

**Instructions for Faculty Annual Reporting in Faculty180**  
**FULL-TIME faculty --- SHORT FORM**  
**College of Arts and Sciences**

The Full-Time Short Form template is for full-time, non-probationary faculty (i.e., tenured or non-tenure-track) who wish to submit a brief annual report. Probationary faculty may not use the short form for their annual report.

Faculty anticipating application for promotion should complete the Full Report for several years prior to applying – to provide reviewers maximal appreciation of your portfolio.

The Short Form in Faculty180 was introduced in 2021-22. The Short Form enables you to omit narrative – though you may include narrative under Goals if you wish. Otherwise, primarily, this form allows you to record your activities as completed or continued in the academic year.

The “official” due-date for faculty annual reports in the CAS is May 15. Your supervisor, however, may adjust this date to better suit departmental needs.

Instruction Basics:

- A. Log in to Wingspan and then select ‘Faculty180 and Interfolio’ from your Employee Tools menu.
- B. Once in Faculty180, click on the FT Short Form for the current year in your Home screen.
- C. Add any updates or new items to your Activities, including Contracts, Grants, Scholarship, Committee or Community work. (Professional development may be reported under Other Univ/etc. Service or in a Goals narrative.) Narrative is not generally required but may be prompted for in some cells – please do follow prompts in the Add screens.
- D. If you had an Administrative Assignment or Reassigned or Release Time, you must report on that in the Administrative Assignments section.
- E. Goals: reporting here is optional in the Short Form. You may use these cells for general year narrative as you wish.
- F. Please be sure to submit your report once completed by clicking on the ‘Submit for Review’ button.

For a walkthrough with screenshots, see below.

Log in to Wingspan  
Click on 'Faculty180 and Interfolio' under Employee Tools

1. Once in Faculty180, in Home, click on the Short Form in your My Tasks list. (see image 1)

2. You should now see the input screen for your annual report. (see image 2)  
You may want to click on "Hide All" to make the page easier to view by collapsing sections.

3. Update or add activity items: contracts, grants, scholarship, committee work, professional or community service, etc.

4. To add a record, click on the "Add" button to enter the text-editor screen.

a. You must enter the Semester and Year in order to create a record, in Faculty180.

b. Complete further cells as needed; note that an asterisk (\*) indicates a required cell.

c. You can upload documents if you wish – this is not required but is a good practice, especially for scholarship and grants.

d. You can save your work and return to this page later to resume work. Be sure in any case to save your work before you navigate away from this page.

**1** Home My Tasks 12 Unread Tasks 4 Read Tasks

**2** Forms & Reports

**3** Winthrop University Mark Oakes

**4** Contracts, Grants and Sponsored Research

**4a** Input Form

**4b** Abstract

**4c** Attachments

**4d** Save Save and Add Another Save and Go Back Cancel

5. Activities Require Your Attention: if you see this red label on one of your activities, it means that you have an on-going activity that you need to update.

- a. Click on the appropriate radio button (is the activity continuing, or has it now ended?)
- b. Click on "Update" to clear the red label

*Note that you won't be able to submit your report if these red flags haven't been updated.*

6. Did you have Administrative Assignments or Reassigned or Release Time in 2020-21? If so, please be sure to report in the appropriate sections.

7. Complete the goals section if you wish.

8. To preview, print, or save a copy of your report, click on the 'Preview' button at top of the screen.

a. Be sure to select the appropriate date range!

b. To save a copy, select 'Print & Preview'

c. In the print screen, select 'Save as PDF'

***WE RECOMMEND THAT YOU SAVE A COPY OF YOUR ANNUAL REPORT, ONCE YOU HAVE COMPLETED IT!***

9. When you are satisfied with your report, please be sure to "submit" it by clicking on the 'Submit for Review' button.

*If you submit by mistake, contact us and we'll send it back to you!*

The screenshots illustrate the following steps:

- 5:** Home page with red labels "Activities require your attention" on "University / College / Department Committees", "Other University / College Department Service", and "Professional / Discipline Related".
- 5a:** Activity list table with columns for Organization, Description, Start Term, End Term, and Actions. The "Ongoing Activity" radio button is selected.
- 5b:** "Update" button at the bottom right of the activity list.
- 6:** Navigation menu with "Administrative Assignments" and "Release / Reassigned Time" highlighted in green.
- 7:** "Goals (CAS)" section highlighted in green.
- 8:** Summary screen for "CAS FULL-Time Faculty AR 2019-20" with a "Preview" button circled in green.
- 8a:** "Preview Vita" dialog box showing "CAS Full Time Faculty Annual Report (College of Arts and Sciences)" template and date range (Summer 2022 to Spring 2023) circled in red.
- 8b:** "Print & Preview" button circled in red in the dialog box.
- 8c:** Print settings screen with "Save as PDF" option circled in green.
- 9:** Final summary screen with "Submit For Review" button circled in green.