

## Guide for Faculty: ECAS Annual Faculty Activity Data Entry in Faculty 180 (Interfolio/Facet) for the 2023-24 Faculty Activity and Merit Evaluation Process

Faculty 180 allows faculty to enter all professional activities into one system that can then be used to also generate CVs, biosketches, annual activity reports, etc. All tenure-track and teaching-track faculty will enter their activity information encompassing the past year (May 2023 – April 2024, or Summer 2023, Fall 2023, and Spring 2024) into an activity report. This reporting was previously done through OFARs.

An advantage of Interfolio's Faculty 180 (also known at Emory as the Facet system) is that Faculty 180 is open year-round and faculty may enter their activities at any time. **Activity reports must be submitted by 11:59pm on Tuesday, April 30, 2024 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.**

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### Getting Started and Log-in Instructions

- Go to [www.emory.edu/facet](http://www.emory.edu/facet). Recommended browsers are the latest versions of Chrome, Firefox, Safari, or Edge.
- Log-in using your regular Emory credentials.
- If you are taken to a screen with 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/Facet home page or under "Forms & Reports" on the left, you should see a link to your [2023-2024 ECAS Annual Faculty Activity and Merit Evaluation](#). This is the activity report that all regular teaching-track and tenure-track faculty need to complete. The template closely mirrors those questions that previously appeared in OFARs.
  - If you are a member of a faculty search committee or are on a committee for tenure, promotion, pre-tenure, or reappointment review, then you might see these

items in “My Tasks” as well. This is due to the unified nature of the Interfolio/Facet system.

## General Information and Tips

Faculty 180 is a platform that allows faculty to capture all scholarly, pedagogical, DEI, and service activities throughout the course of your career. At this time, we are only asking you to complete the 2023-2024 ECAS Annual Faculty Activity and Merit Evaluation.

- Main areas in Faculty 180 activity reporting system:
  - Profile
  - Activities (required now)
  - Forms & Reports
  - Vitas & Biosketches
  - Find Colleagues
  - Account Access
- Your annual activity report is a time-specific glimpse of your activities and provides an opportunity to highlight your accomplishments over the past year.
  - 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.”
- You will need to associate fall or spring semester with all entries in the system, e.g. Fall 2023, Spring 2024, Spring 2021 – Ongoing.
- Save your work often.
- Do not use the back button. Navigate by clicking headings or commands within the system.
- When you see a “?” in a blue circle, you can click it to get more information about the corresponding item.
- Depending on the device you are using to access Interfolio/Facet, you may notice that the menu on the left side of the screen is obtrusive. To minimize this menu, click the “X” in the upper left corner. To bring the menu back-up, click the three horizontal lines that appear in the upper left corner.
- You may see some Activities flagged as “Activities Require Your Attention.” These are items that you reported as ongoing last year. Under “Actions” for the relevant items, select “Ongoing Activity” or “Activity Ended”. If you select “Activity Ended,” you will need to indicate the end semester. Then, click “Update” below. You can also edit entries by clicking on the pencil icon.
- You can access last year’s report by clicking “Forms & Reports,” and then “Prior Activity Input Forms” under Reports.

## Highlighted Features

- **Grants:** Grant activity data from Emory’s Research Administration Services through late February 2024 will be automatically imported into your Faculty 180 activity report. In your record it will indicate that the source of the grant is Emory Research Administration. This data cannot be edited, but there is a notes field in which you can enter comments

that your chair/director will see and that will be used to correct the source grants data. See the separate document “[Faculty 180 Grants](#)” for more information.

- You can also still enter grant information manually into your activity report in Faculty 180; in this case, the source of grant will automatically default to manually entered. See “[Grants](#)” below.
- If there are duplicate grant entries (multiple entries for the same grant), you can delete an entry that you manually entered but cannot delete an entry that was imported.
- **COVID-19 Impact – Narrative Statement (Optional):** Faculty have the option to enter a brief COVID-19 statement (750 characters maximum). Here you can provide details or more information about the impact of the pandemic on your professional activities from **Summer 2023 (start semester) – Spring 2024 (end semester)**.
- **DEI Efforts and Activities - Top Contributions and Narrative Statement (Optional):** Chairs and directors 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 from **Summer 2023 (start semester) – Spring 2024 (end semester)** and enter a brief statement (750 characters maximum) providing details or more information.
- **NEW – Research Leave Report:** Faculty who were on a research leave during the Fall 2023 semester, or who are on a research leave during the Spring 2024 semester now submit their leave reports through Faculty 180. This should be a report on the faculty member’s professional activities and accomplishments during their period of leave.
- **NEW – Fellowships, Honors, and Awards:** This activity heading has been redesigned. Please list all fellowships, including ones with a monetary component, here.
- **COVID-19 Impact and DEI/Antiracism Contribution Activity Classifications:** These are optional activity classifications. The COVID-19 activity classification gives faculty an opportunity to identify the impact of the pandemic on research, teaching, and service. The DEI/Antiracism Contribution activity classification was recommended by the ECAS Faculty Senate Antiracism Working Group to document and recognize faculty contributions to antiracism and DEI efforts. For more information, please see <https://secure.web.emory.edu/college/senate/files/2020/11/anti-racism-wg-report.pdf>. These activity classifications help to gather information about faculty activity that supports the ECAS Faculty Senate goals.
- **NEW – Country Activity Classification:** This is a new optional Activity Classification for “Lectures and Presentations” (under Publications, Productions, and Scholarly Works); faculty can select the country in which the lecture or presentation occurred.

## Profile

- This is general information about you that won’t change very often. The only required fields will be pulled from PeopleSoft HR.
- Updating this section is not required.
- To review or add information, click the triangle to the left of the heading. Click “Edit” or “Add” to change or add information.
- Be sure to click “Save” when you are finished changing or adding information.

- For items that may have multiple entries, such as “Institutional Appointments,” you can “Save,” “Save and Add Another,” or “Save and Go Back.” “Save” saves your work, “Save and Add Another” saves your work and allows you to add another entry under the same heading, and “Save and Go Back” saves your work and takes you back to the main page for the section. “Save and Add Another” is recommended if making multiple entries under the same heading.
- If your Contact Information or other details that are imported from Peoplesoft HR are incorrect, contact Laura Papotto at [lpapott@emory.edu](mailto:lpapott@emory.edu).

## Activities

- For items that may have multiple entries, such as “Student Mentoring, Advising, and Supervision,” you can “Save,” “Save and Add Another,” or “Save and Go Back.” “Save” saves your work, “Save and Add Another” saves your work and allows you to add another entry under the same heading, and “Save and Go Back” saves your work and takes you back to the main page for the section.
  - If you have multiple entries that are largely similar – if, for example, just the student name is different – after the first entry click “Save and Go Back.” At the far right of this entry, you have the “Clone” option (symbol = two squares stacked on top of each other). Click this, and it will copy all the information from the original entry. You can then just edit what is different for the new entry, then select “Save and Go Back” to save the new entry and return to the screen with the “Clone” option. If the multiple entries are not largely similar, then “Save and Add Another” is recommended when making multiple entries under the same heading.
- **Publications, Productions, and Scholarly Works:**
  - You can manually enter your publications – open the heading, click “Add,” select a category under Manual Input, and enter the relevant information.
    - For “Status,” select the most appropriate option.
    - You can add additional authors. The authors list can be re-ordered using the numbers in the drop-down menu in the co-author section.
    - The “Faculty at Your Institution” option only works for Emory faculty in the Interfolio/Facet system. Indicating that a co-author is also at Emory will give them the opportunity to add the same entry to their Activities.
    - The manual option is how you should enter works in progress.
  - You can also import data from Medline/PubMed – click the relevant option and follow the search prompts. For more details, including about how the system helps you manage duplicate entries, see: [https://product-help.interfolio.com/en\\_US/manage-your-activities/scholarly-contributions-import-from-medlinepubmed](https://product-help.interfolio.com/en_US/manage-your-activities/scholarly-contributions-import-from-medlinepubmed)
  - Alternatively, you can download a Generic (RIS/BibTeX format) file from services such as Google Scholar, and then upload that file to Faculty 180. For more details, including how the system helps you manage duplicate entries, see: [https://product-help.interfolio.com/en\\_US/manage-your-activities/scholarly-contributions-import-citations-with-generic-import](https://product-help.interfolio.com/en_US/manage-your-activities/scholarly-contributions-import-citations-with-generic-import)

- To link and import data from your ORCID record to Faculty 180, see the instructions here: [https://product-help.interfolio.com/en\\_US/data-management/orcid-integration](https://product-help.interfolio.com/en_US/data-management/orcid-integration)
- If you choose to import data, it is highly recommended that you still review each entry and make any corrections that are needed.
- Artistic and professional performances, artistic and professional productions, lectures and presentations, and poster presentations should be included under this heading. Patents and intellectual property and several other categories are included here as well.
- When reviewing individual entries under this heading, be sure to check the Activity Classifications section – there are some default responses here, but you can change them as needed. “Publicly Displayed” determines what is visible to other faculty at Emory who are using the “Find Colleagues” feature.
- **Grants:**
  - In addition to the imported grant information from Emory Research Administration Services (see [Highlighted Features](#)), you can also still choose to enter additional grant-related data into the “Grants” section in Faculty 180.
  - Please note that for grants that span multiple semesters, only one entry is needed. For example, for a grant that is funded from Spring 2024-Spring 2026, complete one entry for Spring 2024, select the status “Funded – In Progress,” and then enter the actual grant dates in the “Dates & Funding Periods” box.
  - The required fields in section B (“Start Date” and “Number of Periods”) must be entered in order for the “Total Funding” field to appear in section C. For the “Start Date,” if you do not know the exact date, please select the first day of the month when the grant funding began. For “Number of Periods,” you can enter detailed information, or just select “1” and then enter the number of years.
- **Emory Teaching:**
  - The content under this heading will auto-populate from OPUS. You cannot edit this section in Interfolio/Facet – if changes are needed, contact your departmental staff regarding the information that is in OPUS. You can add attachments such as course syllabi or evaluations if you choose.
  - To add DEI/antiracism activity classifications in this section, click “Edit” under “Additional Course Data.”
  - You may add teaching you do not see represented here under the “Other Academic Instruction” heading.
- **Student Mentoring, Advising, and Supervision:**
  - This is where you will record chairing, co-chairing, and serving on Honors Committees, Thesis Committees, and Dissertation Committees for Emory and non-Emory students.
  - You can also enter information about the following activities related to students: mentorship, letters of recommendation, qualifying exam committee, paper supervisions, student advisement, independent research, research participation, employee supervision, capstone supervision, student group advisement, TA mentorship, and other related activities.
- **Emory Committees and Service:**

- The Unit option defaults to University. To record participation on a University-level committee, select a pre-populated option or select “Other” from the Committee drop-down menu and enter the committee name.
- For College-level committees, click “Change” under University in the Unit heading and select “Emory College.” This will pre-populate some College-level options into the Committee drop-down menu; you can also select “Other” and then manually enter the committee name.
- For Department- or Program-level committees, click the + sign left of Emory College; click the appropriate department or program. Then, in the Committee drop-down menu, select “Other” and enter the committee name.
- **Professional Reviews:**
  - This is where you will include non-student letters of recommendation, grant reviews, peer reviews, and tenure and promotion review letters that you have completed.
- **Fellowships, Honors, and Awards:**
  - List all fellowships received, including ones with a monetary component, here.
  - In addition to honors and awards you receive from various organization, this is also where you will list awards that a book, article, or presentation wins.
- Several other headings are available for you to enter activities under: ECAS Annual Report Narrative; Other Academic Instruction; Non-Committee Service; Faculty Mentoring; Scholarly Editorial Service; Conference Organization; Professional Membership and Leadership; Community Membership, Leadership and Service; Professional Development and Training; Public Scholarship, Quotes, and Appearances; Consulting Work; Activity Distribution; Faculty CV Upload.

## FAQs

**Question:** What is the difference between Faculty 180 and the 2023-2024 ECAS Annual Faculty Activity and Merit Evaluation activity report?

**Answer:** Faculty 180 is one of the modules in Interfolio/Facet. It is open year-round for you to enter activities. The activity report is open during a specified time, and only includes activities that take place during specified semesters (in this case, Summer 2023-Spring 2024).

If you enter activities into Faculty 180 during a time when your activity report is not open, all of the activities that occur during the semesters covered by the activity report will automatically appear in your activity report when it is opened. All activities entered in your activity report will be visible in Faculty 180, even after the activity report closes.

**Question:** I entered a publication, presentation, etc. into my report but my chair says they don't see it.

**Answer:** Chairs and directors will only see entries within the specified semester range (Summer 2023-Spring 2024).

**Question:** I submitted my report but still see the submit button.

**Answer:** The submit button stays visible during open review period, even after you've submitted your report. Email [dean\\_of\\_faculty@emory.edu](mailto:dean_of_faculty@emory.edu) if you are not sure if you successfully submitted your report.

## Help and Training Dates

Although Faculty 180 was configured with significant faculty input, we know improvement is still possible. Please provide your feedback (positive and negative) to the [facet.help@emory.edu](mailto:facet.help@emory.edu) team who will be actively monitoring feedback and making enhancements as needed.

ECAS-specific information about the annual activity reporting and merit evaluation process is [available here](#) and ECAS Office of Faculty staff can be reached at [Dean\\_of\\_Faculty@emory.edu](mailto:Dean_of_Faculty@emory.edu). There is an [Emory Sharepoint site](#) and you are also welcome to email [facet.help@emory.edu](mailto:facet.help@emory.edu) with questions or for assistance.

Additionally, several optional training sessions are offered to assist with various parts of the 2023-2024 Faculty Activity and Merit Evaluation Process. You can attend any of the events listed below through this link: <https://emory.zoom.us/j/2563379421>

- **Interfolio/Facet Training – Faculty, especially New Faculty**  
Thursday, March 28, 1:30-2:30pm  
Friday, March 29, 10:00-11:00am
- **Interfolio/Facet Training – Lead Staff and ADAs**  
Friday, April 12, 9:30-10:30am  
Monday, April 22, 3:00-4:00pm
- **Interfolio/Facet Training – Chairs and Directors**  
Wednesday, April 24, 10:00-11:00am  
Thursday, April 25, 1:30-2:30pm