Faculty180
Faculty User Guide

2025 Faculty180 Timeline

THE UNIVERSITY of
NEW ORLEANS

Who	What	March	April	May	June
Faculty and Chairs	**Update your activities** for Summer 2024 - Spring 2025 in Faculty180. *You can work on this all year.*	▓▓▓▓▓▓▓	▓▓		
Faculty and Chairs	**Certify** that you've finished entering your activities by completing the **Faculty Self-Evaluation** no later than May 13, 2025		▓▓		
Chairs	**Complete Faculty Evaluations** between May 14 - May 31, 2025			▓▓	
Deans	**Complete Deans' Evaluation of Chairs as Faculty** between May 14 - May 31, 2025			▓▓	
Deans	**Complete Dean's Review and Approval of Chairs' Evaluation of Faculty** between June 1 - June 15, 2025				▓▓

Contents

Introduction

Faculty180 is a web-based faculty activity reporting system that provides a convenient, single place for faculty to record their contributions and accomplishments related to research/creative activity, teaching, credentials, and service. This information is used by the chairs and deans in the annual faculty evaluation process.

The recommended browsers for Faculty 180 are Mozilla Firefox, Google Chrome, and Safari. *Other browsers may cause issues with functionality and display.*

The Faculty180 Review Cycle

- The current review cycle will cover performance during the Summer 2024, Fall 2024, and Spring 2025 terms.

- Faculty Activities should be entered by May 13, 2025.

- Faculty Self-Evaluation (Certification) should be completed by May 13, 2025.

- Chairs will complete Faculty Evaluations between May 14 - May 31, 2025

- Deans will complete Evaluation of Chairs as Faculty between May 14 - May 31, 2025.

- Deans will review and approve the Chair Evaluations between June 1 - June 15, 2025.

When should I enter my activities for the year?

You can enter your scholarly accomplishments, committee membership and other service activities at any time throughout the academic year, but it must be reviewed, updated and submitted on or before the Faculty Self-Evaluation (Certification) deadline: May 13, 2025.
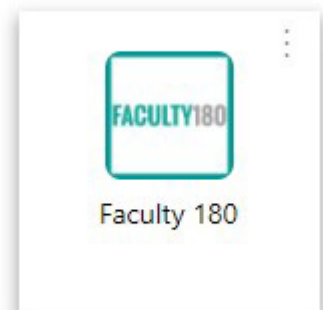
General Tips

Logging Into Faculty180

Preferred method: Log into Faculty180 via the MyApps page, using your UNO credentials. Then click on the Faculty180 tile.

Alternate method: You can also log in via the Quick Links page, but this link will only work if you are already signed into MyApps.

(If you previously had a personal Interfolio login, do not log in using that info.)

If you cannot log into Faculty180 with either of these methods, contact Eileen Dooley at ebdooley@uno.edu.

Icons

 Click on the pencil icon to edit an entry

 Click on the eyeball icon to view an entry

 Click on the clone icon to duplicate an entry

Attachments

Some subsections allow for attachments. If this is the case, you will see an "Add Attachment" option. Use this to upload any documents you want to save in Faculty180.

Getting Back to the Dashboard

To get back to the Dashboard, click on the UNO logo at the top left of the screen.

Getting Back to a Previous Screen

Use the "Go Back" button at the bottom of the screen rather than your browser's back button.

Go Back

***some screens may look slightly different due to program updates***

Entering Your Data

Your Dashboard

When you log into Faculty180, you'll be taken to your dashboard. The dashboard will contain actions items in a **Your Action Items** list for processes such as annual evaluation.

Depending on when you are opening Faculty180, you may or may not have items assigned to you in the "Your Action Items" area. If the review cycle has begun, you should see items in this area.

Remember you can enter your activities at any point of the year.
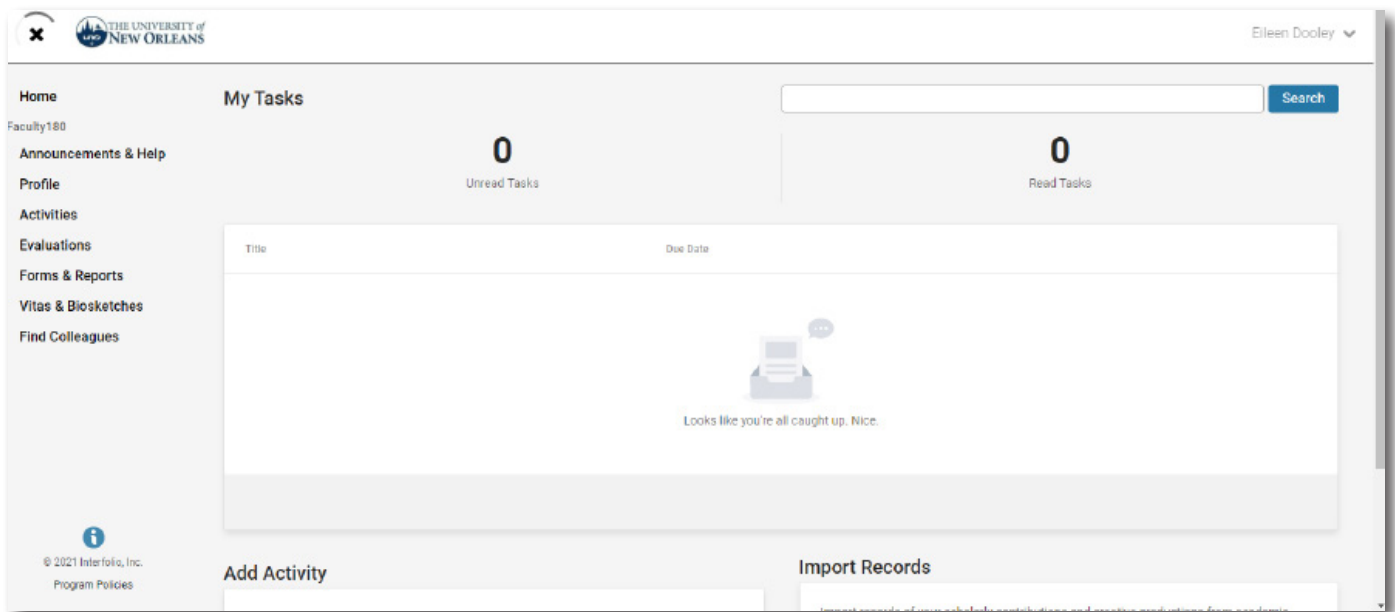
Your Profile
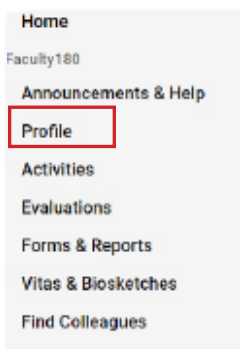
Click on **Profile** and make sure your information is correct and update anything that may have changed. Make sure your education details are included as this information is sometimes needed for things like accreditation reports.

You can update your profile at any time if any of this information changes.

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Your Activities

You will spend most of your time in the Activities area of Faculty180. This is where you will enter the details of your activities.

While you can enter your activities at any time of the year, you will need to enter your activities for the current review cycle before the Faculty Activity Input deadline. If the review cycle has begun, you will see an action item on your dashboard for **Faculty Activity Input**.

You may see the **Complete Evaluation: Faculty Self-Evaluation** item first in your Action Items list. However, your **Faculty Activity Input** needs to be completed before you do that step.

Your Action Items

Complete Evaluation: Faculty Self-Evaluation
Faculty180 | Annual Evaluation | Faculty 180

Start here ➡️ 2018 - 2019 Faculty Activity Input
Activity Input | 2019-04-09 2:30 pm - Ongoing | Faculty 180
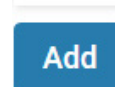
Entering Your Activities

Select **(AY) Faculty Activity Input** to enter your activities for the current academic year. Enter activities in all of the relevant **Categories**:

- Teaching: the courses you have taught over the academic year should be automatically entered for you. (*If you do not see all of your courses, make sure the Start Semester and End Semester are on the correct dates and select Refresh.*)

- Scholarly and Creative Productivity

- Grants

- Thesis/Dissertation Committee Service

- Professional Service

- Institutional Services: Committees Only

- Other Institutional Service: Other than Committees

- Community Service

- Professional Development

- Service Learning

Home > Faculty Input >

Faculty Input

View Teaching

Start Semester	Summer ▼	2020 ▼
End Semester	Spring ▼	2021 ▼

Refresh

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For example, to add activities related to **Scholarly and Creative Productivity**, click **Add**
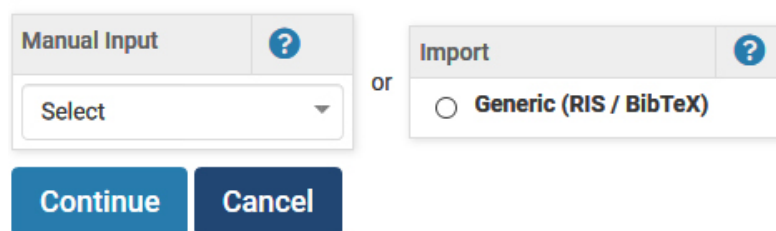
Add

This will open the **Faculty Input** screen. You can either manually input your activities or import citations.

Home > Faculty Input >

Faculty Input

Scholarly and Creative Productivity

Manual Input ❓		or	Import ❓
Select ▼			○ **Generic (RIS / BibTeX)**

Continue   Cancel

How to Import Citations

See the Interfolio guidance on importing citations for Scholarly Contributions and Creative productions.

Where to Enter Certain Activities

For more information about entering activities, including guidance on where to put certain activities, see the Activity Input Form section on the Interfolio website.

Interfolio also has a free training webinar on Faculty Activity Input.

When you are finished entering all of your activities for the year, either **Submit for Review**, or **Save and Go Back**

Submit For Review   Save and Go Back   Cancel

Your next step is to submit your Self-Evaluation.

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Submitting Your Self-Evaluation (Certification)

As part of the annual evaluation process, a faculty member is required to perform a "Self-Evaluation", which certifies that the faculty member has input all of their pertinent activities for the review cycle.

Submitting the Self-Evaluation notifies the chair the faculty member is ready for the evaluation process to begin.

The Faculty Self-Evaluation should show up as an item on the Faculty Dashboard in the Your Action Items section when the review cycle is open.

Do this step after you finish your Faculty Activity Input →

Your Action Items

Complete Evaluation: Faculty Self-Evaluation
Faculty180 | Annual Evaluation | Faculty 180

2018 - 2019 Faculty Activity Input
Activity Input | 2019-04-09 2:30 pm - Ongoing | Faculty 180

- The 2025 deadline for completing the Faculty Self-Evaluation (Certification) is May 13, 2025.

- The self-evaluation process will open on April 1.

- You can complete your Faculty Self-Evaluation step any time between April 1 and May 13, 2025. *(Just make sure you have finished entering your activities for the entire Summer 2024 - Spring 2024 cycle.)*

- Once you have completed your self-evaluation, your chair will automatically be notified.

- After May 13, 2025, the Faculty Self-Evaluation process will automatically close and will be locked.

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Faculty180 Faculty User Guide   *Submitting Your Self-Evaluation (Certification)*   7

Performing the Self-Evaluation

Click on the Action Item "**Complete Evaluation: Faculty Self-Evaluation**" and you will be taken to a page that looks like this:

To view the content of your Standard CV one last time, click on the eyeball icon.

The Standard CV will appear in a pop-up window. If you find errors, please cancel the process and go back to the Activities Form to correct them before proceeding.

If the Standard CV is correct, then click on the Evaluate button under Actions

A new pop-up window will appear that looks like this:

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In the B Input Form section, click on the Select drop-down and choose "Yes"

I certify that I have reported my activities for the time period of this review cycle.* | Select ▼

Select
Yes

eSignature

In the C eSignature section type your name as it appeared above.

Full Name* | Your name

Click on Save

Save   Cancel

You will be returned to this page:

NEW ORLEANS

EVALUATIONS

View Faculty   ⊕ Add a Quicklink

Process	2016 - 2017 Annual Evaluation of Regular Faculty (no departmental committee)
Type	Annual Evaluation
Evaluation	Faculty Self-Evaluation
Unit	Your department
Creator	Norman Whitley
Start	April 6, 2017 12:00AM
End	June 23, 2017 12:00AM

Listing of Faculty Being Evaluated

☐	#	Faculty Being Evaluated	Evaluation Saved *	StandardCV (Fall 2016 - Spring 2017)	Actions
☐	1	Your name	Not Submitted	👁	Evaluate

* Note: Saved Evaluations must be Submitted before the deadline shown.

Submit Selected Evaluations   Cancel

Factuly180 will indicate that this step has not been submitted.

Important Last Step

To submit, **click the checkbox** by your name and then click on **Submit Selected Evaluations.** (If you do not click the checkbox, your dashboard will still show that your self-evaluation has not been submitted.)

You are finished!

Additional Support Options

Interfolio Help Resources

[Help for Faculty Users in Faculty180](#)

[Activity Input Form](#)

[Free Training Webinar: Interfolio Faculty180 - Faculty Activity Input](#)

[Scholarly Contributions & Creative Productions: Activity Management](#)

[Scholarly Contributions and Creative Productions: Import Citations Using the Generic Import](#)

[Evaluations](#)

Still need help?

Contact **Eileen Dooley** in the **Office of Faculty Affairs**
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