

# Faculty Professional Activity Reporting Project

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# Purpose

- Move away from paper and develop an online process for submission of the Professional Activity Reports (PARs) and Vita
  - The current paper process makes it difficult to centralize and record faculty contributions
  - Most of our peer institutions already have this: GVSU, Ferris State, UM, MSU, etc.
- Streamline process for faculty by having them enter any and all professional activity data only once
  - It automatically updates the vita
- Faculty/chairs will no longer have to fill multiple requests for the same data



# Other Benefits

This project will:

- Provide a vehicle by which faculty, with the click of a trackpad, can create different forms of their bios or vitae (NSF, full, abbreviated) and then print in PDF or Word formats
- Aid in our accreditation efforts by pre-building reports from faculty PAR data
- Enable programs, colleges, and WMU to collect meaningful data around our strategic planning, marketing, etc. objectives
  - i.e., number of books published, amount of service learning, etc.



# Other Benefits

The system is designed to pre-populate much of faculty PARs by automatically importing data from other internal and external systems

- Internally: profile information, courses taught, student enrollment, total credit hours from Banner and Peoplesoft
- Externally: faculty have the option of importing publication data from Google Scholar, Community of Science and other databases



# What Does it Look Like? The Home Screen

**FACULTY180**

Due to scheduled maintenance, FACULTY180 will be unavailable on Saturday, May 20, from 5:00 AM to 8:00 AM EDT. ✕

Quicklinks ▾ FAQs ▾ Help Log Off

Faculty Admin

**WELCOME BUSTER K. BRONCO** | WESTERN MICHIGAN UNIVERSITY

To Do

Search:

Action Item	Type	Posted Date	Due Date	Actions
Complete Activity Input: Fall 2013	Input Forms	August 15, 2013	None	
Complete Evaluation: IS Department Chair Review	Evaluation	January 11, 2017	December 31, 2017	✕
Complete Evaluation: IS Department Committee Review	Evaluation	January 11, 2017	December 31, 2017	✕
Update Profile Form	Input Forms	July 12, 2013	None	✕

Manage Your Data

Filters

**Profile**

Contact information, rank, degrees, work experience...

**Activities**

Courses, research, service, professional development...

**Evaluations**

Access evaluations from other faculty or evaluate them.

**Vitas & Biosketches**

Access standardized vitas or create a personalized one.

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Search Faculty Announcements



# What Does it Look Like?

## Profile Section

**FACULTY180**

Faculty Admin

**DASHBOARD**

**PROFILE**

- Personal Information
- Contact Information
- Current Position
- Work Experience**
- Degrees
- Professional Licensures & Certifications
- Memberships
- Honors
- Interests
- Biography

**ACTIVITIES**

**EVALUATIONS**

**FORMS & REPORTS**

**VITAS & BIOSKETCHES**

**ACCESS SETTINGS**

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### Work Experience Help

*Include your current position.*

Position	Organization	Years	Actions
Assistant Professor of Information Systems	Demo State University	(2002-Ongoing)	
Director of Operations	Harvest International Information Technology	(1996-1999)	
Web Master and Systems Administrator	Institute for Regional Analysis and Public Policy	(1999-2002)	

### Degrees Help

Degree	Discipline	Year	Institution	Highest Degree Earned	Actions
B.S.	Physics	1988	The University of Dayton		
M.S.	Engineering Science	1992	The Pennsylvania State University		
Ph.D.	Accounting and Information Systems	1995	The Pennsylvania State University		

### Professional Licensures & Certifications Help

Title	Organization	Year	Actions
Certified Public Accountant	Kentucky Board of Accountancy	2007	

# What Does it Look Like?

## Activity Screen/ PAR Categories

Firefox File Edit View History Bookmarks Tools Window Help Thu 10:54 AM Keith M Hearit

FACULTY180 - Activity Input

https://faculty180.interfolio.com/workload/Workload\_Form.php

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**ACTIVITIES | WESTERN MICHIGAN UNIVERSITY**

Show All | Hide All

- ▶ Teaching Help
- ▶ Advising Load Help
- ▶ Student Supervision Help
- ▶ Scholarly Contributions & Creative Productions Help
- ▶ Grants Help
- ▶ Institutional Committees Help
- ▶ Other Institutional Service Help
- ▶ Professional Service Help
- ▶ Local Community Service Help
- ▶ Professional Development Help
- ▶ Consulting Help
- ▶ Other Help
- ▶ Community Service Help

DASHBOARD

PROFILE

**ACTIVITIES**

- Teaching
- Advising Load
- Student Supervision
- Scholarly Contributions & Creative Productions
- Grants
- Institutional Committees
- Other Institutional Service
- Professional Service
- Local Community Service
- Professional Development
- Consulting
- Other
- Community Service

EVALUATIONS

FORMS & REPORTS

VITAS & BUDGETS

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# What Does it Look Like?

## How to Enter Data: Dialog Boxes

The screenshot shows a web browser window with the URL `https://faculty180.interfolio.com/workload/ActivityInput.php`. The page title is "ACTIVITY INPUT | WESTERN MICHIGAN UNIVERSITY". The main heading is "Scholarly Contributions & Creative Productions : Journal Publication". A sidebar on the left contains navigation links for Faculty and Admin, with "ACTIVITIES" selected. The main content area features an "Input Form" with several fields: "Status\*" (three dropdown menus), "Title\*", "Journal\*", "Month / Season\*" (with a help icon), "Year\*" (dropdown), "Volume", "Number", and "Pages". Below the form is a table for "CoAuthor" information with columns for "CoAuthor", "First Name", "Middle Initial", "Last Name", "Faculty at your institution", and "Delete". The table contains one entry for "Buster K. Bronco". An "Add" button is located below the table. At the bottom, there is a checkbox for "Include URL in output citation (display dependent on citation format)".

Firefox File Edit View History Bookmarks Tools Window Help Thu 11:32 AM Keith M Hearit

FACULTY180 - Scholarly Con

https://faculty180.interfolio.com/workload/ActivityInput.php

### FACULTY180

#### ACTIVITY INPUT | WESTERN MICHIGAN UNIVERSITY

Scholarly Contributions & Creative Productions : Journal Publication [Help](#) [Add a Quicklink](#)

*\* Indicates required field*


#### A Input Form

Status*	Select	for	Select	Select
Title*	<input type="text"/>			
Journal*	<input type="text"/>			
Month / Season* <a href="#">?</a>	<input type="text"/>			
Year*	Select			
Volume	<input type="text"/>			
Number	<input type="text"/>			
Pages	<input type="text"/>			

CoAuthor	First Name	Middle Initial	Last Name	Faculty at your institution	Delete
1	Buster	K.	Bronco	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Include URL in output citation (display dependent on citation format)

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# Implementation Committee

- A committee composed of faculty, associate deans, as well as administrative staff
- Co-chairs: Keith Hearit (CAS) and Fen Yu (IR)
- OIT Liaison: Adam Newsted
- This committee also will serve as the initial governance committee



# Implementation Committee

Name	Department
Bundza, Maira	University Libraries
Code, David	Fine Arts
Du, Yu	The Graduate College / Academic Labor Relations
Ghantasala, Muralidhar	College of Engineering and Applied Sciences
Hearit, Keith	College of Arts and Sciences
Hoinville, Jay	Office of the Vice President for Research
Mansberger, Nancy	Academic Labor Relations
Newell, Steve	Haworth College of Business
Newsted, Adam	Office of Information Technology
Sinclair, Gil	College of Aviation
Springsteen, Kathleen (Cathe)	Institutional Effectiveness
Thelen, Sally	CELCIS - Center for English Language and Culture for International Students
Vellom, Paul	College of Education and Human Development
Wagner, Cindy	Haworth College of Business
Weinreich, Donna	School of Social Work
Williams, Teressa	Office of Institutional Research
Yu, Fen	Office of Institutional Research



# Timeline

- Scope:
  - Over the summer to complete the installation & implementation of Data 180 software suite
  - In September, we'll provide orientation and training that will enable faculty to use the tool
  - The project will go live in early September
  - Faculty will submit their PARs and vitae electronically on October 15
  - ❖ Preliminary testing suggests a self-service interface that is intuitive and easy to follow



# Updates/Usage

- Faculty will have access to the system and can update and use their data at any time during the year
- Chairs will have access to the PAR data in their departments
- Deans will have access to the PAR data in their colleges



# HLC Compliance

- A secondary project (post-PAR)
- Higher Learning Commission *Qualified Faculty Initiative*
- This is part of HLC compliance
- We'll use the faculty qualifications section of the tool to provide documentation and verification of faculty credentials
- Probably occur in November/December

