UTTyler
THE UNIVERSITY OF TEXAS AT TYLER

FACULTY 180
TRAINING MANUAL

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SCHOOL OF NURSING

Revised March 2022

Training for Faculty 180

Contents

Author's Caveat

This tutorial is based on the one created for the School of Nursing. Your School or College may have slight different requirements so please make sure you understand those requirements.

Why do I care about Faculty 180?

Faculty 180 is the University-mandated faculty information system. While it may not create the prettiest CV, it does create the only one that is going to be used in your annual evaluation process as well as the promotion and tenure (P&T) process. If you don't document your achievements in Faculty 180, they don't exist as far as the University and your School/College are concerned.

Updates - How often?

Minimum of annually but best to do once per semester so you don't get too far behind.

Additional University Resources

Here are links to additional resources on the tenure and promotion process. Your School or College may have their own guideline documents.

UT Tyler Tenure and Promotion Website

Getting to Faculty 180

There are multiple ways to access Faculty 180 from the UT Tyler website - here are three ways that should always work:

1. Faculty Home Page-
http://www.uttyler.edu/facultystaff/index.php

Click on Faculty 180

2. From the academic affairs page/faculty resources

https://www.uttyler.edu/academicaffairs/faculty-resources.php

3. Last Resort method: Search on "Faculty 180" from most any UTTyler web page by clicking on the magnifying glass:

Faculty 180 Home Screen

Interfolio Office Closed for Labor Day Holiday

Interfolio Scholar Services will be closed Monday, September 7, 2020 for the Labor Day holiday. Please send us an email at help@interfolio.com or leave us a voicemail at (877) 997-8807 during this time, and we will get back to you when we re-open on Tuesday, May 26th.

My Tasks

2	**0**
Unread Tasks	Read Tasks

Title	Due Date
2020 SPRING WORKLOAD Activity Input | 2020-06-04 7:33 am - Ongoing	
You have been named by a faculty member within your institution as a... Activity Input	

Add Activity

Select from the dropdown list to create a record of your professional activities.

Import Records

Import records of your scholarly contributions and creative productions from academic sources.

You may or may not have items assigned to you in the "Your Action Items" area. Items could include validating teaching assignments, approving entries from another faculty etc. If you have something to do, read the instructions carefully and follow their directions.
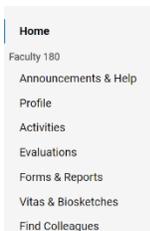
Welcome back, Cheryl Parker

Your Action Items

There are no items assigned to you at this time. Use the navigation menu to the left to navigate to other areas of your account.

Faculty 180 Manual Revision Date 3/2022

Announcements & Help

This area is exactly what it says it is – announcements and help. Good place to get to the Interfolio General Help if you need to but remember it will not be help that is specific to UT Tyler. However, there is the "Institution FAQ's" which are specific to UT Tyler.

Announcements & Help

Quicklinks ∨

Home

Faculty180

Announcements & Help

Profile

Activities

Evaluations

Forms & Reports

Vitas & Biosketches

Find Colleagues

Administration ∨

▼ **Interfolio Announcements**

Access the Interfolio Help Center here

Contact Interfolio for help here

▼ **Institution FAQ's**

1. co-author
2. Could "Clinical Professor" be added to the list of academic ranks?
3. where do I find current syllabi?
4. edit memberships
5. I am unable to edit my "Memberships" section of my profile. How can I fix this?
6. Where do we add our annual faculty evaluations? And How?
7. Where can I find the external review letters? Thank you, JM
8. How do I remove faculty that are no longer here?

Profile

First, we will cover how to navigate most easily and then cover what is needed.

When you open the profile section might be in **Show All** mode. If it is then all the sections are expanded making this an extremely long page. You can click on the **Show All** or Hide All to expand or collapse.

The University of Texas at Tyler >
Profile

Quicklinks ∨

Jump to Section ∨

⊘ Show All | ⊙ Hide All

▶ Personal Information   ❔ Help

▼ Contact Information   ❔ Help

You can click on the down arrow to collapse the section if you wish or you can use the **Jump to Section**

If you choose to add an honorific, it will go at the end of your name in the evaluation CV.

Now, let's go thought each item in Profiles Section to see what you need to complete.
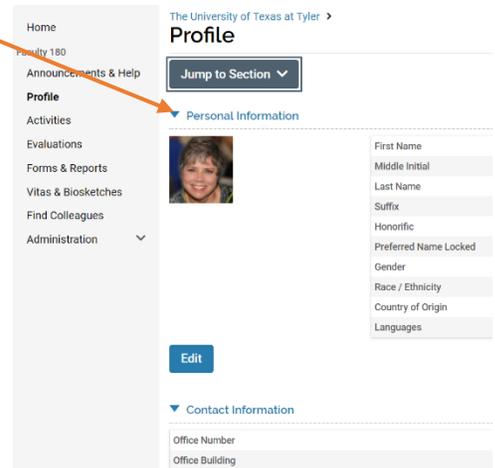
Personal Information

Everything, once you have completed this section you would only need to revise it if you changed your name/honorific or learned a new language.

Contact Information

 Everything that is highlighted on the graphic needs to be up-to-date. This includes:

- Office Number
- Office Building
- Street 1
- City
- State
- Country
- Zip
- Email Address
- Work phone
- Current Position
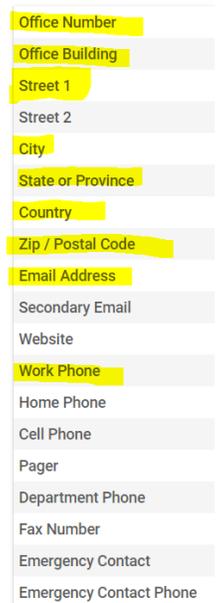
Make sure it is up-to-date.

Interests

Nice to have filled in – any professional interests

Degrees

Make sure it is up-to-date and COMPLETELY filled out including the degree-granting institution!

Degree	Discipline	Year	Institution	Highest Degree Earned	Actions
A.S.	Nursing	1977	El Centro Community College-Dallas County Community College District		✏ ✖
B.S.N.	Nursing	1981	University of Texas at Arlington		✏ ✖
M.S.N.	Nursing	1993	Seattle Pacific University		✏ ✖
Other	Post Master's Certificate in Nursing Informatics	1995	University of Maryland at Baltimore		✏ ✖
Ph.D.	Education	2004	Capella University	✔	✏ ✖

Professional Licensures & Certifications

Required –

- Licensures – can indicate a license as inactive or delete it
- Certifications in your specialty belong here

Honors and Awards

Required as this is reported to UT Systems and the State of Texas.

Work Experience

Please make sure it is accurate and up-to-date. This is a required field on the faculty vita that is posted on the Faculty Vita Search on the web.

Membership

Not critical but if you have it, please make sure it is accurate and up-to-date

Biography

Leave blank as data is not pulled from here

Complete CV

Good idea/practice to add this. Even though data is not pulled from here currently, there is a profile report to pull vitas and this has been used by others to get CVs for faculty. Also, although this field is not currently included on any of the existing vitas, it could/may be added in the future. The faculty member can format the CV in Word and upload a nicely formatted CV to be viewed or used elsewhere.

Activities

This is where you will spend a great deal of your time in Faculty 180!

On the main Activities page, you <u>may</u> see Activity Input Requests like this one. Click on the purple "Go To Activity Input Request" button and it will take you to whatever is needing your attention. Note it may take a while for the notice to disappear once you have completed the request.

Are you looking for your open activity request?
This page is the general activity form that has all the information you've entered. You also have an open request from your institution to submit information about your activities for **"Spring 2018"**

Go to Activity Input Request ❯

Now let's look at each section:

P and T Teaching Philosophy Statement and Teaching Evaluation Summary

This document only needs to be completed if you are on the tenure track or are going up for promotion on the clinical track. Follow the directions of your School or College.

Statement Name	^	Start Semester	^	End Semester	^	Actions
Teaching Evaluation Summary		Fall 2021		Fall 2021		✏ ⊗ 📑
Teaching Philosophy Statement		Fall 2021		Fall 2021		✏ ⊗ 📑

Teaching

The workload information auto loads from MyUTTyler but we need to review and approve each semester. You also need to calculate the course evaluation mean from the underlined seven (7) questions and enter in Faculty Evaluation Summary for that course.

Since all classes are combined on one course evaluation document, pick one class per semester and attach your entire course evaluation document to that course.

Also, if you get nice comments from your students via email, you can using the Snip & Sketch in Windows 10 to capture them and attach to the course.

1. The instructor clearly defined and explained the course objectives and expectations. (Q.ID 0016)		
Strongly Disagree	0	0.00 %
Disagree	0	0.00 %
Neutral	0	0.00 %
Agree	0	0.00 %
Strongly Agree	6	100.00 %
Mean:	5.00	

2. The instructor was prepared for each instructional activity. (Q.ID 0017)		
Strongly Disagree	0	0.00 %
Disagree	0	0.00 %
Neutral	0	0.00 %
Agree	1	16.67 %
Strongly Agree	5	83.33 %
Mean:	4.83	

3. The instructor communicated information effectively. (Q.ID 0018)		
Strongly Disagree	0	0.00 %
Disagree	0	0.00 %
Neutral	0	0.00 %
Agree	1	16.67 %
Strongly Agree	5	83.33 %
Mean:	4.83	

4. The instructor encouraged me to take an active role in my own learning. (Q.ID 0019)		
Strongly Disagree	0	0.00 %
Disagree	0	0.00 %
Neutral	0	0.00 %
Agree	1	16.67 %
Strongly Agree	5	83.33 %
Mean:	4.83	

A Course Information

Term	Course	Course Title	Teaching Load	Enrollment	Faculty Evaluation Summary	Taught By Internet or ITV	Course Not Taught
Spring 2018	NURS 5324 60	HEALTH CARE INFORMATICS	4.5	16		Yes	

B Activity Classifications

Faculty Evaluation Summary ❓

Taught By Internet or ITV* ❓   Yes ▾

C Attachments

Syllabus	Course Evaluation	Peer Evaluation	Other	Add
1	–	–	–	Add

TIP: Faculty Evaluation Summary

How to find the Faculty Evaluation Summary. There are multiple ways to find this – for purposes of brevity, I will only cover one in this document. Also, I'm showing a way to get the data in a format you can use in Excel. You can also select .PDF

1. Log on to one.uttyler.edu or faculty home page
2. Log on to myUTTyler
3. Expand System Access
4. Click on Course Evaluation Report

My Page | **Faculty/Staff Home Page**
Personalize   Content   Layo

Enterprise Menu
▸ Help
▾ System Access
  Astra Schedule
  Faculty Center
  Set User Defaults
  Course Evaluation Report
  P2 Portal
  Money Network (Discover)
  On Campus Housing
  UT Direct

5. Click on Add a Value – create whatever name you like but no spaces
6. Click Add

Find an Existing Value | **Add a New Value**

Run Control ID cdp 001

Add

7. Use the looking glass icon to bring up the list of terms
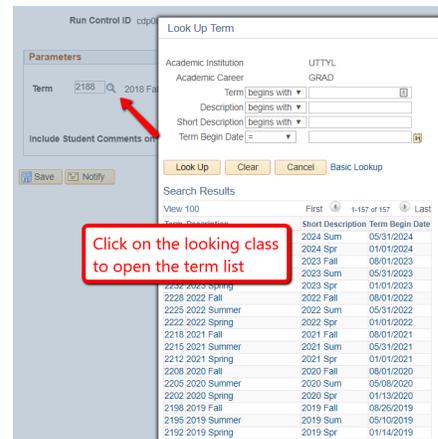
8. Click on "Include Student Comments on Report?
9. Click on Run

10. Change type to "EMAIL" and Format to "CSV" (.or .PDF if you wish)
11. Click OK
12. Wait a few minutes….get up and walk around!!!
13. A weird looking email will appear in your email

📎 TYCSPRD@uttyler.edu   **Output from UTTC0010 (#6387436)**
Message from Process Scheduler running on system tycsprdpsz01.prd.utshare.local, using database TYCSPRD: <end>
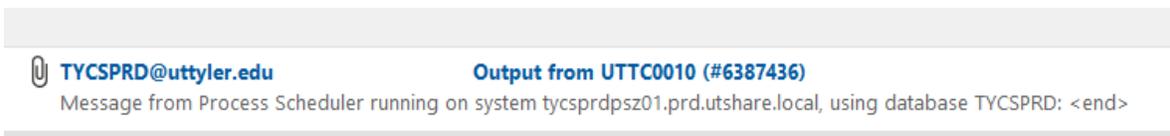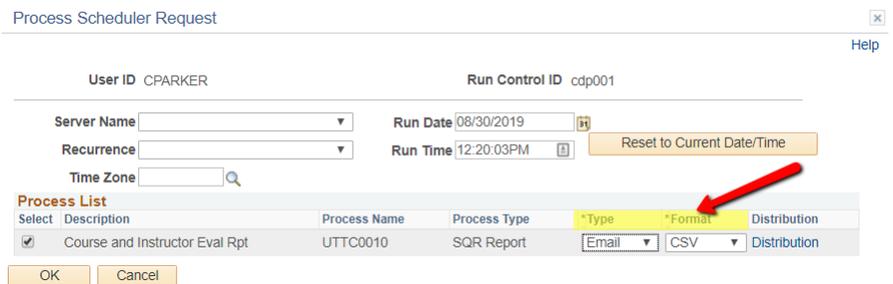
14. Attached to email will be a .CSV file (CSV=comma separated values) which can be opened with Excel, Notepad or Word. My computer is set to open all .CSV with Excel which is why the screenshot shows it as an Excel file. I prefer Excel because I can then do the calculations to get my average score in the same file 😊

Output from UTTC0010 (#6387436)

T TYCSPRD@uttyler.edu
To ⬤ Cheryl Parker

📊 uttc0010_6387436.csv
8 KB

Phish Alert

Message from Process Scheduler running on system tycsprdpsz01.prd.utshare.local, using database TYCSPRD:

Note: All your courses for that term will be in the same file, you just need to scroll down. The student comments will be there as well.

	A	B	C	D	E	F	G	H	I
1	The University of Texas at Tyler								
2	Course and Instructor Evaluation								
3	Term:	2018 Fall	Run Date:	8/30/2019					
4	Course:	NURS 538	Run Time:	12:23:37					
5	Instructor:	Parker,Che	Page:	1	of	8			
6	Total num	14							
7	Total num	7							
8	Numeric responses:								
9		1	The instructor clearly defined and explained the course objectives and expectations.						
10	(Q.ID	16	)						
11	Strongly Di	0	0	%					
12	Disagree	0	0	%					
13	Neutral	0	0	%					
14	Agree	0	0	%					
15	Strongly A	7	100	%					
16	Mean:	5							

Reassigned Duties

This applies only to those who have reassignments due to leadership or grant responsibilities. If you think this applies to you, please consult your supervisor for specific directions.

P and T Statement about Research/Creative Activity

This document only needs to be completed if you are on the tenure track or are going up for promotion on the clinical track. Follow the directions of your School or College.

Scholarly Contributions and Creative Productions

What are Scholarly Contributions and Creative Productions as defined by the School of Nursing? They are scholarly items which have been disseminated to the general public through publications, presentations, or displays. Creative Productions are original works such as a video public service announcement (PSA) or podcast.

What they are NOT

1. Presentations, webinars, and slide decks, i.e. things you create for a class. This is part of your expected work.
2. Guest lecturing done in another class, school or college. (see "Other Institutional Service")
3. Course revisions or new course development. (see "Other Institutional Service")

The three most critical things to remember are:

1. Keep the description brief (less than 50 words) if one is needed.
2. Files may be attached
3. When there are co-authors or co-presenter, only the lead author or presenter (or designee) should enter or revise. If this person has not, nag them via email, don't do it for them because this is one-way to end up with duplicates. For example, if anyone other than the person who created the entry tries to modify it then a duplicate is created, the original is not modified.
4. If you enter something with a status of something other than "Completed/Published" then you must manage the status. And don't make a new entry because the status changes.

Making a new Entry

If you are the single or lead author or presenter, then it is your responsibility to make sure the activity is recorded in Faculty 180 for yourself or the team. If your team decides someone else should be responsible for the activity recording that is fine however, as mentioned above, ONLY one person should enter and revise to avoid duplications.

Select the type of entry from the dropdown list. Most entries have the same information. However, one difference is in the presentations/poster presentations.

<u>You do need to upload a docx. or PDF version of your publication or presentation.</u>

Note there are separate fields for the Conference/Event and the Sponsoring Organization. The Conference/Event is the name of the specific event i.e. "Academic Nursing Leadership Conference" and the Sponsoring Organization would be the America Association of Colleges of Nursing. Only the name of the specific event is required.
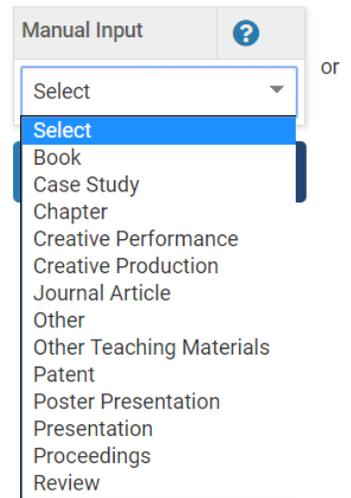
Quick Tip: Required fields are designed by an asterisk *
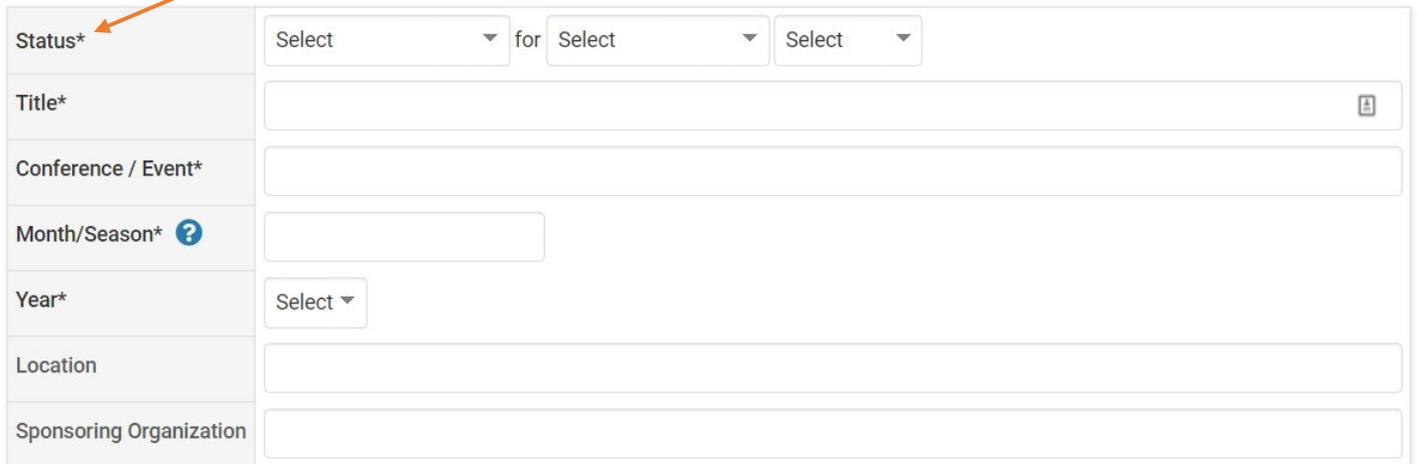
Status*	Select ▼ for Select ▼ Select ▼
Title*	
Conference / Event*	
Month/Season* ❓	
Year*	Select ▼
Location	
Sponsoring Organization	

Managing Status

You can either wait until the activity is complete then enter with a status of Complete/Published or you can choose to remember to manage the status as it changes. Here are some general guidelines:

- In Progress should not last more than 3 months – don't enter an idea or plan but something you are close to finishing and have a draft to submit
- Submitted should not last more than 3-6 months
- Revise & Resubmit should not last more than 3-6 months
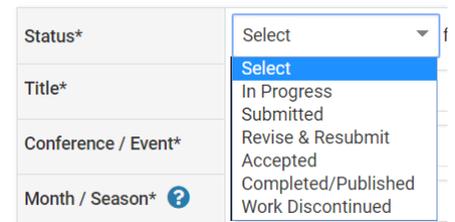
- Accepted
- An activity should not last more than 12 months before it is either "Completed/Published" or "Work Discontinued"

<mark>Best practice: take screenshots of revised/submit, accepted etc. emails and attach them.</mark>

You need to upload your final submission.

Change the status by opening the entry and clicking on the "Manage Status" button

If you are linking your entry to an outside source, then you can click on the "Include URL…"

You can include a short (less than 50 words) description but don't check the "Include description in output citation" as it is not needed in reports.

Duplicate Entries: Sorting & Deleting
One of the easy ways to see if you have duplicate entries is to sort your entries by title. Click on the Sort symbol (up and down arrows) shown here highlighted in yellow. Then you can delete any duplicate entries.

FAQ: what are [Synergistic Activities](#)? It is a term used by the National Science Foundation. They define as:

> A list of up to five examples that demonstrate the broader impact of the individual's professional and scholarly activities that focuses on the integration and transfer of knowledge as well as its creation. Examples could include, among others: innovations in teaching and training (e.g., development of curricular materials and pedagogical methods); contributions to the science of learning; development and/or refinement of research tools; computation methodologies, and algorithms for problem-solving; development of databases to support research and education; broadening the participation of groups underrepresented in science, mathematics, engineering and technology; and service to the scientific and engineering community outside of the individual's immediate organization.

So, 99.9% of the time you can leave this blank!

Grants

Grants should be entered by status starting at the beginning i.e. when you are preparing the Grant Proposal. It is recommended that you work with your supervisor or designee when entering Grant information. The required information is very specific to your grant.

It is critical to update the status of your Grant information!

NOTE: if you start a Grant process, you need to complete it i.e. Funded, Completed, Work Discontinued or Withdrawn

A Input Form

Start Semester*	Select Semester ▼	Select Year ▼
End Semester*	Ongoing ▼	Ongoing ▼
Title		
Hours		
Description		

B Activity Classifications

Internal/External* ❓ | Select ▼
Synergistic Activity ❓ | Select ▼

C Attachments

| Attachment Type | Attachment |
| File ▼ | Choose File No file chosen |

Add Another

Status*	Select ▼	for
	Select	
	In Preparation - Not Submitted	
Title*	Submitted for Review	
	Funded - In Progress	
Funding Agency / Sponsor	Completed	
	Submitted - Not Funded	
Grant ID / Contract ID	Work Discontinued	
	Withdrawn	

➕ ▼   11pt ▼   **B** *I*

Professional Enhancement Activities & Teaching Enhancement Activities

Entries in these two sections are formatted exactly the same; the confusion occurs when deciding which section to put an activity. The question to ask yourself is "*is this activity primary focused on enhancing my academic specialty or my teaching ability?*"

Continuing education in your specialty, nursing in general or leadership are usually going to be Professional Enhancement Activities while continuing education which makes you a better teacher is going to be under Teaching Enhancement Activities. Don't overthink this one – if your activity is recorded, life is good.

From a reporting perspective, it is better not to have a description because everything in the description box appears in the report but is not needed. If you REALLY want to keep copies of the objectives, description, etc. create a Word document with all the information you want and attach it to an entry.

P and T Statement on Service Activities and Relationship to Teaching and Research

This document only needs to be completed if you are on the tenure track or are going up for promotion on the clinical track. Follow the directions of your School or College.

Institutional Committees

Involvement in a University, College, or Department Committees (long-term), Special Assignments, Faculty Senate, and/or SON Shared Governance Councils (Other-Fill in name of Council) is reported in this area

Other Institutional Service

Involvement in a University, College, or Department Taskforce (short-term), Ad Hoc committees, and/or Search committees is reported here. Scholarly activities for the university such as Lyceum judging, freshman orientation, Patriot Premier, and guest lecturing for another School or College can be listed here. If you have any questions, ask your supervisor.

Professional Appointments

Do not use this area

Professional Service

This is for reporting your activities to your profession but is not with a civic organization. Examples of profession service include leadership in professional organizations, being a peer reviewer for professional journal or conference, and/or student organizations.

Civic Service Activities

Civic service includes all non-professional organizations such as service organizations even if they don't have a healthcare focus e.g., Lions, Rotary, Kiwanis, etc. Local organizations such as Boys & Girls Clubs, Toastmasters, Meals-on-Wheels, animal rescue organizations, can also be listed here. If you have any questions, ask your supervisor.

K-12 Service Activities

Activities such as teaching, recruitment, or presenting in K-12 classes can be included in this section. This does not include activities with your children only such as chaperoning field trips.

Advising Activities

Number of doctoral (PhD only) students you are advising – Undergraduate, Masters, and DNP students do not have faculty advisors

Student Mentoring

Listed by student name and includes honors students, dissertation, and precepting students one-on-one (i.e. you have completed the preceptor paperwork).

Consulting

For professional consulting activities

P and T Supporting Documents & P and T Additional Items

⚠️ If you are going up for promotion, either tenured or non-tenured, you need to pay CLOSE attention to this section so that you prepare your promotion package correctly!

The final products should look like the example below

Semester*	Spring ▼	2022 ▼
Select Form Name*	Select	▼

Select (highlighted)
A. Record of Review Cover Sheet
B. Curriculum Vita
C. Internal Recommendations
D. External Reviews
E. Annual Evaluations
F. Third-Year Review
G. Department Tenure and Promotion Guidelines
Other

Attachments ❓

Attachment Type	At
File ▼	

1. Put all your supporting document in the same Start Semester
2. For your Cover Letter – use Other then enter "1 Cover Letter" in the textbox so that the supporting documents are listed as shown below

Semester*	Spring ▼	2022 ▼	
Select Form Name*	Other	▼	1 Cover

▼ P and T Supporting Documents
❓ Help

Include Record of Review Cover Sheet, Internal Recommendations, External Reviews, Annual Evaluations and Third Year Review, Curriculum Vita, Departmental Tenure and Promotion Guidelines, Unsolicited letters, e-mails, etc.

Select Form Name ▲	Start Semester ▲	Actions
1 Cover Letter	Fall 2021	✏️ ❌ 🗐
A. Record of Review Cover Sheet	Fall 2021	✏️ ❌ 🗐
B. Curriculum Vita	Fall 2021	✏️ ❌ 🗐
C. Internal Recommendations	Fall 2021	✏️ ❌ 🗐
E. Annual Evaluations	Fall 2021	✏️ ❌ 🗐
G. Department Tenure and Promotion Guidelines	Fall 2021	✏️ ❌ 🗐
Supporting Evidence	Fall 2021	✏️ ❌ 🗐

NOTE: For annual evaluations; upload all the same Start semester i.e., the semester you are going up for promotion. Attach each evaluation as a separate document with the Year in the file name

Attachments

Attached Files

Title	Uploaded	View
2020-21 Non-Tenure Track Faculty Evaluation-CParker.docx	2021-10-13 04:12pm	👁
2018-19 Non-Tenure Track Faculty Evaluation-CParker.docx	2021-10-16 12:15pm	👁
2017-18 Non-Tenure Track Faculty Evaluation-CParker.docx	2021-10-16 12:17pm	👁
2019-2020 Non-Tenure Track Faculty Evaluation-CParker.pdf	2021-10-16 12:20pm	👁

Vitas & Biosketches: Checking & Submitting your Evaluation Vita for Annual Evaluation

Once you think you have entered all appropriate information, then go to Vitas & Biosketches on the Left Menu.

1. Click on View symbol on the Evaluation Vita row.

▼ Vita Admin

Search: [   ]

Name	Description	Unit	View
Evaluation Vita		The University of Texas at Tyler	👁

2. Set the dates to Summer of previous year to Summer of current year.
3. Click on Refresh Vita
4. If you scroll down, you will see your Evaluation CV
5. Correct any issues by editing the incorrect profile or activities entry
6. Export/Share – Export to PDF document. When submitting a PDF, you cannot view the evaluations that are uploaded to the courses. If you need to see the evaluations, you should share a web link in addition to the pdf file
7. Submit with your Evaluation!
8. NOTE: if you wish to maintain a Word copy so that you can rearrange for other purposes, then Export as Word Document.