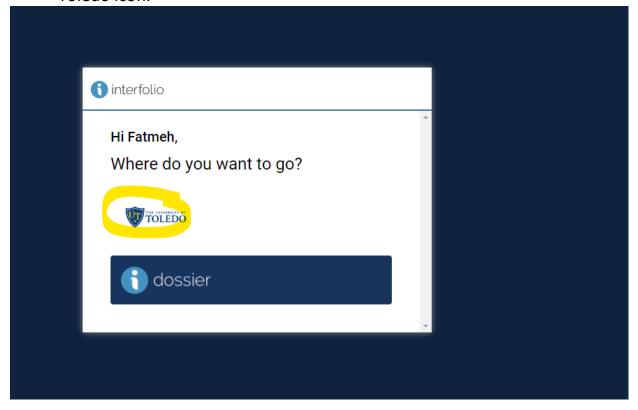
How to Prepare Materials on Faculty 180

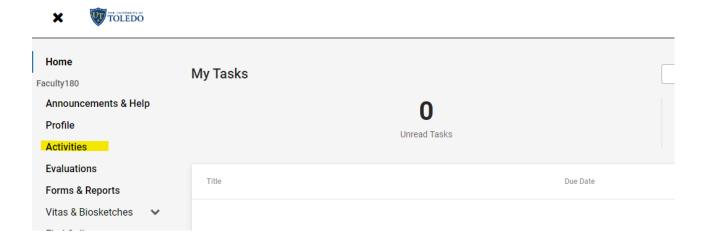
• To access Faculty180, begin by logging into the myUT portal, then navigate to the Employee tab. Next, scroll down to the 'Academic Resources' section located towards the bottom of the page, where the link to Faculty180 is housed



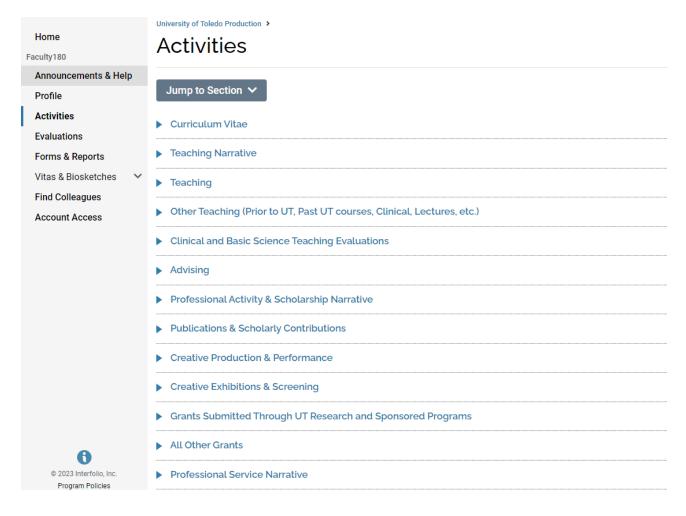
 After you click on Faculty 180, the screen below will appear, click on The University of Toledo icon.



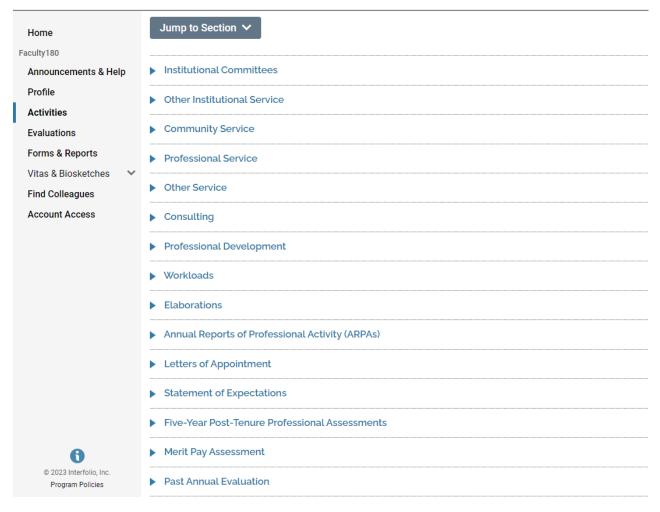
• Click on Activities. Through this option, you will be able to add different materials that you want to include in your evaluation.



 The two screenshots below show the different sections under Activities. Please reach out to your department for details on what is expected for submission.



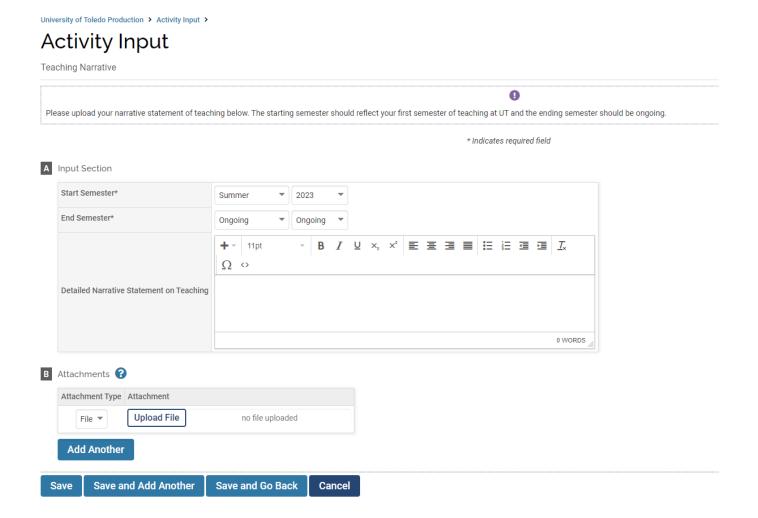




• To upload a document, click on any section, then click Add.



 The screenshot below appears, and you will be able to upload the document and choose different details such as the start and end semesters. If you want to add more documents under the same Activity (section), click on Save and Add Another. If you want to add documents to other Activities, click on Save and Go Back.



- When you receive a notification email that your case is ready in RPT, the instructions provided on our faculty 180 guides may be followed.
- Kindly choose the guide that reflects the evaluation process you will go through from the link below and follow the steps. Since your case will be built, you will see a new option appear on your Faculty 180 page "Your Packets".
- By clicking on Your Packets, you will have access to your case and you will be able to follow the steps in the guide. After you follow the steps, all the materials you added to your Faculty 180 account will appear and will become part of your evaluation.

https://www.utoledo.edu/offices/provost/faculty180.html