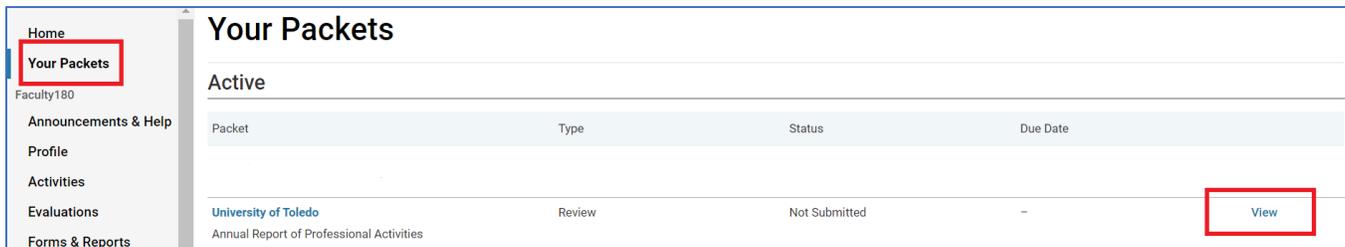


Annual Review of Professional Activity (ARPA): Faculty Submission

Beginning Fall 2022, an enhanced and optimized review system will be utilized for all faculty reviews. Data will still be integrated from Faculty180, but the movement of this information will occur within the ‘Review, Promotion, and Tenure (RPT)’ product. Using RPT will result in an improved experience for both the faculty member and the evaluators. To officially submit your information, follow the steps below:

1. Once you log in to Faculty180, select ‘Your Packets’ in the upper left-hand corner. Then, select the evaluation within the Active section.

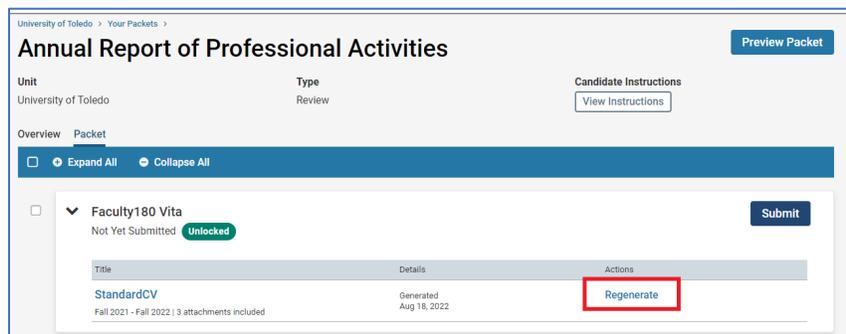


The screenshot shows the Faculty180 interface. On the left sidebar, 'Your Packets' is highlighted with a red box. The main content area is titled 'Your Packets' and has a sub-section 'Active'. Below this is a table with the following data:

Packet	Type	Status	Due Date
University of Toledo Annual Report of Professional Activities	Review	Not Submitted	-

A red box highlights the 'View' button at the end of the row.

2. Select, ‘Packet’ and then ‘Regenerate’ within the Faculty180 Vita section to bring in your updated information. Select ‘Regenerate’ again.



The screenshot shows the 'Annual Report of Professional Activities' page. The 'Faculty180 Vita' section is expanded, showing a table with the following data:

Title	Details	Actions
StandardCV Fall 2021 - Fall 2022 3 attachments included	Generated Aug 18, 2022	Regenerate

A red box highlights the 'Regenerate' button.

3. To view your information as it will present to your evaluators, select, ‘Preview Packet’ in the upper right-hand corner. To return to the previous screen, select the X in the upper right-hand corner.



The screenshot shows the 'Annual Report of Professional Activities' page. A red box highlights the 'Preview Packet' button in the upper right-hand corner.

Annual Review of Professional Activity (ARPA): Faculty Submission

- To confirm that your information is complete and ready for review, select 'Fill Out Form,' check 'Confirm,' then 'Save Responses.' Select 'Return to Packet'.

Dossier Submission

Elissa Falcone

I confirm that this Dossier is complete, has been updated and is being submitted for review *

Confirm

Last Saved on Jul 8, 2022 at 12:59 PM

Save Responses

The system locks your information to editing once submitted, but you can email Faculty180@utoledo.edu to have your information unlocked if within the window noted above.

- To officially submit your packet for review, check within the box to the left of 'Preview Sections'. And then 'Submit Sections'. On the following box, select 'Yes'.

After submitting, your Department Personnel Committee will receive access to your information.

University of Toledo > Your Packets >

Annual Report of Professional Activities

Unit	Type	Candidate Instructions
University of Toledo	Review	<input type="button" value="View Instructions"/>

Overview **Packet**

Preview Sections **Submit Sections**

Faculty180 Vita
Not Yet Submitted Unlocked

Title	Details	Actions
StandardCV <small>Fall 2021 - Fall 2022 3 attachments included</small>	<small>Generated Aug 18, 2022</small>	Regenerate

Candidate Documents
Not Yet Submitted Unlocked

0 of 0
Required Files

Dossier Submission 1 required questions,

Title	Details	Actions
Dossier Submission	<small>Completed Not Yet Submitted</small>	Edit