Faculty180 Activity Reporting – Administrative Reports – Viewing Faculty Workplans

Unit administrators may have a need to periodically view faculty workplans outside of the annual evaluation cycle. Distribution of weights and faculty goals are entered by the faculty member in the "Activity Distribution" and "Faculty Annual Goals and Objectives" sections in Faculty. Unit administrators can populate that data in two ways.

1. Generate an individual workplan document per faculty member

a. Navigate to Administration > Reports > Standard Vitas

Administration		Grant Citations
Reports	L	Standard Vitas
Administration		Course Attachments
Communication		Prior Activity Input Forms
Setup		Evaluations

b. Unit administrators will only see a total number of faculty for their unit > Click on that number

Standard Vitas							
Count By Unit							
Employment Status	Employment Status All Active 💌						
Assigned To Unit As	Primary Unit	T					
Unit 🗌		Total	Attached In				
			University	Division	College	Department	Discipline
🖂 Integrated Coastal I	Programs	10	-	-	-	-	-
Coastal Studies	ŝ	10	-	-	-	10	-
UNC Coastal St	tudies Institute	-	-	-	-	-	-

c. In the template drop down menu choose "Workplan Vita" and update the Begin Semester and End Semester to reflect the academic year of review.

View Vita		
View Faculty Vita	in Integrated Coastal Programs	
Template*	Workplan Vita (East Carolina University)	
Begin Semester	Summer 🐨 2024 🐨	
End Semester	Spring • 2025 •	
Employment Status	All Active 🐨	
Assigned To Unit As	Primary Unit 💌	

- d. You can view click on the eye ball icon to save/print for each individual faculty member...
- e. Or, you can click the "Bulk Export" button to save/print them in bulk.
 - When exporting in bulk, click on the "Select Faculty" button, select everyone from the "Available" column and move them over to the "Selected" column > Click Select Faculty



2. Generate a summary report for all faculty in your unit

a. Navigate to Administration > Reports > Activity Overview – By Faculty

	Administration		١.	Activity Overview - By Faculty
	Reports		H	Activity Overview - By Semester
Administration		Ľ	Faculty Classifications	

b. Update the Begin Semester and End Semester to reflect the academic year of review.

	Integrated Coastal Programs
Unit	Change
Form	Activities
Begin Semester	Summer 🖤 2024 🐨
End Semester	Spring T 2025 T

- c. Uncheck all data categories using the check boxes on the righthand side of each section.
- d. Select only the "Activity Distribution" and "Faculty Annual Goals and Objectives" sections.



2 Data	
General	
# Faculty	
% Logged In	
Last Login Date	
Teaching Activities	
Credit Hours	
Lecture Hours	
Lab Hours	

- e. Scroll down and click "Generate Report."
- f. Click on the total under the "Activity Distribution" and "Faculty Annual Goals and Objectives" sections to view the data by faculty member.

ſ	Unit	Other Activities	
	0	Activity Distribution	Faculty Annual Goals and Objectives
	English 🖸	12	5

g. Export the data by clicking on Actions > Export to...

	Quicklinks 🗸	Actions 🗸
	Print Page	
	Export to Word	
	Export to Excel	
aroli	Export to PDF	
y Unit	Select 💌	