Login to Faculty180 and navigate to Activities > Activity Distribution/Workload > Add

Home Settings	Activities Quicklinks V										inks 🗸
Institutional Profile Roles & Permissions Users	Jump to	Section 🗸	ן						Show	v All 🛇	Hide All PHelp
Faculty180 DEV Announcements & Help	Within this form, record the percent effort for each category of activityone example distribution is 80% teaching, 10% research, and 10% service. Consult your unit Code for guidance on appropriate percentage ranges. Enter whole numbers only.										
Profile	Teaching ^	Research or Creative ^ Activity	Service ^	Patient Care	Administrative Duties	Other	∧ Total∧	^	Start Semester	End Semester	Actions
Evaluations Forms & Reports	Add										

Enter the academic year for which you want this \succ distribution to be applied. ECU recognizes the academic year as Summer to Spring.

Example: 2024-2025 Academic Year has a starting semester of Summer 2024 and an ending semester of Spring 2025

Enter the percentages for each category. Note that "Other" is a category that is no longer in use. Leave this section blank. "Administrative Duties" is defined as "Service" in the Workplan Policy. If you enter a value into that field, it will be added to your Service percentage in the workplan.

 \geq

 \geq

Start Semester*	Summer	w	2024	v
End Semester*	Spring	w	2025	v
Teaching	60			
Research or Creative Activity	20			
Service	5			
Patient Care				
Administrative Duties (Defined as Service)	15			
Other (No longer in use)	0			

Add a description, if needed.	B Description
The "Publicly Displayed" question will appear, but does not apply.	C Activity Classifications
You may choose to upload a file related to the agreed upon percentages, if appropriate.	Publicly Displayed* Yes D Attachments
Click Save and Go Back	Attachment Type Attachment Type Lock (facuity cannot delete)
	File ▼ Upload File no file uploaded Select ▼
	Add Another
	Save Save and Add Another Save and Go Back Cancel