Contents

Introduction ............................................................................................................................. 2
  The Faculty180 Review Cycle .................................................................................................. 2
    When should I enter my activities for the year? .................................................................. 2
  General Tips .......................................................................................................................... 2
    Logging Into Faculty180 ..................................................................................................... 2
    Icons .................................................................................................................................. 3
    Attachments ....................................................................................................................... 3
    Getting Back to the Dashboard .......................................................................................... 3
    Getting Back to a Previous Screen .................................................................................... 3

Entering Your Data .................................................................................................................. 4
  Your Dashboard .................................................................................................................... 4
  Your Profile .......................................................................................................................... 4
  Your Activities ...................................................................................................................... 5
    Entering Your Activities .................................................................................................... 5
    Where to Enter Certain Activities ...................................................................................... 6

Submitting Your Self-Evaluation (Certification) ...................................................................... 7
  Performing a Self-Evaluation ................................................................................................ 8
  Important Last Step .............................................................................................................. 9

Additional Support Options .................................................................................................... 10
  Interfolio Help Resources .................................................................................................. 10
  Still need help? .................................................................................................................... 10
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 Faculty180 Review Cycle

- The current review cycle will cover performance during the Summer 2020, Fall 2020, and Spring 2021 terms.
- Faculty Activities should be entered by May 19.
- Faculty Self-Evaluation (Certification) should be completed by May 19.
- Chairs will complete Faculty Evaluations between May 20 - June 11.
- Deans will complete Evaluation of Chairs as Faculty between May 20 - June 6.
- Deans will review and approve the Chair Evaluations between June 12 - June 30.

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 19, 2021.

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.

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

It generally works better to use the “Go Back” button at the bottom of the screen rather than your browser’s back button.
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.
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.

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

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

**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.

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

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**Your next step is to submit your Self-Evaluation.**
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.

- The 2021 deadline for completing the Faculty Self-Evaluation (Certification) is May 19th.
- The self-evaluation process will open on April 28.
- You can complete your Faculty Self-Evaluation step any time between April 28 and May 19, 2021. (Just make sure you have finished entering your activities for the entire Summer 2020 - Spring 2021 cycle.)
- Once you have completed your self-evaluation, your chair will automatically be notified.
- After May 19, 2021, the Faculty Self-Evaluation process will automatically close and will be locked.
Performing a 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:
In the C eSignature section type your name as it appeared above.

Click on Save

You will be returned to this page:

**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
- Faculty180 FAQ’s
- Profile Form
- Activity Input Form
- Free Training Webinar: Interfolio Faculty180 - Faculty Activity Input
- Scholarly Contributions & Creative Productions: Activity Management
- Scholarly Contributions & Creative Productions: Import from Medline/PubMed
- Scholarly Contributions & Creative Productions: Import Citations Using the Generic Import
- Evaluations
- Vitas & Biosketches

**Still need help?**

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

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