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

ACTIVITIES Evaluations Forms & Reports	*	Vitas & Bi	osketches		Quicklinks 🗸		
Vitas & Biosketches	· ^	Vita Admin					
Vitas		Search:			Show 20 👻 entries		
My Templates		Name 🔺	Description	Unit	 View Actions 		
Legacy Vitas Find Colleagues	_	Arts & Sciences Annual Report	Faculty Annual Report with list, traditional, and tabular displays. Empty sections are not shown.	College of Arts and Sciences	0		
Account Access	~	Brody Annual Report	Faculty Annual Report with tabular and list displays, and hiding empty sections. Default activity ordering by end semester or type.	Brody School of Medicine	0		
Reports		Brody-Scholarship-Vita	This CV template utilizes a traditional date format.	Brody School of Medicine	0		
Administration Communication		Brody School of Medicine - Psychiatry and Behavior Medicine Annual Report	Faculty Annual Report with tabular and list displays, and hiding empty sections. Default activity ordering by end semester or type.	Psychiatry and Behavioral Medicine	@		

 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

Vitas & Biosketches

View Vita		
Vita Options		
Туре*	Institutional Personal	
	Arts & Sciences Annual Report (College of Arts and Sciences)	
Date range* O All O Custom		
	Begin* End* Summer 2023 ✓ Spring ✓ 2024 ✓	
	Hide date range in vita output	
	Note: date range only applies to items from activity input	

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

	Export/Share 🗸 Print
	Export To
ng al F	Word Document
	PDF
u	My Interfolio Dossier
	Share
<>	Web Link