professional Service, and Community Service entries** that have an end semester of "<u>ongoing</u>" (regardless of the start semester and selected reporting period) will appear in the annual report. In order for these entries not to appear, the end semester would need to be changed from "ongoing" to a year that is outside of the reporting period.