FACULTY180

Faculty180 is web-based faculty activity reporting and evaluation software designed to increase efficiency of data collection and reporting. The Faculty180 database serves as a central repository for faculty activity – teaching, research and service.

The **Profile Form** is used by faculty members to input personal data that tends to remain static over time, such as contact information, degrees, credentials, and work experience. Faculty members can update their profile at any time. Faculty members are also reminded on a regular basis to review their profile to make sure it is current.

FORM	SECTION	HELP DESCRIPTION
Profile	Personal Information	Name, gender, race, nationality and biography. You may add other information as you see fit.
Profile	Contact Information	Office location, phone, email, address. You may add other information as you see fit.
Profile	Current Position	Academic and/or administrative title, academic rank, tenure status. This information reflects the current academic year. Previous year should be included under Activity-Work Experience.
Profile	Position Activity	Identify rank; hire date, administrative appointment, tenure at hire and promotion rank and date. This information reflects the current academic year. Attach supporting documentation as applicable.
Profile	Interests	List teaching and research interests.
Profile	Degrees	Completed formal education that has resulted in a degree and any/all degrees in progress. CIP Code reflects **primary subject area** of highest degree awarded. The Provost's Office is responsible for loading all official transcripts.
Profile	Professional Licensures & Certificates	List license granted by state regulatory body, e.g. license to practice law, and certification indicating a specific set of knowledge or abilities, e.g. certification in computer industry.
Profile	Honors	Honors, awards, scholarships, etc. Entries should note if the award is external or internal along with date awarded in format, MM/DD/YEAR or MM/YEAR. This information reflects the current year.
Profile	Work Experience	Academic and/or professional position held including current academic position. List one entry for each organization and include the highest level of responsibility during your tenure at each organization
Profile	Memberships	Formal association with professional and/or academic and/or community/civic organization including your role and dates of participation.
Profile	Biography	Prepare a short biography. *See also*, Activity-Bio sketches.
Profile	Professional Licensures & Certificates	List license granted by state regulatory body, e.g. license to practice law, and certification indicating a specific set of knowledge or abilities, e.g. certification in computer industry.
Profile	Higher Learning Commission Qualified	This information will be completed by the Provost's Office.
Profile	Graduate Faculty Status	Provide information on graduate faculty status and year approved. See COGS website for additional information on Graduate Faculty Status.

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The **Activity Form** is used by faculty members to keep track of their professional activities, including the following:

- Advising load at the undergraduate and graduate levels
- Information about students being supervised by the faculty member
- Professional and creative works that are pending and/or complete
- Pending and funded internal and external grants
- Participation in standing committees, and other service to academic institutions and professional organizations
- Professional development, including conferences, training, and continuing education
- Professional consultation provided by the faculty member

FORM	SECTION	HELP - DESCRIPTION	INEGRATION POINT
Activity	Teaching	The University will load the teaching activities on the census day of each term. Faculty is encouraged to review the accuracy of the teaching information provided.	Office of Institutional Research; University Registrar Office
Activity	Scholarly Contributions and Creative Productions	Group types of scholarly contributions and/or creative productions by categories provided. Scholarship and/or creative productions can be provided manually or electronically. Suggest faculty work directly with the subject librarian on electronic downloads of their intellectual works. *[Suggested adding: Patient Care Activities; Impact ranking] Will be utilizing ORCID tagging.*	Colleges; Departments; University Libraries
Activity	Grants	The Office of Research will load grant activities on file with their office. Faculty is encouraged to review accuracy of information. Include internal and external grant applications and awards.	Office of Research and Sponsored Programs
Activity	Institutional Committees	List participation in university, college, department **committees** along with dates; provide brief description of participation.	University; Colleges; Departments
Activity	Other Institutional Service	The Other Institutional Service section is used to add any services you have performed for your academic institution other than formal standing committees. This could include ad hoc committee, dissertation/thesis committee, and course development, faculty sponsor to student organization, webpage design, student recruitment activity, informal assignments, and non-research grants.	University; Colleges; Departments

Activity	Professional Service	List participation in **professional and/or academic organization.** The Professional Service section is used to add any services you have rendered for an academic or professional organization. This could include committee appointments; journal editor or reviewer; a speech or presentation of a non-research paper at a professional meeting; or moderator, discussant, or panelist at conference.	
Activity	Community Service	List any significant external partnerships or collaborations which you are associated that are University-recognized initiatives. Community engagement reflective of teaching and research agendas.	Carnegie Classification for Community Engagement
Activity	Other Service	Other types of service to the University, College and/or Department that is NOT a committee, e.g.	
Activity	Professional Development	Professional development internal or external to the university, for credit or not for credit.	
Activity	Consulting	University approved consulting. The Consulting section is used to add any paid/unpaid consulting engagements that require professional expertise in support of a client, such as reviewing textbooks and textbook proposals.	

Information about Faculty180 at The University of Toledo is available on the Provost's website at: http://www.utoledo.edu/offices/provost/faculty180.html

Access to Faculty180 is available through the UT Portal, select **Faculty and Advisor**, and scroll down noting on the left hand side of screen, *Academic Resources, then listed alphabetically, Faculty180.*

For inquiries and/or assistance, please contact the Provost's Office at 419.530.2817