

Faculty180 – Profile

PROFILE

Faculty members input personal data that tends to remain static over time, such as contact information, degrees, credentials, and work experience in the Profile Form. Faculty members can update their profile at any time.

The screenshot shows the Faculty180 Profile page for Sharon. The page has a navigation sidebar on the left with options like Home, Faculty 180, Announcements & Help, Profile, Activities, Evaluations, Forms & Reports, Vitas & Biosketches, and Administration. The main content area is titled 'Bowling Green State University > Profile' and includes a 'Jump to Section' dropdown, a 'Quicklinks' dropdown, and 'Show All' / 'Hide All' buttons. A list of profile sections is displayed, each with a right-pointing arrow and a 'Help' icon: Personal Information, Contact Information, Current BGSU Rank and Title, Faculty Rank and Promotion History at BGSU, Degrees, Memberships, Professional Licensures & Certifications, Honors, Work Experience, Interests, Biography, Teaching Philosophy/Narrative/Librarian Effectiveness, Research Philosophy/Narrative, Service Philosophy/Narrative, Academic Unit P&T and Merit Documents, and Personal CV. A 'Go Back' link is at the bottom. The footer contains an information icon and copyright text: © 2018 Interfolio, Inc. Program Policies.

- **Personal Information:** PeopleSoft uploads this data.
- **Contact Information:** PeopleSoft uploads Business contact information. You have access to make changes to personal contact information. Your review dossier does not pull personal contact information.
- **Current BGSU Rank and Title:** Current Faculty Rank and Promotion History at BGSU: PeopleSoft uploads all full-time faculty work experience at BGSU into this section.
- **Faculty Rank and Promotion History at BGSU:** PeopleSoft uploads this data. (beginning in Summer 2018)
- **Degrees:** PeopleSoft uploads your highest terminal and highest degrees. You are responsible for loading additional degrees. You can upload diplomas and transcripts by clicking Browse in the attachments section.
- **Memberships:** Add professional memberships. You can upload any supporting documents by clicking Browse in the attachments section.
- **Professional Licensures & Certificates:** Add professional licensures and certificates; you can upload certificates or licensures by clicking Browse in the attachments section.

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- **Honors:** In this section, you can report your honors, awards, and recognitions earned for teaching, community development, research, economic development, etc. You can upload any supporting documents such as letters or certificates by clicking Browse in the attachments section.
- **Work Experience:** Add any additional work experience at BGSU or outside of BGSU. You can upload any supporting documents by clicking Browse in the attachments section.
- **Interests:** Teaching and research interests; this section is not pulled into your review dossier. However, this can be used in personal CVs. (Optional)
- **Biography:** Your review dossier does not pull biography information. However, this can be used in personal CVs. (Optional)
- **Teaching Philosophy/Narrative/Librarian Effectiveness:** Either you can type in the text boxes or you can upload an attachment.
- **Research Philosophy/Narrative:** Either you can type in the text boxes or you can upload an attachment.
- **Service Philosophy/Narrative:** Either you can type in the text boxes or you can upload an attachment.
- **Academic Unit P&T and Merit Documents:** Upload your Merit and Promotion and Tenure documents here.
- **Personal CV:** The system creates a CV for reviewers. Some review committees ask candidates to highlight new accomplishments on their CV. You can add specifically formatted CVs in this section. (Optional)
- **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.