

Faculty180: Part-Time Faculty Credentials

Step-by-step instructions for support staff to input credentials for part-time faculty
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(This is not a product of Data180)
Please refer all questions to Donna Dickeson, X7397

QUICK TIPS

Navigation

DO NOT use your browser's back button to go backwards--this will result in a stall, a refresh, and frustration.

Instead, as you move through the screens of Faculty180, use "return" to go back a page, or use the "breadcrumbs" under the logo that show where you are and where you came from.

Edit an entry

Click on the green circle next to an entry to edit it. Be sure to save your edits.

Delete an entry

Click on the red X next to an entry to delete it. Be sure you want to delete; there is no "undo" function.

SACS2010 homepage: <http://www.uttyler.edu/SACS2010>



Faculty180 is a product of
Data180

Data Solutions for academe
<http://www.data180.com>

Login to Faculty180

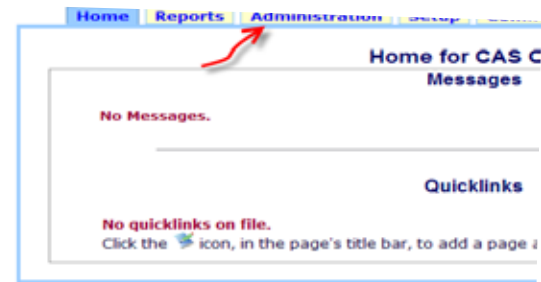
go to: <https://www.faculty180.com>

login using the username and password you received.

If you do not have a login or have forgotten it, please send an e-mail to Donna Dickerson and she will reset your password for you

When you login you will be on your college's Faculty180 homepage.

Click on the "Administration" tab, then Click on "Faculty"



You will now see your college page with the various units.

Be sure that "part-time" faculty is selected

Under the Total in College column, click on the number.

This will bring up a list of all part-time faculty.

Change the date to Fall 2007

Select the faculty member you want to enter data for by clicking on "edit" button (green arrow in the circle) at the end of the line.

This will bring up that person's profile.

Faculty Count By Unit

Employment Status:

Unit	Assigned	Total in University	Total in College	Total in School/Department
<input type="checkbox"/> CAS	3	-	51	-
ARTS	2	-	-	2
BIOL	-	-	-	-
CHEM	1	-	-	1
COMMUN	11	-	-	11
HISTORY	-	-	-	-
LITLANG	12	-	-	12



You only need to fill in the "Current Position" and "Faculty Classification" sections.

Under "Current Position", **change the date to Fall 2007** and make sure the academic rank is correct.

Next, click on "Faculty Classification"

A new page will come up. **Be sure to change the dates to Fall 2007.**

You only need to fill in parts that are in **blue**. Most information will come from the faculty c.v. or transcripts on file in the dean's office.

Graduate Faculty Status--set as "none"

SACS Faculty Highest Degree--use transcript or c.v. to select highest degree earned.

IN THE NEXT 2 SECTIONS, ADD INFORMATION IN SEQUENCE SEPARATED BY COMMAS. DO NOT USE PARAGRAPHING (tab) OR BULLETS.

Click on the + beside the box to expand it to make input easier.

SACS Other Qualifications--Fill in ONLY if person does **NOT** have a doctorate or terminal master's in teaching area.

This area should include such things as 1) years of teaching; 2) years in related professional position; 3) certificates, licenses that relate to teaching area; etc. Be as specific as possible (e.g., "3 years teaching at Tyler Junior College"; not "3 years college teaching")

SACS Supporting Course Credits--must be filled in if a person's highest degree is not in the teaching area, or for someone who has taken doctoral level courses but not completed degree. List courses at graduate level that relate to teaching area.

Tenure Status--will always be "non-tenure track"

CLICK SUBMIT TO SAVE ALL ENTRIES

Current Position

Starting Term: Fall 2007

Administrative Title: []

Primary Unit: Department of Mathematics [Change Unit]

Academic Rank: Graduate Teaching Assistant

Faculty Classifications

[Edit Faculty Classifications](#)

Start Semester: Fall 2007

End Semester: Fall 2007

Setting classifications for Armstrong, Dejana to begin Spring 2008 Sem

Expand Input Boxes

FullTimeStatus
Part Time

Graduate Faculty Status
Select

SACS Faculty Highest Degree
Select

SACS Other Qualifications
[]

SACS Supporting Course Credits
[]

Tenure Status
Non-Tenure Track

to save [Submit Classifications] [Return] hitting "return" will not save entries