

## Quick Start Guide for Faculty: 2023-2024 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](http://www.emory.edu/facet). 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 its status. 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.

### 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 2023, Fall 2023, and Spring 2024 (May 2023 – April 2024).
- Research Leave Reports: Faculty who were on a research leave during the Fall 2023 or Spring 2024 semester now submit their leave reports through Faculty 180.
- Fellowships, Honors, and Awards: This activity heading has been redesigned. Please list all fellowships, including ones with a monetary component, here.
- Country Activity Classification: This is a new optional Activity Classification for "Lectures and Presentations" (under Publications, Productions, and Scholarly Works).
- Grants: Grant activity from Emory's Research Administration Services through late February 2024 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): If you would like your chair/director to comment on and consider your DEI/antiracism efforts and activities in your annual merit evaluation, use this section to list your top three DEI/antiracism contributions during the past year, and enter a brief related statement.
- For more detailed instructions, see "[Faculty 180 Data Entry Instructions](#)."

### Submit:

- When you have completed your activity report, you can preview your entries 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 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.**