Faculty180 – Getting Started

WHAT IS FACULTY 180?

Faculty180 is the faculty activity reporting system used for RPT, merit, accreditation, etc. Faculty members are able to document their achievements in research, teaching, and service. Some data will be automatically loaded into Faculty180 from PeopleSoft. Faculty enters other data manually or imports from online sources such as Google Scholar. Faculty180 will increase the accuracy and consistency of faculty data and reduce the amount of time and effort faculty spend each year on reporting their accomplishments.

Faculty180 will also provide faculty with a comprehensive and easily accessible record of their activities over their careers, automatically update CV's, and easily create and manage multiple resumes and/or biographical statements for different audiences.

NOTES

- Currently, with no interaction from you, Faculty 180 already has your biographical and demographic information – such as your office address and current position. All data loaded from PeopleSoft is locked. If the data is incorrect, follow the process in the FAQ section to get the data corrected.
- Keep in mind you can upload different file types (Microsoft Word, PowerPoint, multimedia, etc.) but you want to be cautious that reviewers might not have the same software. We suggest uploading files as PDFs. When you upload a document, make sure it has a meaningful title that reviewers will understand.
- Please consult your unit merit, promotion and tenure documents if you have questions on what is required to load into Faculty 180.

NAVIGATION AND RECOMMENDED BROWSERS

Faculty 180 authenticates with your University user name and password. The recommended browsers for Faculty 180 are Mozilla Firefox, Google Chrome, and Safari. Do NOT use Internet Explorer because of issues with functionality and display. Please set your browser to accept pop-ups from the Faculty 180 site to ensure an optimal experience.

CAUTION: WHEN NAVIGATING IN FACULTY 180, PLEASE DO NOT USE THE BACK, FORWARD OR REFRESH BROWSER BUTTONS, AS THIS COULD CAUSE ERRORS AND MAY RESULT IN A LOSS OF DATA. USE THE NAVIGATION WITHIN FACULTY 180 TO ENSURE SMOOTH TRANSITIONS BETWEEN PAGES.

ICONS USED IN FACULTY 180
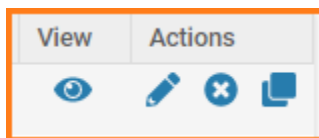
- Eye – view information
- Pencil – Edit information
- X – Delete information
- Clone – Copy and create new information
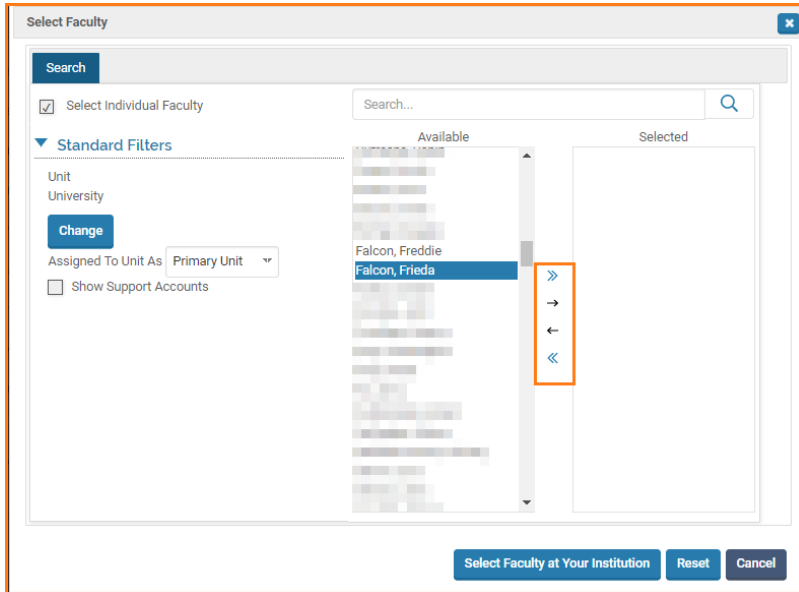
- » Move ALL Available faculty to the Selected column
- → Move highlighted faculty to the Selected column
- ← Deselect highlighted faculty to the Available column
- « Deselect ALL faculty to the Available column

BENEFITS OF FACULTY 180
- Designed by faculty for faculty
- Simplified time saving data entry
- Migration of prior faculty data (e.g., import publications from Web of Science and Google Scholar)
- Integrated with BGSU CSS, FMS, & HCM Systems
- Customizable allowing you to create multiple CVs, ad hoc college reports, multiple RTP and merit processes, reaccreditation documentation
- Searchable for collaborators, mentors, media representatives, public speakers, external consultants, etc.
- Supports accreditation reporting requirements
- Streamlines the RTP & Merit processes
- Creates a common data base for the review processes in compliance with the collective bargaining agreement #2
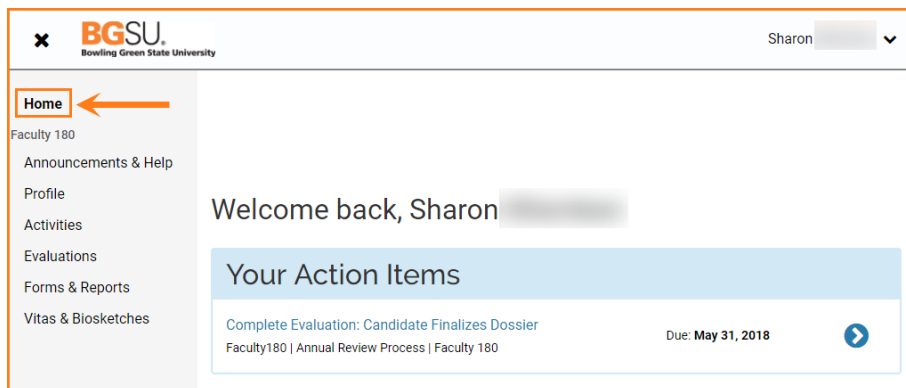
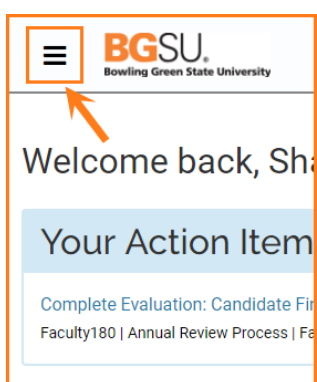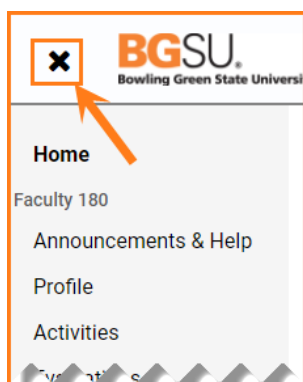To access Faculty180 click the link in your MyBGSU.
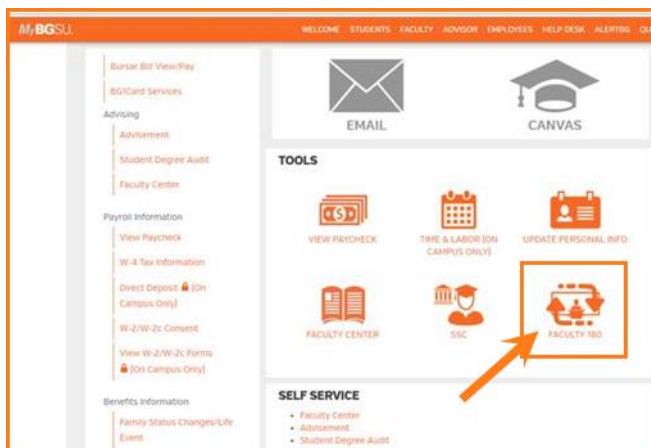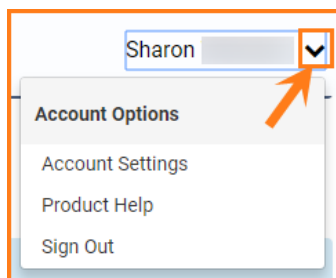
FACULTY 180 HOME

Home is the first page you will see when you access Faculty 180. Relevant action items appear.

The **Action Items** section displays a list of tasks to perform, such as completing an input form or an evaluation and accepting a co-authored work.
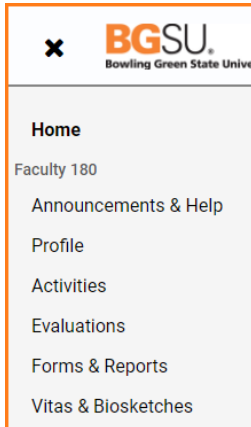

- Clicking on the **X** in the upper left-hand corner collapses the left navigation menu.
- Clicking on the **menu icon** in the upper left-hand corner expands the left navigation menu.

Note the additional navigation in the top right corner:
- **Your Name:**
  - Account Settings
  - Product Help - links to contextual help, including videos and forums
 - Sign Out

Sidebar navigation offers easy and quick navigation between the following reporting sections:

- **Announcements & Help:** Updates and news about the system.
- **Profile:** PeopleSoft Human Resources imports your biographical information.
  - You can add additional information such as your education, experience, and biography.
- **Activities:** Enter, view, and edit data about your professional activities.
- **Evaluations:** Depending on authority, you can view, edit or submit written evaluations.
- **Forms & Reports:** We are not using this section.
- **Vitas & Biosketches:** Generate annual reviews and custom personal CVs from your data.

ANNOUNCEMENTS & HELP

Note the additional navigation in the top right corner:
- **Quicklinks:** User defined bookmarks for frequently used pages.
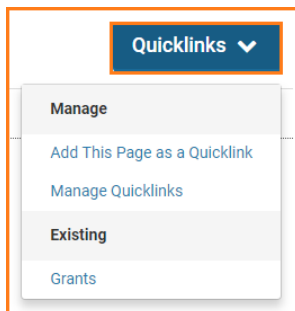
- **Interfolio Announcements:** Notes from the software vendor
  - **Interfolio Help Center**: Same as Product Help; opens in a new browser tab.

- **Institutional FAQ's:** Questions and answers to questions specific to BGSU

If you are experiencing issues with logging in, browsers, printing, or some feature of the system is not working properly, contact the TSC at 2-0999. If you have questions about entering your activities or information in the system, which category to use for a specific activity, etc., contact faculty180@bgsu.edu for assistance.