

## Guide for Faculty:

### ECAS Annual Faculty Activity data entry/reporting in Faculty 180 (Interfolio) for the 2020-2021 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 lecturer-track faculty will enter their activity information encompassing the past year (May 2020 – May 2021). This reporting was previously done through OFARs. An advantage of Faculty 180 is that it is open year-round and faculty may enter their activities at any time. Added features this year include a COVID-19 tag and a Diversity, Equity, and Inclusion (DEI) tag (see below for details). All activity reports should be completed by regular faculty by May 7, 2021. Please check with your chair to learn the specific deadline for your department.

#### To log-in:

- Go to [www.emory.edu/facet](http://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 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.
  - Under “My Tasks” on the home page or under “Forms & Reports” on the left, you should see a link to your 2020-2021 ECAS Annual Faculty Activity and Merit Evaluation. This 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 system.

#### General Information and Tips:

Faculty 180 is a platform that allows faculty to capture all scholarly, pedagogical, and service activities throughout the course of your career. At this time, we are only asking you to complete the 2020-2021 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 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 2020, Spring 2021, Spring 2018 – 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, 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 access last year’s report by clicking “Forms & Reports,” and then “Prior Activity Input Forms” under Reports.

#### New Features for 2021:

- COVID-19 Impact: This a new and optional Activity Classification to give faculty an opportunity to identify the impact of the pandemic on research, teaching, and service if applicable.
  - Options
    - Delayed due to COVID-19
    - Reassigned duties due to COVID-19
    - Canceled due to COVID-19
    - No impact due to COVID-19
  - Faculty will have also have the option to upload a one-page COVID-19 statement. There is a new optional Activity section (COVID-19 Impact – Optional Narrative Statement) in which you can enter text or upload a document providing details or more information about the impact of the pandemic on your professional activities from May 2020 – May 2021.
- DE&I/Antiracism Contribution: This new and optional Activity Classification was recommended by the ECAS Faculty Senate Antiracism Working Group to document and recognize faculty contributions to antiracism and DE&I efforts. This is a pilot activity classification will help us gather information about faculty activity that supports the following ECAS Faculty Senate goals:

- Goal 1: Fostering an environment in which practices and policies combine to support the recruitment, retention, and success of BIPOC students, staff, and faculty, within Emory and/or beyond.
- Goal 2: Actively promoting greater inclusivity, humility, openness and equity through our research, teaching, service activities and personal interactions, within Emory and/or beyond.
- Goal 3: Building inclusion and social justice into our curriculum, student interactions, and plans for their success, within Emory and/or beyond.
- Goal 4: Broadening faculty engagement in antiracism and DE&I activities, within Emory and/or beyond.
- Goal 5: Documenting, sustaining and building on past, present and future efforts in DE&I, so that they go beyond a transient dedication to these issues, and can survive as real cultural change, within Emory and/or beyond.
- Faculty will also have the option to upload a one-page DEI Statement. There is a new optional Activity section (DE&I/Antiracism Contributions – Optional Narrative Statement) in which you can enter text or upload a document providing details or more information about your DE&I/Antiracism efforts and activities from May 2020 – May 2021.
- For more information, please see:
  - <https://secure.web.emory.edu/college/governance/committees/college-senate/working-groups/anti-racism-working-group.php>
  - <https://secure.web.emory.edu/college/governance/documents/secured-documents/2020/11/anti-racism-wg-report.pdf>
- Role in Publication
  - For entries in the Publications, Productions, and Scholarly Works section, there is a new optional Activity Classification for Role in Publication.
  - Select Editor, Translator, Co-Author.

### 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; however, it is needed if you wish to generate CVs and/or biosketches.
- 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.

- 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).
- Chair and Director appointments should be entered under Institutional Appointments.

### 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.
- Emory Teaching
  - The content under this heading will auto-populate from OPUS. You cannot edit this section in Interfolio– if changes are needed, contact your departmental staff regarding the information that is in OPUS.
  - You may add teaching you do not see represented.
- 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, paper supervisions, student advisement, independent research, research participation, employee supervision, capstone supervision, student group advisement, TA mentorship, qualifying exam committee, and other related activities.
- Honors and Awards
  - 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.
- 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 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 or Web of Science – 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/m/68320/l/726113-scholarly-contributions-creative-productions-import-from-medline-pubmed>
- Alternatively, you can download a Generic (RIS/BibTeX format) file from services such as Google Scholar or ORCID, 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/m/68320/l/726114-scholarly-contributions-and-creative-productions-import-citations-using-the-generic-import>
- 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 will appear on any CVs or biosketches that you download and what is visible to other faculty at Emory.
- Grants
  - Information that is similar to what was available in OFARS is being shared with department and program chairs, directors, and lead staff as a starting point. No grant activity will be pre-populated in Faculty 180.
- Emory Committees and Service
  - The Unit option defaults to University. To record participation on a University-level committee, 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.
- Several other headings are available for you to enter activities under, including Scholarly Editorial Service, Professional Membership and Leadership, Conference Organization, and Consulting and Extramural Work.

### Vitas & Biosketches:

- CVs based on institutional templates are loaded here – you can print or export copies of your CV in these formats.
  - Export options include PDF format and Word (if, for example, you'd like to change what font is used).
- You can also create your own customized CVs and biosketches. Click “Add” and then select a template (these options will be updated automatically as new templates for federal agencies are released). You will then have the opportunity to adjust the CV according to your preferences.

### Account Access:

- Individual faculty are expected to enter their own activity for the past year; however, if someone, such as a staff member within your department, is helping you enter information into the system, you can give them access to your account.
- Click Account Access, then “Add.” Click “Select Faculty” (use this for staff as well). Type the name of the person you are looking for in the search bar, and then hit enter or click the magnifying glass. Click the name of the appropriate person, and then click the right arrow to move their name into the box on the far right of the page. Click “Select Faculty” at the bottom of the page.
- You must select “Emulate” to give this person access to your information in the Faculty 180 activity reporting system. Select “My Evaluations” as well if you would like this person to specifically be able to see/work on your annual reports. Choose an “Expiration Date” for their access (required).
- Anyone with “Emulate” access can enter and delete information in the Faculty 180 activity reporting section of your Interfolio account. They are essentially taking on your role while they are in the system. Their work is not tracked by the system and does not require your approval.

Although Faculty 180 was configured with significant faculty input, we know there will be categories missing and confusing descriptions. 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.

The Interfolio website for Emory provides additional ways to obtain support (online and otherwise), including emailing [facet.help@emory.edu](mailto:facet.help@emory.edu) with any questions you may have. There is an [Emory Sharepoint site](#) for online training sessions and FAQs. The Faculty Development staff can be reached through [Dean\\_of\\_Faculty@emory.edu](mailto:Dean_of_Faculty@emory.edu) for general questions regarding the process. The ECAS IT team is also ready and able to assist faculty as needed ([echelp@emory.edu](mailto:echelp@emory.edu)).

Additionally, several optional training sessions and office hours are offered to assist with various parts of the 2020-2021 Faculty Activity and Merit Evaluation Process. You can attend any of the events listed below through this link: <https://emory.zoom.us/j/2563379421>

- **For New Users: Data Entry/Reporting in Faculty 180 (Interfolio) for the ECAS 2020-2021 Faculty Activity and Merit Evaluation Process**
  - Thursday, March 25, 11:00am-12:00pm or
  - Friday, March 26, 2:00-3:00pm
  
- **ECAS 2020-2021 Faculty Activity and Merit Evaluation Process Office Hours (open to all faculty; drop-in with your questions)**
  - Monday, March 22, 10:00-11:00am
  - Thursday, April 1, 3:00-4:00pm
  - Friday, April 9, 2:00-3:00pm
  - Thursday, April 15, 11:00am-12:00pm
  - Tuesday, April 20, 4:00-5:00pm
  - Friday, April 30, 12:00-1:00pm
  - Wednesday, May 5, 11:00am-12:00pm
  - Thursday, May 6, 2:00-3:00pm
  
- **For Lead Staff: ECAS Annual Faculty Activity and Merit Evaluation Case Creation Training**
  - Tuesday, April 13, 2:00-2:45pm
  - Thursday, April 15, 3:00-3:45pm
  - Wednesday, April 28, 11:00-11:45am
  - Friday, April 30, 2:00-2:45pm
  
- **For Chairs and Directors: ECAS 2020-2021 Annual Faculty Activity and Merit Evaluation Form Training (how to complete evaluation forms for your department faculty directly within Interfolio RPT)**
  - Training sessions
    - Monday, April 26, 3:00-4:00pm or
    - Thursday, April 29, 1:00-2:00pm
  - Office hours (drop-in with your questions)
    - Monday, May 17, 10:00-11:00am
    - Thursday, May 20, 2:00-3:00pm