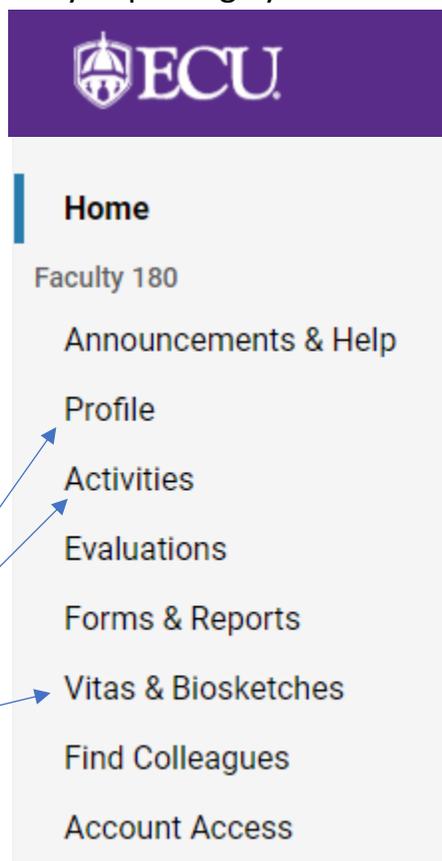


# Faculty180: East Carolina University's Faculty Productivity Reporting System

New Faculty Orientation, August 2019

1. Getting to Faculty180:
  - a. From ECU's home page, select "I am a Faculty Member" and look for link in the "Faculty Resources" section
  - b. From PiratePort, look for the link on the Tools menu
  - c. Direct link: <https://faculty180.ecu.edu/>
  - d. Log in with your PirateID
2. Your Annual Report will be generated using Faculty180, covering the Summer 19 to Spring 20 terms.
3. Navigate using left side menu:
  - a. **Profile** for contact info, degrees, work history, and bio
  - b. **Activities** entries go into your annual report; entries go in sections including Teaching, Other Teaching, Scholarship/Creative Activities, Grants, Service, Professional Development, etc.
  - c. **Vitas** allow you to preview Annual Report
4. Tips:
  - a. Your college's Super User is your primary contact for Faculty180 questions.
  - b. Get help also by filling out a [support request](#) 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 19-20 annual report will be Summer 19 – Spring 20.
  - 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: first, click the blue Add button  and then fill out the form.
  - i. At the bottom of the 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.



## Faculty180: East Carolina University's Faculty Activities Reporting System

### 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.
2. Degrees, Licensures, and Work Experience entries are manual.
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](mailto:faculty180@ecu.edu).

### Sections in the Activities input form\*

\*Sections may differ by college. Be sure you only have one entry per 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.
4. Other Teaching Activities include such entries as serving on a **thesis committee** or designing a new course.
5. Clinical Practice is for health science clinical activities.
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.
8. RAMSeS Proposals and Awards are loaded for you; any corrections must be made in RAMSeS.
9. Other Grants, those not entered to RAMSeS, are entered manually.
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, choose Other and type the name.
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 committee member for *Types* such as Editorial Board or 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. Enter here also the training you receive related to distance education.
15. Professional Memberships: Enter the name of the organization, its scope, and whether your membership is active. Professional service is recorded in that section.
16. Honors and Awards: Entered manually.