

Quick Start Guide for Faculty: 2021-2022 ECAS Faculty Activity and Merit Evaluation Data Entry

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 [2021-2022 ECAS Annual Faculty Activity and Merit Evaluation](#). This is the activity report that all regular lecture-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 2021, Fall 2021, and Spring 2022 (May 2021 – April 2022).
- Grants: Grant activity from March 2021 – February 2022 has been downloaded from EBI and will be shared with you by your department or program lead staff. You will have the opportunity to review this data and to create a supplemental or additional document if needed, and then the lead staff will upload the grant data on your behalf into Interfolio RPT. Your chair or director will then be able to view it when conducting your review. You can also still enter grant information manually into your activity report in Faculty 180; there are fewer required fields than was the case in the past.
- For more detailed instructions, see <http://college.emory.edu/faculty/documents/faculty/faculty-180-activity-reporting.pdf>.

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 Friday, April 29, 2022 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.**