TCU FACULTY180
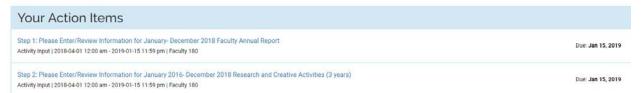
Getting Started

What is Faculty180?

Faculty180 is the university's new online system for faculty activity reporting. Faculty180 offers convenient, user-friendly access for faculty to record their achievements in teaching, research, creative activity, and service. Faculty180 is used to reduce time faculty spend on reporting each year and improve management of data.

What am I required to do?

- If you are required to complete a faculty annual report (primarily for full-time faculty*), you will need to use Faculty180 to record your activities. (*Check with department for exceptions.)
- The 2018 Faculty Annual Report and 3 years of Research & Creative Activities must be submitted through the Faculty180 system no later than **January 15, 2019**. Links on Faculty180 Home page shown below:

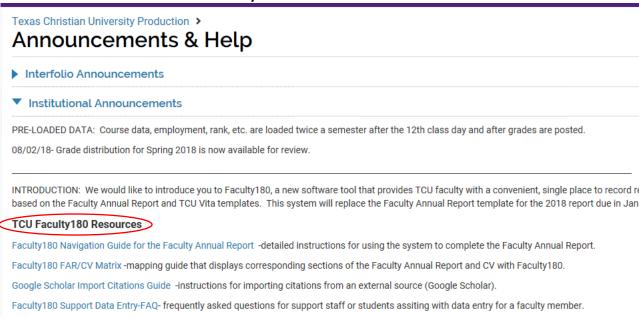| Your Action Items	
Step 1: Please Enter/Review Information for January- December 2018 Faculty Annual Report Activity Input | 2018-04-01 12:00 am - 2019-01-15 11:59 pm | Faculty 180	Due: **Jan 15, 2019**
Step 2: Please Enter/Review Information for January 2016- December 2018 Research and Creative Activities (3 years) Activity Input | 2018-04-01 12:00 am - 2019-01-15 11:59 pm | Faculty 180	Due: **Jan 15, 2019**

How do I access Faculty180?

1) Use Internet Browser Chrome, Firefox or Safari for Macs.
2) Go to the webpage: faculty180.tcu.edu and click on the TCU purple box. FACULTY180 - Login - Enter your TCU credentials on the single sign-on screen.

Where do I find Help?

All training documents, instructions and handouts are available digitally in the Faculty180 system under **Announcements & Help**>>**Institutional Announcements**>>**TCU Faculty180 Resources**

Texas Christian University Production ›

Announcements & Help

▶ Interfolio Announcements

▼ Institutional Announcements

PRE-LOADED DATA: Course data, employment, rank, etc. are loaded twice a semester after the 12th class day and after grades are posted.

08/02/18- Grade distribution for Spring 2018 is now available for review.

INTRODUCTION: We would like to introduce you to Faculty180, a new software tool that provides TCU faculty with a convenient, single place to record r based on the Faculty Annual Report and TCU Vita templates. This system will replace the Faculty Annual Report template for the 2018 report due in Jan

TCU Faculty180 Resources

Faculty180 Navigation Guide for the Faculty Annual Report -detailed instructions for using the system to complete the Faculty Annual Report.

Faculty180 FAR/CV Matrix -mapping guide that displays corresponding sections of the Faculty Annual Report and CV with Faculty180.

Google Scholar Import Citations Guide -instructions for importing citations from an external source (Google Scholar).

Faculty180 Support Data Entry-FAQ- frequently asked questions for support staff or students assiting with data entry for a faculty member.

What if I need more Help?

- Attend a training or open lab session beginning August 2018 (http://ir.tcu.edu/faculty180/training.asp)
- Contact your Department or Dean's office for content questions
- Contact Institutional Research: web: faculty180.tcu.edu email: faculty180@tcu.edu call: 817-257-7475