Faculty complete their activity reports for the merit evaluation process by using Interfolio’s Faculty 180 (also known at Emory as the Facet system).

Getting Started:
- To log-in, go to www.emory.edu/facet. Please note that Chrome and Firefox provide the best browser interface for this application.
- Log-in using your regular Emory credentials.
- If you see icons for Emory University and Dossier, select Emory University.
- Faculty 180 will appear on the left side of your screen.
- While not necessary, if you think you have prior entries that just need to be updated this year, start by clicking on, “Activities,” under Faculty 180. For example, if a journal article that was “Submitted” last year is now “Accepted,” you could update the status and semester rather than re-entering the article into the system. Clicking on the pencil icon allows you to edit an entry.
- Once this is complete, under “My Tasks” on the Interfolio home page or under “Forms & Reports” on the left, you should see a link to your 2022-2023 ECAS Annual Faculty Activity and Merit Evaluation. This is the activity report that all regular teaching-track and tenure-track faculty need to complete.

Enter Activities:
- Begin by reviewing the activities currently in the activity report. Some may be flagged as “Activities Require Your Attention.” These are items you reported as ongoing last year.
- Using the different categories under, “Activities,” enter your new activities for Summer 2022, Fall 2022, and Spring 2023 (May 2022 – April 2023).
- Grants: Grant activity from Emory’s Research Administration Services through the end of January 2023 will be automatically imported into your Faculty 180 activity report. See the separate document “Faculty 180 Grants” for more information.
- DEI Efforts and Activities - Top Contributions and Narrative Statement (Optional): Chairs and directors now have the option to comment on and consider your DEI/antiracism efforts and activities in your annual merit evaluation. If you would like your chair or director to do so, use this section to list your top three DEI/antiracism contributions during the past year, and enter a brief statement (750 characters maximum) providing details or more information.
- For more detailed instructions, see “Faculty 180 Data Entry Instructions.”

Submit:
- When you have completed your annual activity report, you can preview all the information, and then click “Submit for Review.” Once you submit, the report will no longer show in “My Tasks.”
- Activity reports must be submitted by 11:59pm Sunday, April 30, 2023 at the latest in order to be considered for merit review. Extensions will not be possible. Your department or program may have an earlier deadline; check with your chair or director.