



Navigation Guide Faculty Annual Report


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Faculty180 Navigation Guide

Faculty Annual Report

GENERAL NAVIGATION

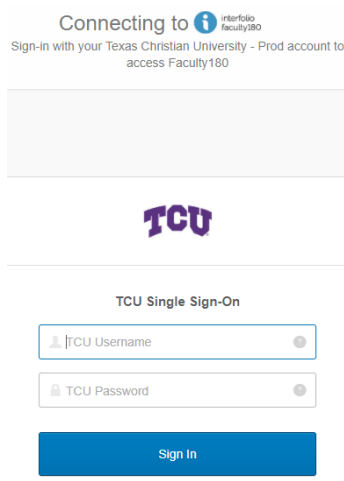
- Faculty180 is best used in Google Chrome (and Safari for Mac). Internet Explorer has frequent issues interacting with Faculty180 and should not be used.
- Do not use your browser's back and forward buttons as they do not work well with the software. On the left side of the screen, a navigation menu should help you easily move from one page to another, or from one section of a particular form to another. You can also use the [Go Back](#) button in the software.
- Question mark icons  [Help](#) above report sections or next to questions indicate that more information or a description is available.
- An asterisk * next to a form field label indicates information that is required. Attachment tools are available in many forms, but are not required.
- Information, FAQs and other resources are available at faculty180.tcu.edu

LOGIN

Go to the webpage: faculty180.tcu.edu

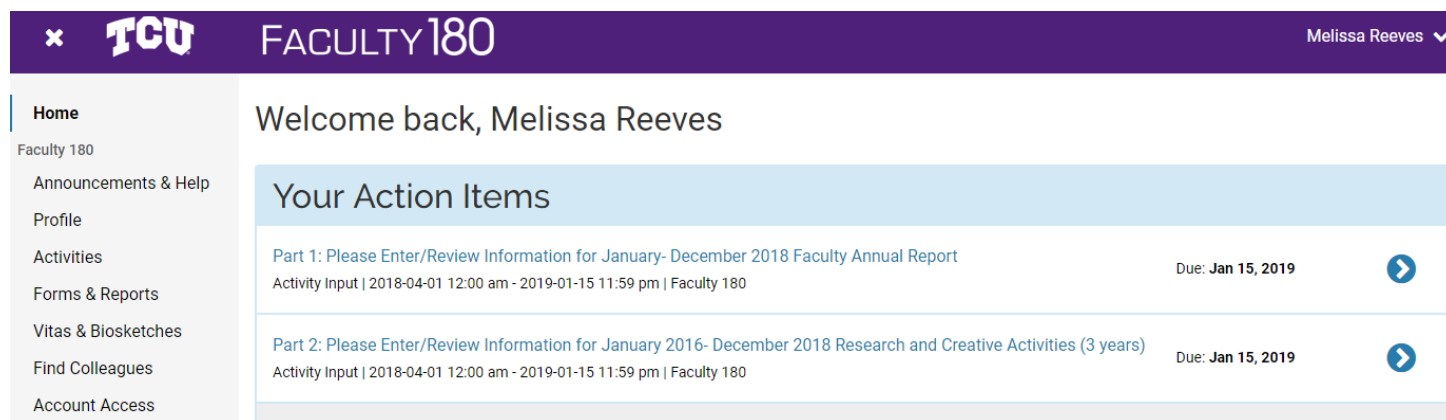


Log in to Faculty180 using your TCU credentials (same as my.tcu.edu)

A screenshot of the TCU Single Sign-On login page. At the top, it says "Connecting to" with a small icon and "interfolio faculty180". Below that, it says "Sign-in with your Texas Christian University - Prod account to access Faculty180". The main part of the form has the TCU logo, followed by "TCU Single Sign-On". There are two input fields: "TCU Username" and "TCU Password", each with a small eye icon to toggle visibility. Below the fields is a blue "Sign In" button.

If you receive a message regarding an incorrect username or password, you will need to contact the TCU Help Desk at (817) 257-6855 for assistance. However, if you receive a message that you do not have an active Faculty180 account, contact the campus Faculty180 support staff at (817)257-8230 or email faculty180@tcu.edu.

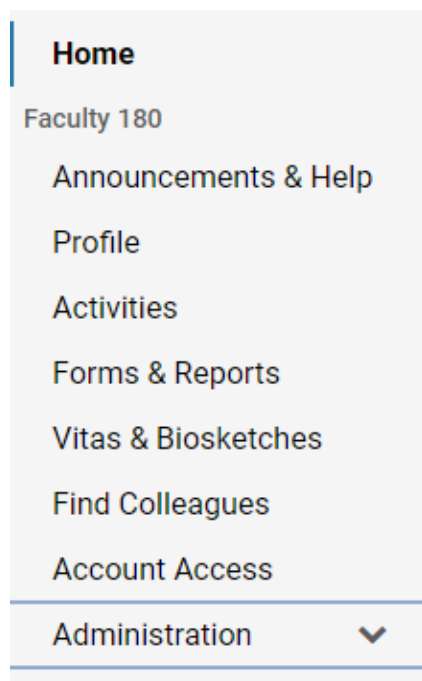
HOME PAGE



The screenshot shows the Faculty 180 Home Page. At the top is a purple header with the TCU logo, the text 'FACULTY 180', and the user name 'Melissa Reeves' with a dropdown arrow. On the left is a light gray sidebar menu with the following items: Home (highlighted), Faculty 180, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, and Account Access. The main content area has a white background and says 'Welcome back, Melissa Reeves'. Below this is a light blue box titled 'Your Action Items'. It contains two items: 'Part 1: Please Enter/Review Information for January- December 2018 Faculty Annual Report' and 'Part 2: Please Enter/Review Information for January 2016- December 2018 Research and Creative Activities (3 years)'. Each item shows the activity input period and a due date of 'Jan 15, 2019' with a right arrow icon.

LEFT SIDE MENU

All of the input forms and links are located on the menu to the left. Clicking on an item from the left side menu opens up either a form for entering information, or a page with tool options for performing certain tasks.



This image shows a detailed view of the left side menu. It is a light gray vertical bar with a blue highlight on the 'Home' item. The items listed are: Home, Faculty 180, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, and Administration (which has a dropdown arrow).


Left Side Menu Descriptions
Home – home page for action items main page
• Announcements & Help- product updates, training videos, TCU training documents, and customized TCU messages
• Profile – information such as degrees and work experience
• Activities –information on teaching, research, and service
• Forms & Reports – initiated activity input forms, faculty reports, or other forms requested by your department, college, or university
• Vitas & Biosketches – create and produce faculty annual reports, vitas and biosketches
• Find Colleagues- search for TCU colleagues based on teaching or research interests
• Account Access – allows you to delegate access to your account to enter data on your behalf
• Administration- displays only for those with reports/administrative rights for departmental, college or university level reporting


INTERFACE TOOLS


The following tools will help you interact throughout all areas of the Faculty180 system.


▶ Use the carrot next to each section header to display a summary of items in the section. You can also use the Show All or Hide All in the top right hand corner to collapse or expand sections.

 Use the **Add** button to create a new entry.

 Use the **Edit** pencil button to edit entries.


 Use the **Delete** button to remove entries.

 Use the **Clone** button to clone an entry. This can be used to copy similar forms/activities where minimal editing is needed such as changing a semester, year, or student name.

 Use the most appropriate **Save** before moving forward.
Use the **Cancel** button if you do not want to save any information on the screen.

 Use the **Jump to Section** for easy navigation to each section.

 Use the **Show All or Hide All** buttons to collapse or expand all items.

 Use the **Quicklinks** button to bookmark frequently used pages for easy access.

KEY CONCEPTS

Profile: (located on the left side menu) tracks personal information related to the faculty user, such as contact information. Faculty control (most of) the data in this form through the Faculty180 interface.

Initiated Activity Input Form: A common point of confusion is the difference between **Activities** and an initiated version of that form. The Initiated form is designed to request new/updated information at a certain time for a specified time period. For example, administrators can initiate an activity input request form for, e.g., spring and fall of 2019 and set a deadline for submission. This form is displayed under **Forms & Reports**. It will show up on your Home page Action Items once the form has been initiated and will disappear once submitted or the deadline passes. Faculty will enter their data into the initiated form for the specified period of time or review items already entered. **This form is the workflow process that allows a faculty member to manage their information and submit data for the Faculty Annual Report.**

Sections and Fields: A section is a type of faculty activity information that a university wants to track, such as teaching, scholarship or service. Fields are the data elements within each section such as name, title, etc. Sections feed all the major outputs of Faculty180 – reports, CV templates or biosketches.

Vita Template: Within Faculty180, the Vitas are considered any type of template used for reporting whether that be a CV, biosketch or Faculty Annual Report. TCU has created a Vita template specific for the Faculty Annual Report. By default, a vita template displays all sections that have been created by the university, and the activities within each section.

PROFILE

If you have never logged in before, or if your basic contact or background information needs to be updated, complete the Profile Form located on the left hand menu. Click on each section header of the form (i.e., Personal Information) to expand and view the information contained in that section. Use the Add and Edit buttons under each section to access and update your information.

Remember to click the **Save** button to save changes to each section of the profile form before returning to the main form. Choosing Cancel will return you to the main form without saving any changes.

If you prefer to use a different name than your legal name from the HR system, please check the “Mark As Preferred Name” box.

Profile Sections:

1. Personal Information- review and mark as preferred name, if needed.
2. Contact Information- review/update as you wish for vita outputs.

3. Current Position- review Academic Rank (locked) and add Position Title information (i.e., Director, Institute of Behavioral Research).
4. Degrees- add Degrees and Granting Institution (for use on CV).
5. Professional Licensures & Certifications- update, as needed.
6. Work Experience- update, as needed.
7. Biography- update, as needed.
8. Interests- add research and teaching interests if interested in collaborative projects. Faculty can search for interests in **Find Colleagues** (located in left side menu) using this field.

Many sections of the Profile are optional in the system, but may be needed for any CVs you wish to produce. Please update accordingly.

ACTIVITIES

With the Profile form complete, you can now proceed to entering professional activities.

If you click on **Activities** on the left menu when there is an open activity input request, you will see a reminder to use the form. Click on the “Go to Activity Input Request” button to take you back to the **Forms & Reports** page where you can select the links or go back to your **Home page Action Items**.

You can access all information at any time during the year from **Activities**. This will also populate the Faculty Annual Report form based on the assigned semester/year fields. *(Remember, you will still need to use the form hyperlinks to submit your report when it is due).*

Important information re: Start and End Semester

Start Semester*	Select Semester ▼	Select Year ▼
End Semester*	Ongoing ▼	Ongoing ▼

The semester and year labels that you apply to each item entered into the Activity Input form tell the software which reporting year those activities belong to. If labeled correctly, those same activities will automatically be fed into the Initiated Activity Input Form for the applicable reporting year.

Activities entered as ongoing will appear in subsequent Faculty Annual Report forms until you select an end semester and date to indicate that the activity has been completed.

FORMS & REPORTS

Initiated Activity Input Forms

The **Forms & Reports** section on the left hand menu provides access to the Faculty Annual Report links under Initiated Activity Input Forms. Click on the blue hyperlinks to open up the form view for editing. These forms also display on the **Home page Action Items** for your convenience during an open period.

Reports

There are two report options available in this section:

Prior Activity Input Forms- displays the history of all forms submitted once the deadline has passed. You can print previously submitted forms here.

My Activities Reporting- displays all activities that have been entered into Faculty180, based upon various filters, including the measure of teaching, a status of the activity, grant status, date ranges, and activity classifications.

The screenshot shows the Faculty180 interface. The left sidebar contains a navigation menu with the following items: Home, Faculty 180, Announcements & Help, Profile, Activities, **Forms & Reports**, Vitas & Biosketches, Find Colleagues, Account Access, and Administration. The 'Forms & Reports' item is highlighted. The main content area is titled 'Forms & Reports' and includes a 'Forms' section with links to 'Custom Input Forms - None Available' and 'Printable Classification Forms - None Available'. Below this is a table titled 'Initiated Activity Input Forms' with two rows: 'Part 1: Please Enter/Review Information for January- December 2018 Faculty Annual Report' and 'Part 2: Please Enter/Review Information for January 2016- December 2018 Research and Creative Activities (3 years)'. Both rows have a status of 'Pending'. The 'Reports' section below the table contains links to 'Prior Activity Input Forms' and 'My Activities Reporting'. The 'Initiated Activity Input Forms' link in the sidebar and the 'Reports' link in the main content area are circled in red.

This navigation guide covers all sections of the Initiated Period of Activity Input for a specific reporting year (i.e., 2021 Faculty Annual Report) during the current open period (October 2021-January 2022). Each year, the form will open in October and remain open until the due date in January. But, remember, you can enter data at any time using the left menu Activities. These data will then populate the form when the reporting period is initiated.

TEACHING: COURSES TAUGHT (Credit Courses)

Official course records are queried from PeopleSoft and uploaded to Faculty180 twice each semester and once at the end of the summer and intersession semesters. If you are the instructor of record, your course information will already be listed in the Courses Taught section of your Faculty Annual Report for the report cycle. During the open reporting period for the Faculty Annual Report, you will be asked to take the following actions:

- 1) Review course information for accuracy. If you see any errors whether missing a course or one that wasn't taught by you, please contact the Faculty180 Campus Administrator at faculty180@tcu.edu as soon as you notice the error.
- 2) Make comments in the "Faculty Comment Box" to reflect on your courses and your grade distribution. Comments about data correction needs will not be seen by the Faculty180 campus administrator. You must contact the Faculty180 campus administrator to request data corrections.
- 3) Add course related documents in the Attachments section such as SPOT, course syllabi, etc., if needed.

Optional: Click to add Syllabus, SPOT Survey reports or other documents you wish to include as an attachment.

Click the Edit/View link to display Additional Course Data. Data in this view is loaded from PeopleSoft and not editable.

The screenshot displays the Faculty180 interface for Spring 2018. At the top, a table lists course details for 'TEST 10000 001 Test Class 1'. The table includes columns for Course, Course Title, Credit Hours, Enrollment, Underclassmen Enrollment, Upperclassmen Enrollment, Graduate Enrollment, Instruction Mode, Session, # Instructors, Team Taught Course, Crosslisted, Core, Special Problems/Topics, Honors, Study Abroad, and Additional Course Data. The 'Additional Course Data' column contains a 'Complete | Edit' link. Below the table, a 'Faculty Comment Box' is highlighted with a red circle and a red arrow pointing to it from a yellow callout box. The comment box has a text area and a 'Path:' label. To the right of the comment box, another yellow callout box points to the 'Edit' link in the 'Additional Course Data' column. Below the comment box, the 'Course Attachments' section is visible, showing a list of attachments for 'TEST 10000 001' with columns for Course, Syllabus, Course Evaluation, Peer Evaluation, Other, and Add. A blue 'Add' button is at the bottom right of the attachments section.

Course	Course Title	Credit Hours	Enrollment	Underclassmen Enrollment	Upperclassmen Enrollment	Graduate Enrollment	Instruction Mode	Session	# Instructors	Team Taught Course	Crosslisted	Core	Special Problems/Topics	Honors	Study Abroad	Additional Course Data
TEST 10000 001	Test Class 1	3	15	3	12	0	LEC	REG	1	N/A	N/A	Core	Special Problems/Topics	No	N/A	Complete Edit
Totals		3.00	15.00	3.00	12.00	0.00										

Faculty Comment Box

Path: p

Course Attachments

Course	Syllabus	Course Evaluation	Peer Evaluation	Other	Add
TEST 10000 001	-	-	-	-	Add

Please note:

- Enrollment totals do not display real-time data. Course information is uploaded after the 12th class day census and then again after grades are posted.
- The variable credit hour courses (ending in "0") will display the max credit hour load taken by a student in the course.
- If you view Teaching for current or prior periods under Activities>Teaching: Courses Taught you will see a View Teaching button that will only show you the courses, but not allow you to add Faculty Comments.

[View Teaching](#)

TEACHING: GRADE DISTRIBUTION

There will not be an **Add** or **Edit** button for Grade Distribution. These data will be uploaded in the system after grades are posted at the end of the semester. The grade distribution is a snapshot only and not to be considered an official record. Use the "Faculty Comment Box" under the Courses Taught section noted above to reflect on the grade distribution.

Subject ↕	Catalog ↕	Section ↕	Session ↕	Course Name ↕	A ↕	A- ↕	B+ ↕	B ↕	B- ↕	C+ ↕	C ↕	C- ↕	D+ ↕	D ↕	D- ↕	F ↕	Pass ↕	No Credit ↕	Incomplete ↕	Audited ↕	Removed from course by Dean (Q) ↕	Total ↕
No data available in table																						

ADDITIONAL PROFESSIONAL ACTIVITIES

Now you will move through each additional section of the form to either review ongoing activities that you had previously entered, or add new ones.

Please review the **Faculty180 FAR/CV Matrix** if you have questions about where to transfer information from your Word template to Faculty180. There may also be other sections not listed here required by your College. Please consult your Chair or Dean's office if you need information regarding other sections in your view.

The remaining sections of the form are:

3. Teaching: Other Teaching Activities (non-credit and/or outside of institution)
4. Teaching: New Courses Developed / New Instructional Strategies
5. Teaching: Graduate Theses, Dissertations, Projects
6. Teaching: Mentoring/Advising Undergraduate Research and Creative Activities
7. Student Interaction: Undergraduate Academic Advising
8. Student Interaction: Graduate Academic Advising
9. Student Interaction: Student Engagement
10. Student Interaction: Student Recruitment
11. Research and Creative Activities**
12. Grants and Contracts**
13. Service: Institutional Committee Assignments**
14. Service: Other Institutional Contributions (non-committees)**
16. Service: Professional Service
17. Service: Community Service
18. Service: Consulting
19. Professional Development
20. Awards, Honors, Recognitions
21. Annual Report Statement: Special class-related factors or circumstances that influenced teaching effectiveness*
22. Annual Report Statement: Administrative Service Accomplishments*
23. Annual Report Statement: Ways in which you supported specific unit or college or University strategic goals*
24. Annual Report Statement: Teaching, research, service, advising and professional development goals for the upcoming academic year*
25. Annual Report Statement: Ways the University, college/school, and/or department could be more supportive of your work*

* These items will only be available during the open report period and not accessible year-round.

**More details included in below sections.

RESEARCH AND CREATIVE ACTIVITIES

Within the Faculty Annual Report form, clicking the Add button beneath the research, scholarly and creative activities section of the activity input form will give you the choice to either manually input your publications or to import them. You can manually add one item at a time by selecting the appropriate publication type from the drop-down menu, or you may import many citations at once in RIS or BibTeX format from an external source such as RefWorks or Google Scholar. ***It is recommended that you import citations where possible in order to easily load historical information.*** If you do not want to import from another source, you can use Medline/PubMed or Web of Science that is integrated with Faculty180 using the search by Author Name. **NOTE-** the Web of Science import brings the Journal name in ALL CAPS so you will need to edit that field in order for the citation to show up correctly.

Do not put “quotation marks” around any titles. The system will generate a citation view based on the fields entered and will include italics and quotation marks where needed in the output report.


Activity Input

Research and Creative Activities

The screenshot shows the 'Activity Input' form. On the left, there is a 'Manual Input' section with a dropdown menu labeled 'Select' and a question mark icon. To the right of this is an 'or' separator. Further right is an 'Import' section with three radio button options: 'Generic (RIS / BibTeX)', 'Medline / PubMed Copyright and Disclaimer Notice', and 'Web of Science'. Below these sections are 'Continue' and 'Cancel' buttons.

For more details on importing from an external source, review the document: [Google Scholar Import to Faculty180 Guide](#).

Assign Activity Classification for Imported Scholarly Work

Once the import is complete, go back to your **Home page** Action Items to “Assign activity classifications for imported scholarly work”. This will bring up a list of all the entries you just imported and you can easily label the Review Type, etc. all at one time. However, you will only be able to complete this action once, then the link disappears. If you need to make more edits, go to the Research & Creative Activities section to edit with the pencil .

[Assign Activity Classifications for Imported Scholarly Works](#)
Activity Input | Faculty 180

Co-Author Verification

If you have coauthored a publication, grant or other creative work with another TCU faculty member, your collaborator(s) may have already input the information and identified you as a coauthor. If this is the case, Faculty180 gives you the option to review the reported activity and add it to your own records without duplicating the input effort, **or** to dismiss the message without adding the activity. A message would show on your home page, similar to this:

[You have been named by a faculty member within your institution as a contributor to an intellectual or creative contribution. Please verify.](#)
Activity Input | Faculty 180

Click to Accept or Reject for each coauthor verification that is listed below. Each record has been added by another faculty member at this institution and they have tagged you as a contributor.

Citation ⓘ	Action
Reeves, M., & Tcu, D. (2018). How to be a Frog. <i>TCU Journal</i> , 1 , 20–25.	Accept Reject

Click on the blue hyperlink **Accept** to edit each activity and save to your own records. Or, use the **Reject** button to indicate that you do not wish to add this activity, and the message will disappear from your home page.

GRANTS AND CONTRACTS

Before entering any new information in this field, check to see if the form offers you the option to continue grants or projects from a prior year's report, as previously explained on page 9. Additionally, if you are a co-PI on a grant, you will also find the co-author verification message on your home page similar to a co-authored publication or creative project noted on page 10.

In order to manually enter new grants or sponsored activities, click on the Add button beneath the section. On the provided form, the required fields are: status, semester/year (remember that this tells the software which year's report the activity belongs in), title, author/contributor type, start date, and then the funding periods and amounts.

B Dates & Funding Periods

Award Date	<input type="text"/>
Start Date*	<input type="text"/>
End Date	<input type="text"/>
Number of Periods*	Select ▾ each composed of* 1 Years ▾

You should select the number and duration of periods in accordance with how you would like to enter the funding amounts for the grant. Entering multiple periods of one year will result in funding fields appearing as follows:

B Dates & Funding Periods

Award Date	<input type="text"/>
Start Date*	2017-08-01
End Date	<input type="text"/>
Number of Periods*	3 ▾ each composed of* 1 Years ▾

C Funded Amounts

Indirect Funding <input type="radio"/> Yes <input checked="" type="radio"/> No			
Currency <input type="text" value="USD"/>			
Period	Start Date	End Date	Total Funding*
1	2017-08-01	2018-08-01	0.00
2	2018-08-01	2019-08-01	0.00
3	2019-08-01	2020-08-01	0.00
Total			0.00

You would then enter year 1, 2 and 3 funding in the provided fields.

You could instead choose to enter the total awarded amount of grant funding for multiple years of activity, and the funding fields will appear as follows:

B Dates & Funding Periods

Award Date	<input type="text"/>
Start Date*	2017-08-01
End Date	<input type="text"/>
Number of Periods*	1 <input type="text"/> each composed of* 3 <input type="text"/> Years <input type="text"/>

C Funded Amounts

Indirect Funding	<input type="radio"/> Yes <input checked="" type="radio"/> No
Currency	USD <input type="text"/>

Period	Start Date	End Date	Total Funding*
1	2017-08-01	2020-08-01	0.00
Total			0.00

Select the appropriate Activity Classifications (internal/external, etc.) before proceeding forward. Click “Save and Go Back” to save the entry and return to the Faculty Annual Report form.

SERVICE: INSTITUTIONAL COMMITTEE ASSIGNMENTS & OTHER INSTITUTIONAL CONTRIBUTIONS (NON-COMMITTEES)

For these two Institutional Service sections, you will click the “Change” button to select the appropriate Unit (College, Department, Program) this activity was conducted for.

Committee Assignments: A list of standing committees for the unit will appear in the dropdown list. If the one you are looking for is not in the list, choose “Other” and fill in the blank. Make sure you are looking at the list for the appropriate unit level (university, college, department or program) before selecting “Other”.

Activity Input

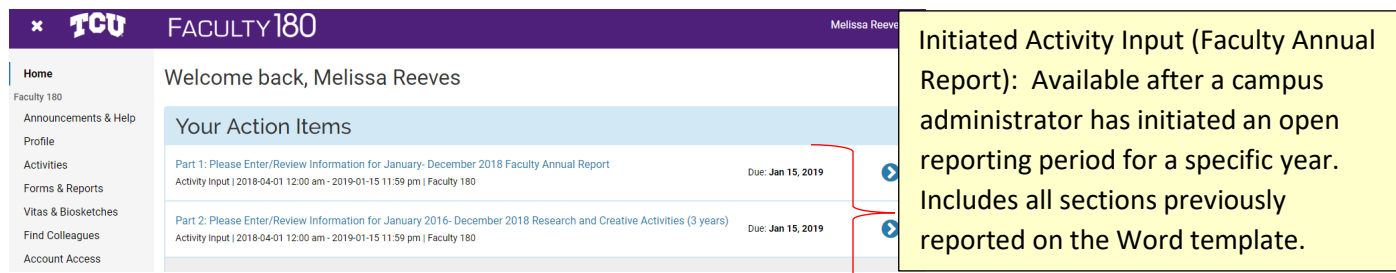
Service: Institutional Committee Assignments

A Input Form

Start Semester*	Select Semester <input type="text"/>	Select Year <input type="text"/>
End Semester*	Ongoing <input type="text"/>	Ongoing <input type="text"/>
Unit*	Select Unit <input type="text"/> <input type="button" value="Change"/>	
Committee*	Select <input type="text"/>	

ENTERING ACTIVITIES FOR FACULTY ANNUAL REPORT

To begin, click on the **Home page: Your Action Items** (blue hyperlinks) to enter specific activities during the Faculty Annual Report input time period. This initiated activity input is stored under **Forms & Reports** on the left menu. It appears on the Action Items home page until submission or the deadline passes. Any information already entered falling in the specified time periods will populate the input forms.

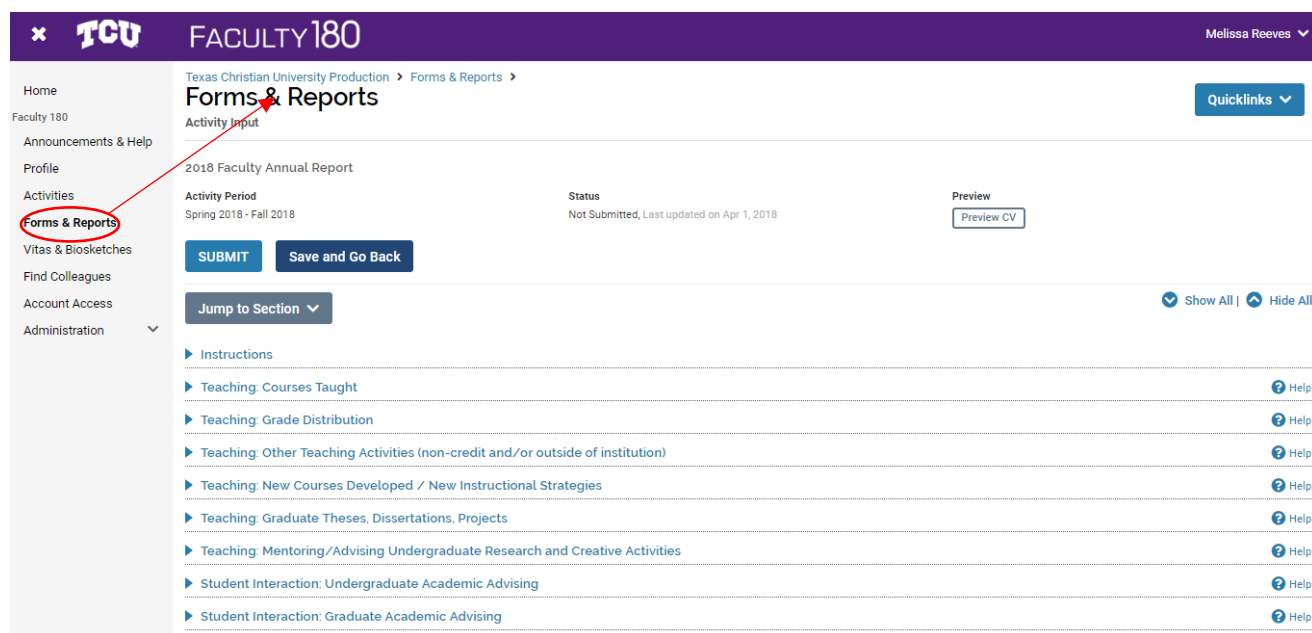


Initiated Activity Input (Faculty Annual Report): Available after a campus administrator has initiated an open reporting period for a specific year. Includes all sections previously reported on the Word template.

Click on the blue hyperlink: Part 1: Please Enter/Review Information for January-December 2018 Faculty Annual Report. This will bring up the Initiated Activity Input form with all of the sections for the 2018 time period only.

You will also click the Part 2: Please Enter/Review Information for January 2016 -December 2018 Research and Creative Activities (3 years). After all information is entered, you will use these forms to submit the report. In subsequent years, you will only need to enter the current year's research and creative activities since the history will already be in place.

Clicking on the links will take you to the form page where you can begin entering data described above:



UPDATING ONGOING ACTIVITIES

Note where there are red messages indicating that activities require your attention. Respond utilizing the drop down or check button options presented to you. Update or end ongoing activities before adding new ones for the year under review.

If you have activities with a prior semester start date with an end date of “Ongoing,” then you will have an opportunity here to update these activities. Use the radio buttons to indicate whether the activity has ended or whether it continues.

Service: Professional Service

ACTIVITIES REQUIRE YOUR ATTENTION

Activity	Organization	Description	Start Semester	End Semester	Scope	Type of Professional Service	Actions
President	American Accounting Association	One-year term as president of academic accounting organization	Fall 2003	Ongoing	National	Office held	<input checked="" type="radio"/> Ongoing Activity <input type="radio"/> Activity Ended

Add View All Update

For research and creative activities, the following status categories are considered “Ongoing”: **In Progress, Submitted, Revise & Resubmit, Accepted**. Only a status of “Completed/Published” or “Work Discontinued” will indicate to Faculty180 that the activity has ended and should not extend into future Faculty Annual Reports.

Research and Creative Activities

ACTIVITIES REQUIRE YOUR ATTENTION

Search:

Type	Title	Outlet	Year Pub	Status	Term	Origin	Actions
Presentation	Data-Informed Decision Making as a School Improvement Practice in Addressing Chronic Absenteeism	at the 2016 Annual Meeting of the University Council for Educational Administration	2016	Accepted	Spring 2016	Manual	Accepted

Previously entered activities may be viewed and accessed from the **Activities** menu item or by clicking the **View All** button.

Remember to utilize the question mark icon to see additional information about the sections or the questions within each section. Click the pencil icon next to any activity listed to edit the contents, click the clone icon to copy, or click the x icon to delete the activity.

Also, remember that any areas marked with asterisks * are required in order for successful submission of your data.

SUBMITTING YOUR ACTIVITIES REPORT

When you have entered all of your activities for the reporting year, find the bar at the very top of the screen. There, you will see an option to **Preview CV** (“CV” in this case refers to the annual report in Faculty180). Click this button and select the 'Faculty Annual Report' or '3 Year History- Research & Creative Activities' template and appropriate start and end semester to produce a preview of what your submitted report will look like when accessed by your dean or chair. You should **Print & Preview** a copy for your records. If the report is final, return to the Faculty Annual Report form and click on the **SUBMIT** button. Complete the same process for Part 1 (Annual Activities) and Part 2 (3yrs of Research & Creative Activities).

TCU FACULTY180

Texas Christian University Production > Forms & Reports >

Forms & Reports

Activity Input

2018 Faculty Annual Report

Activity Period: Spring 2018 - Fall 2018

Status: Not Submitted, Last updated on Apr 1, 2018

Preview CV

SUBMIT Save and Go Back

After the Provost Office deadline, the form will no longer be available for editing or submission. If changes are needed, consult your Chair or Dean's Office. If you accidentally submit the form early (before the reporting deadline), your link will still be available under **Forms & Reports>>Initiated Activity Input Forms**. Click on the link that shows the submitted status and re-submit for a new submission that will replace the earlier version. Remember, you can add activities to the Faculty180 database at any time during the year via the left hand menu items.

CONGRATULATIONS! YOU ARE DONE!!

ACCESSING AND PRINTING A PREVIOUSLY SUBMITTED Faculty Annual Report (FAR)

Once submitted, your FAR can be accessed to view or print by going to the **Forms & Reports** link from the left-side menu. If the deadline has not passed, you will see it listed under **Forms & Reports>>Initiated Activity Input Forms** with a status label of Submitted. After the deadline, the form will be filed away under **Prior Activity Input Forms** beneath the **Reports** section of the menu.

Forms & Reports

Forms

Custom Input Forms - None Available
Printable Classification Forms - None Available

Initiated Activity Input Forms

Initiated process	Status
Step 1: Please Enter/Review Information for January- December 2018 Faculty Annual Report	Submitted
Step 2: Please Enter/Review Information for January 2016- December 2018 Research and Creative Activities (3 years)	Submitted

Reports

Prior Activity Input Forms
"My Activities" Reporting

After clicking on **Prior Activity Input Forms**, you will see a list of previously submitted reports, along with the date it was submitted and (if applicable) the date it was accepted by your chair/college. Click on the eye icon button under **Actions** to open the report and print it. This will only print the form view.

Forms & Reports

Prior Input Forms

Prior activity input forms are available upon administrative approval.

Title	Start Semester	End Semester	Input Form	Date Submitted	Date Last Approved	Actions
Step 2: Please Enter/Review Information for January 2016- December 2018 Research and Creative Activities (3 years)	Spring 2016	Fall 2018	3 Year History- Research and Creative Activities	2018-05-30 1:05PM		

If you wish to print a copy for your files, note that you may need to use your advanced printer settings to change the scale to 50-60% (depending on your browser) in order to fit the printed report to 8 ½ x 11" paper size and avoid anything being cut off. Exporting the report first to Adobe PDF may result in a cleaner copy for printing and saving.

VITAS & BIOSKETCHES

Another alternative to print the full report is from the **Vitas & Biosketches** option from the left-side menu. Select the eye icon next to "Faculty Annual Report" and/or "3 Year History- Research & Creative Activities" under the View column. Enter the correct semester/year date range in the start and end date fields and click Refresh Report. Note that you can also select to print a multi-year report if you are preparing comprehensive data for Promotion and Tenure Review.

Now the screen should show the Faculty Annual Report with all current information for the dates selected. Click on the Export/Share button or Print button at the top of the screen. This will open the report to download into Word, Adobe PDF, or share an electronic version of your FAR via a hyperlink and/or allow you to Print from the webpage. Please note that the layout formatting and tool options for these options differ; use your own tastes and preference to select the method that works best for you. From this screen you can also select other templates or view your Personal Vita if you have created one.

WHO TO CONTACT FOR MORE Faculty180 HELP

For questions about account access, incorrect pre-loaded data, inputting activities and information in the software, uploading publication citations, or general software functionality, etc.:

Mica Bibb x8230 or email: faculty180@tcu.edu

For questions about workloads or reporting your activities within the right categories:

Consult your dean's office for guidance in your specific discipline

Other Resources:

Use Announcements & Help on the left side menu to access the Interfolio Faculty180 Product assistance or via this website: <http://product-help.interfolio.com/>

Training information will also be available at www.faculty180.tcu.edu on the training tab.

Updated 01.10.22

All accounts have access to a Demo account for examples, if needed. If you want to give someone else access to your account, you can do it here, but they must already have an account in Faculty180. You can request a support account be added by emailing faculty180@tcu.edu with the person's TCU ID, name, email address, access permissions and expiration date.

Texas Christian University Production > Account Access >

Account Access

Quicklinks

Users Granted Access to My Account

<input type="checkbox"/>	Name	Unit	Access Rights	Last Access Date	Access Expiration Date	Notes	Actions
No data available in table							

AddDelete Selected

Accounts I Can Access

Name	Unit	Access Rights	Last Access Date	Access Expiration Date	Notes
TCU, Demo	Texas Christian University	Emulate	04/06/2018 9:55 AM	01/31/2019	Demo Account all access