

Standard Vita Report

 The content in this knowledge base is based upon the standard FACULTY180 environment. Your institution may have made changes to customize the FACULTY180 environment to meet your institution's needs; therefore, the screens in your FACULTY180 environment may differ slightly from the knowledge base. For more information, please contact your FACULTY180 administrator.

The Standard Vita Report produces vitas for selected faculty members. A single Vita, as well as vitas for multiple faculty members, can be exported to the printer, Microsoft Word, or PDF.

 Report access is based upon a user's permissions. For example, a provost might have permissions to access all reports at the university level and below, while deans might only have access to reports for their colleges.

1. To access the report, click the **Admin** menu, then click **Reports**. The **Reports** screen displays.
2. Select **Standard Vitas** (under **Administrative Reports**).

FacultyAdmin Analytics Reports - Activity Reports - Administrative Reports - AACSB - 2013 (business) Administration Communication Setup	
▼ Administrative Reports	
Ad Hoc Reports	Report building by selecting data to represent each column: faculty information, faculty classifications, activity input counts, and profile activity counts
Activity Overview - By Faculty	Activities by units and faculty members within those units
Activity Overview - By Semester	Activities by units and the semesters within those units
Faculty Classifications	Faculty members organized by classification rank, tenure status, and other faculty classifications
Scholarly Citations	Publications and creative productions by faculty members within units
Grant Citations	Grant activities and funding data by faculty members within units
Standard Vitas	Vitas for selected faculty members
Course Attachments	Courses based on types and status of supporting documentation (such as syllabus, course evaluations, peer evaluations, and more)
Prior Activity Input Forms	Submitted activity input forms
Evaluations	Status and results of faculty performance reviews

The **Standard Vitas - Count by Unit** page displays.

1. If necessary, change the **Employment Status** by selecting the appropriate employment status from the drop-down.
2. **Assigned to Unit As** defaults to **Primary Unit**. The available options for **Assigned to Unit As** are *primary*, *secondary*, or *both*.
3. Click the hyperlink number for the unit corresponding to the faculty member. If necessary, click the plus sign to expand a unit.

Reports
Demo University

Standard Vitas

Count By Unit

Employment Status
Full Time

Assigned To Unit As
Primary Unit

Unit	Total	Attached In			
		University	College	Department	Discipline
UNIV	369	4	-	-	-
COB	179	-	3	-	-
COS	186	-	1	-	-

Go Back

4. After clicking a number relevant to a unit. a list of the faculty members assigned to the unit displays. Specify the vita report options:
- **Template:** Select the vita drop-down to be used.
 - **Begin and End Semester:** Select the academic terms for the vita you wish to view.
 - **Employment Status:** Select the appropriate employment status from the list.
 - **Assigned to Unit as:** Select either *Primary Unit*, *Secondary Unit*, or *Both*.

Reports

Demo University

View Vita

View Faculty Vita in University

Template*	Standard Vita * (University) ▼	
Begin Semester	Spring ▼	2017 ▼
End Semester	Spring ▼	2017 ▼
Employment Status	Full Time ▼	
Assigned To Unit As	Primary Unit ▼	

Bulk Export

Exporting and Sharing the Standard Vita Report

1. To export vitas for multiple faculty members, click the Bulk Export button.
2. A dialog box appears. Click the Select Faculty button.
3. Use the faculty selection tool to specify the faculty for whome a vita should be exported.

Export

Faculty

Select Faculty

Document Type

☒

☐

☐

Export

Cancel

4. Document Type: Available options are *print*, *Microsoft Word*, and *PDF*.
5. Click the Export button.

⚠ Note: Selecting Microsoft Word or PDF format will create a .zip file of all the vitas.

6. To export a vita one faculty member at a time, click the export icon for each faculty member.
7. To view a particular vita, click the View (eye) icon
8. To search for a particular faculty member, enter the name in the Search box.

Show 20 entries					Search:	
#	▲	Faculty	Primary Unit	View	Vita Export	
1		Adkins, Jasmine I	Computer Information Systems			
2		Ahmadi, Husien H.	Economics			
3		Albert, Robert K.	Computer Information Systems			
4		Alexander, Christina W	Management			
5		Alvarez, Gerardo T.	Accounting			
6		Anderson, Larry E	Child Development			
7		Anderson, Larry E	Biology			
8		Anderson, Michael E.	Management			
9		Anderson, Paul E	Geology			