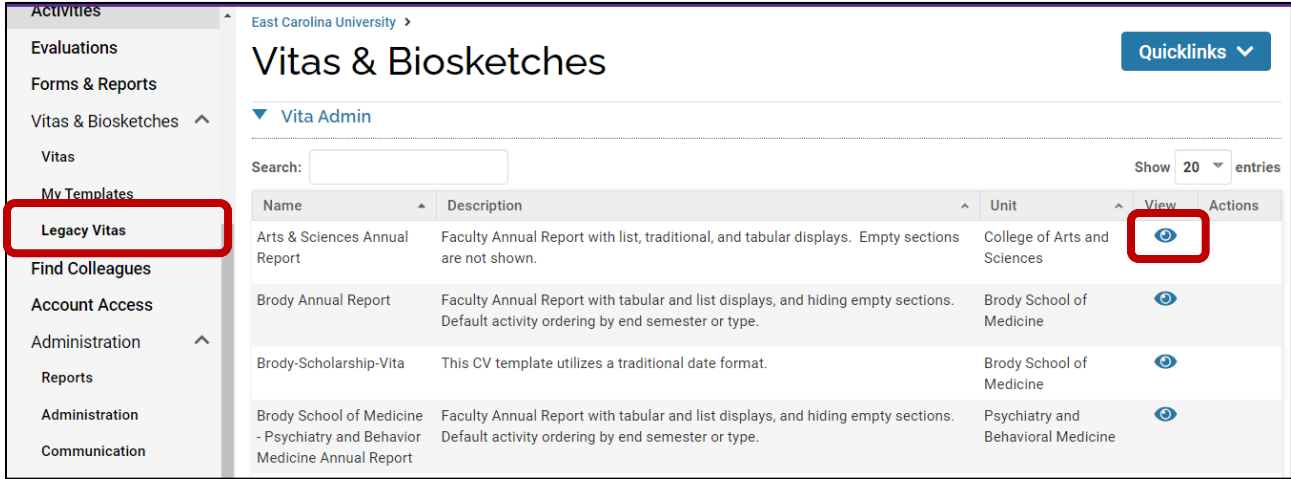


Faculty180 Generating an Annual Report

For annual evaluations, the annual report is generated within a pre-designed workflow. However, faculty often need to generate/regenerate vitas for other reviews happening outside of Faculty180. The instructions below describe the steps to take to generate a new or historical annual report.

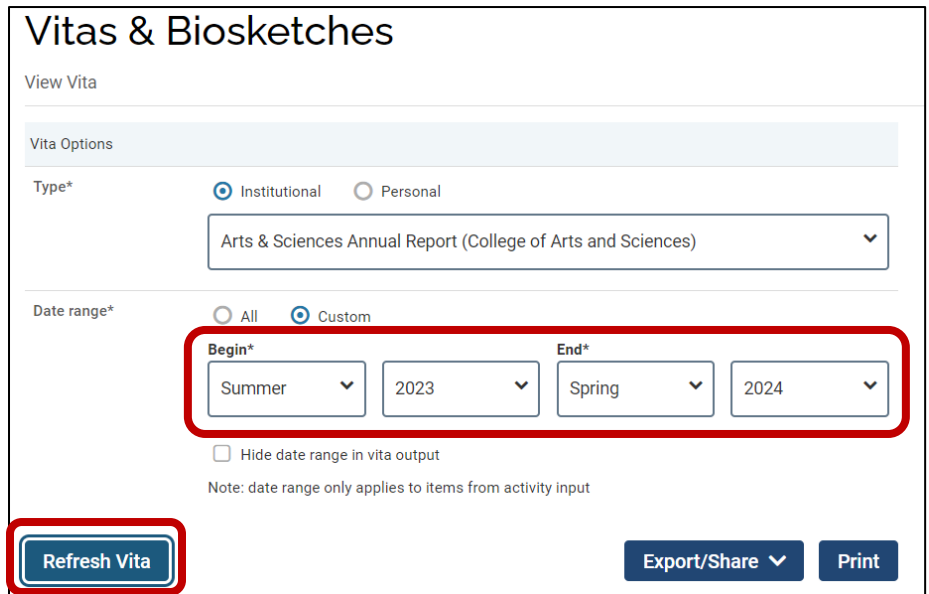
- Navigate to Vitas & Biosketches > Legacy Vitas > Click on the eye ball next to the annual report template for your college



- Update the timeframe to reflect the appropriate year(s). Note that ECU considers an “academic year” to span from the summer to spring semester.

Ex. 2023-2024 Academic Year = Summer 2023 to Spring 2024

- Click Refresh Vita



- Click Export/Share to export the report to Word or PDF.

