

Faculty180 – Activity Form

ACTIVITIES

****NOTE:** Please consult your unit’s RPT and Merit policies to assure you are submitting the correct information for review.

The screenshot shows the Faculty180 interface for Sharon at Bowling Green State University. The main heading is "Activities". Below it, there is a "Jump to Section" dropdown and "Show All" and "Hide All" buttons. A list of activity categories follows, each with a right-pointing arrow and a "Help" link:

- Teaching
- Teaching - Supporting Documents
- Teaching Outside of Bowling Green State University
- Graduate Student Supervision/Mentoring
- Undergraduate Student Supervision/Mentoring
- Curriculum Development
- Professional Development
- Student Advising
- Grants
- Scholarly Contributions and Creative Productions
- Institutional Committees
- Other Institutional Service
- Professional Service
- Community Service
- Other Service
- Consulting
- Previous Evaluations and Reappointment Letters

At the bottom of the list is a "Go Back" link. The footer of the page includes the BGSU logo and copyright information: "© 2018 Interfolio, Inc. Program Policies".

- **Teaching** – PeopleSoft uploads a list of courses you have taught by semester for the last year. You cannot add classes to this section. By clicking the Edit button, you can upload course syllabus, peer evaluations, sample tests/quizzes, student evaluations, etc. for a specific course. The uploaded documents should pertain to a specific course. If you have documents that are broader, please use the next section.
- **Teaching - Supporting Documents** – This is where you can upload other additional teaching supporting documents such as peer evaluations (over several courses), materials related to innovative teaching, etc.
- **Teaching Outside of Bowling Green** – Add any teaching outside of BGSU here
- **Graduate Student Supervision/Mentoring** – Add thesis or dissertation committee chair/membership here.
- **Undergraduate Student Supervision/Mentoring** – Add thesis or dissertation committee chair/membership, club advising, any work with students that is not teaching or advising here.

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- **Curriculum Development** – Include any course, program or college level curriculum development here.
- **Professional Development** – This section captures information about your professional development efforts and includes conferences, symposia, and special training sessions you attended. You also may report continuing professional education, including those taken for CE credit toward a certification or re-certification. Professional development internal or external to the university, for credit or not for credit.
- **Student Advising** – Enter the number of students advised at each level, undergraduate, graduate, doctoral.
- **Grants** – Manually add all grant activity. Include internal and external grant applications and awards.
- **Scholarly Contributions and Creative Productions** – list all publications here. You can upload any supporting documents by clicking Browse in the attachments section. You can add collaborators to any body of work. If you worked with a full-time faculty member at BGSU, you can search for their name. This will create a link on that faculty member's Action Items to approve the citation. (There are several videos available on this topic)
- **Institutional Committees** – service on departmental, college and university committees. Change the unit to get a new drop down menu. Select "Other" if your committee is missing.
- **Other Institutional Service** – other (non-committee) institutional services such as, but not limited to, service on ad-hoc committees, enrollment/retention teams, etc.
- **Professional Service** – service activities at professional organizations and communities such as: Referee/reviewer of paper or grant proposal, external reviewer of program review, external reviewer of tenure/promotion application, and session organizers/chairs.
- **Community Service** – other community-based service activities. This could include personal or professional community service. Your review dossier only pulls in professional community service.
- **Other Service** – all other services that do not fall under "Other Institutional Service", "Professional Service", and "Community Service".
- **Consulting** – consulting activities. You can upload any supporting documents by clicking Browse in the attachments section.
- **Previous Evaluations and Reappointment Letters** – Upload recommendation letters from your previous reappointments here.
- **Merit Documents- Department/School Forms-** Upload Department/School summary forms.
- **Go Back:** takes you back to the Home page.

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.