

SON Training for Faculty 180

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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, CNHS, and the School of Nursing are concerned.

Updates - How often?

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

Getting to Faculty 180

There are multiple ways to access Faculty 180 from the UT Tyler website but given the upcoming web redesign in 2019-2020, here are three ways that should always work:

1. 2018 New Faculty Home Page- <http://www.uttyler.edu/facultystaff/index.php>

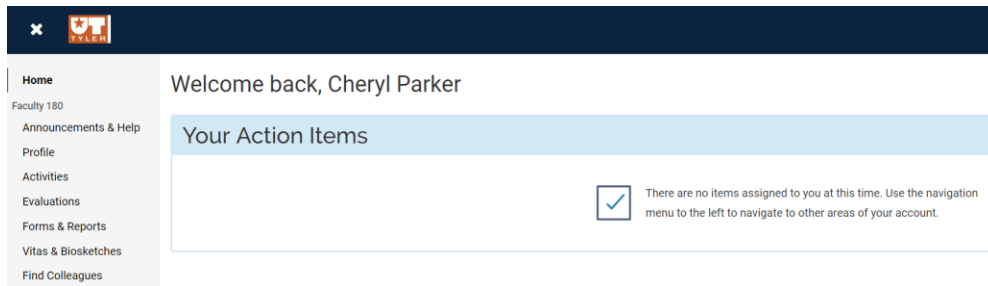
Click on Faculty 180

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:



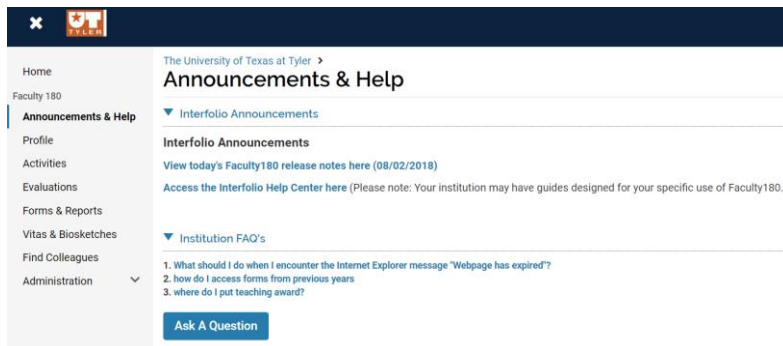
Faculty 180 Home Screen



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.

Announcements & Help

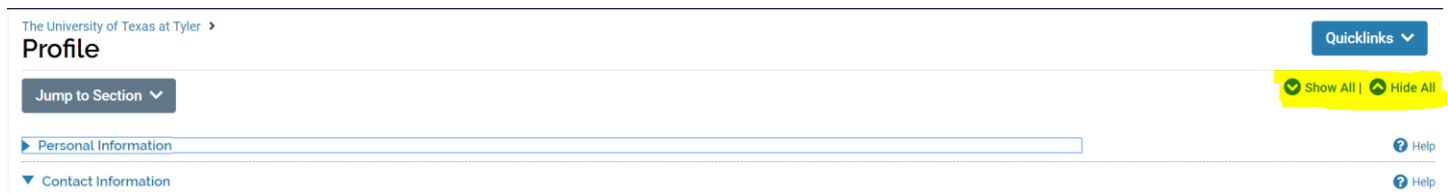
This area is exactly what it says it is – announcements and help. Good place to get to the Interfolio General Help if you need to.



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.



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 through 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 – for those of you who don't have an office phone you may either use your cell phone number or your campus' main number.
 - Tyler – 903-566-7320
 - Longview – 903-663-8100
 - Palestine – 903-727-2300

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 Institution!

Professional Licensures & Certifications

Required –

- Licensures – can indicate a license as inactive or delete it
- certifications such as CNE, CEN, CNM, CCRN, ACLS, BLS, TNCC, etc. belong here

Honors and Awards

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Required as this is reported to UT Systems and the State of Texas. Examples include National Awards/Positions, Fellows status such as FAAN, FAANP or other national professional awards or honors such as DAISY, volunteer positions at national organizational level, or NLN Awards.

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

▼ Membership ? Help

Organization	Years	Actions
American Nurses Association	2011 - Ongoing	 
American Nursing Informatics Association	1994 - Ongoing	 
Emergency Nurses Association	1978 - Ongoing	 
Healthcare Information Management Systems Society	1989 - Ongoing	 
The Honor Society of Nursing Sigma Theta Tau International	1993 - Ongoing	 

[Add](#)

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 may 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.

Now let's look at each section:

P and T Teaching Philosophy Statement and Teaching Evaluation Summary

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This only needs to be completed if you are on the tenure track

Teaching

This 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 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 [Snipping Tool](#) to capture them and attach to the course.

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	<input type="checkbox"/>

B Activity Classifications

Faculty Evaluation Summary 

Taught By Internet or ITV*  Yes

C Attachments

Syllabus	Course Evaluation	Peer Evaluation	Other	Add
1	-	-	-	<input type="button" value="Add"/>

Reassigned Duties

This applies only to those who have reassignments due to leadership or grant responsibilities

P and T Statement about Research/Creative Activity

This only needs to be completed if you are on the tenure track.

Scholarly Contributions and Creative Productions

The three most critical things to remember are:

1. Keep the description brief (less than 50 words)
2. 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 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.

- 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.

You do need to upload a docx. or PDF version of your publication or presentation.

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.

Status*	Select ▼ for Select ▼ Select ▼
Title*	<input type="text"/>
Conference / Event*	<input type="text"/>
Month/Season* ?	<input type="text"/>
Year*	Select ▼
Location	<input type="text"/>
Sponsoring Organization	<input type="text"/>

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"

Best practice: take a screen shot of revised/submit, accepted etc. emails and attach.

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.

Sorting

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.

Search:

Type	Title
------	-------

FAQ: what is [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 Drs. Haas or Duke when entering Grant information.

Professional Enhancement Activities & Teaching Enhancement Activities

Entries in these two sections are 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 clinical 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 – as long as 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 entry.

Case study/scenarios you create for SON use only are reported as Creative Productions.

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

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Only for tenure track faculty.

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), and/or Search Committees is reported here

Professional Appointments

Do not use this area

Professional Service

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

Civic Service Activities

Civic service includes all non-professional organizations such as service organizations even if they have a healthcare focus e.g. Lions, Rotary, Kiwanis, AI etc. Local organizations such as Boys & Girls Clubs, Toastmasters, Meals-on-Wheels, can also be listed here.

K-12 Service Activities

Activities such as teaching in K-12 classes can be included in this section.

Advising Activities

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

Student Mentoring

Listed by student name and includes honors students, dissertation, DNP project faculty mentoring and precepting students one-on-one (i.e. you have completed the preceptor paperwork) but does not include teaching MSN capstone class.

Consulting

For professional consulting activities

P and T Supporting Documents & P and T Additional Items

Only for tenure track faculty


Vitas & Biosketches: Checking & Submitting your Evaluation Vita

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.