

School: Details

! 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.

Various details related to your institution, including the institution name, term designations, unit designations, faculty ranks, and academic terms, must be set up in FACULTY180. This is done in the **Details** screen. To access the **Details** screen, do the following:

1. On the **Admin** menu, click **Setup**.
2. Click **Details** in the **School** section. The **Details** screen displays.

The screenshot shows the 'Details' screen for 'Demo University' in the FACULTY180 system. The interface includes a top navigation bar with 'interfolio faculty180' and 'Quicklinks' and 'Data180 Administrator' buttons. A left sidebar contains a 'Faculty' menu and an 'Admin' menu with 'Setup' highlighted. The main content area is titled 'Setup | Demo University' and 'Details'. It is divided into three sections: 'A General Information', 'B Login Authentication', and 'C Unit Designations'. Section A includes fields for 'University Name' (set to 'Demo University'), 'Logo', 'Change Logo' (with a 'Choose File' button), 'Term Designation' (set to 'Semester'), and 'Login Note'. Section B includes an 'Authentication' dropdown set to 'System'. Section C includes a note: 'Add units by level, highest-to-lowest. (Maximum of nine levels)'. Each section has a 'Save' button.

Complete the following sections:

- **Login Authentication** - Login authentication is performed after the first faculty file is uploaded to FACULTY180 and is managed by IT resources from Interfolio and your institution. We support direct login and several single sign-on authentication systems. Following is a listing of these systems:
 - FACULTY180 direct authentication (not recommended)
 - Active Directory via LDAP
 - Shibboleth or other SAML-based authentication systems

- Campus Cruiser
- CAS, Token, WIND, or similar token-based authentication systems
- Login scripts for access behind the clients secured faculty portal page (for example, PHP and ASP scripts can be provided)

General Information

Confirm that the following information is accurate:

- University name
- Logo
- Term Designation (Quarter, Semester, Term, Other)
- Login Note (applicable if not using login authentication)

Login Authentication

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 **Contact your Interfolio Project Manager if your institution would like to consider other login options or would like documentation for implementing login authentication.**

Unit Designations

C Unit Designations

! Add units by level, highest-to-lowest. (Maximum of nine levels)

Level	Name	Actions
1	University	 
2	College	 
3	Department	 
4	Discipline	 

Add

(The Unit Designations functionality is only available to FACULTY180 administrators at your institution.

The hierarchical structure of your institution's academic structure, such as a university with colleges, schools, departments, and disciplines, must be established. Configurations at the highest level (level 1) will flow down to all levels below. For reference, see the unit designation that has been created in your demo database (Demo University).

- In Demo University, Level 1 = University, Level 2 = College, Level 3 = Department, Level 4 = Discipline.

Faculty Ranks

D Faculty Ranks

Name	Actions
Adjunct Faculty	 
Assistant Professor	 
Associate Professor	 
Instructor	 
Professor	 
Visiting Faculty	 

Add

Clients can add faculty ranks or provide a list to Interfolio to be added to FACULTY180. This list can be expanded based on the needs of your institution (e.g. professor, associate professor,

etc). This list of faculty ranks must match the rank field in the faculty file.

See [Upload Base Data](#) for more information.

Academic Terms

E Academic Terms

 Add academic terms in the order they occur in an academic year.
Academic terms should combine to span a calendar year.

Term Number	Term Name	Term Abbreviation	Start Month	Starts Mid-Month	End Month	Ends Mid-Month	Actions
1	Fall	Fa	August	☒	December	☐	 
2	Spring	Sp	January	☐	August	☒	 

Add

 This is a critical item intended to be set up once and not be changed.

The Academic Terms functionality is only available to FACULTY180 administrators at your institution.

Typical academic terms are Fall, Spring, and Summer; however, some institutions choose to use months (Jan, Feb, Mar, etc.)

Note the following about academic terms:

- Must be concurrent and assigned start and end dates by month
- Are added in the order they occur during an academic year, with Term Number 1 being the first term in the academic year
- Span a complete calendar year
- Academic terms cannot overlap

It is important to plan and understand the impact of your academic term configuration, as academic terms support your FACULTY180 system with the following:

- Faculty input (such as indicating a faculty member served on a committee from the Fall semester of 2015 to the Spring semester of 2017)
- Data storage and organization within the database
- Reporting (specifically, how data is pulled for reporting)
- Base data loads (such as assigning uploaded faculty activities to the Fall Semester of 2017)

Miscellaneous

Miscellaneous	
Faculty Input Form Title ?	Activity Input
Default Organizational Unit Display ?	☒ Abbreviation ☐ Full Name
Default Faculty Status Filter ?	Full Time ▾
Force Chronological Completion ?	☒ No, faculty can submit workloads in any order ☐ Yes, faculty must submit workloads in chronological order
Committees ?	☐ Uncontrolled, faculty type in committee names ☐ Controlled, faculty select committees from a controlled list ☒ Both, uncontrolled and controlled
Faculty Training URL ?	
Years in Dropdowns (current year - n) ?	50 ▾
Future Years in Dropdowns (current year + n) ?	0 ▾
FACULTY180 Administrator Name ?	
FACULTY180 Administrator Email ?	
Send System Emails Using FACULTY180 Administrator Name/Email ?	None ▾
Time Zone ?	Eastern ▾
Course Attachment Reminder ?	☐ No ☒ Yes
Allow Emails To Be Sent ?	☐ No ☒ Yes
Autoload Reports ?	☒ No, reports should not autoload ☐ Yes, reports should autoload

The Miscellaneous section contains several options to be configured:

- **Faculty Input Form Title:** Your institution can change the name of the Activity Input Form in this screen. The Activity Input Form is used by faculty members to manage their activities that tend to change each academic term, such as teaching, scholarly and creative contributions, and service. This form is used during formal input periods, in which all faculty members participate.
- **Default Organizational Unit Display:** Specify if your institution would like the abbreviation or the full name of organizational units to display on forms. (Note: Additional information about uploading unit names and abbreviations is provided in the [Upload Base Data](#) section.)
- **Default Faculty Status Filter:** Specify the default faculty employment status (e.g. full time or part time) when selecting faculty.
- **Force Chronological Completion:** Determine if formal input forms (Activity Input Forms, unless the name of the input form was changed by your institution) must be completed in the chronological order in situations where multiple academic terms are included within a given formal input process. (See [Initiate Faculty Input](#)) The following options are available:
 - No: Faculty can submit Activity Input Forms in any order
 - Yes: Faculty must submit Activity Input Forms in chronological order
- **Committees:** Faculty members enter committee activities in the Institutional Committee input section. Choose from the following methods to input committees:

- **Controlled:** Faculty selects from a list of administratively-created committee names. Your institution can upload a list of committees which are related to each unit. (See [Upload Base Data](#) for information on the upload process.)
- **Uncontrolled:** Faculty enters committee name in an open text box.
- **Both: (recommended)** Faculty selects from a list, or select *other* and type a committee name if the appropriate name is not on the list. Your institution can upload a list of standing committees related to each unit. (See [Upload Base Data](#) for more information about the upload process.)
- **Faculty Training URL:** Add the URL for the institution's training website. This URL is included in e-mail messages to new users. If no URL is specified, the default Interfolio URL is used
- **Years in Drop-downs:** Select the number of prior years (up to 100) in all drop-downs that contain the year field.
- **Future Years in Drop-downs:** Select the number of years going forward from the current year (up to five years) in all drop-downs containing the year field
- **FACULTY180 Administrator Name/Email:** Specify an administrators name and e-mail address to be included in outgoing email messages. This is the individual who users will be referred to for primary support and questions. We recommend that a generic name and email address be created for this purpose, such as support@institutionname.edu.
- **Send System Emails Using FACULTY180 Administrator Name/Email:** Specify if e-mail messages sent from FACULTY180 via the **Communication** screen should be sent from the FACULTY180 administrator's account, based on the unit level. Otherwise, all e-mail messages sent via the **Communication** screen will be sent from the account of the FACULTY180 user who is creating the message on the Communication screen. The default text in the **From** field is FACULTY180.
- **Time Zone:** Select the most appropriate time zone for your institution. This selection will affect the start and due dates for faculty performance evaluations (such as annual reviews, promotion and tenure evaluations).
- **Course Attachment Reminder:** Click **Yes** if your institution wants a pop-up box to display a reminder message to faculty members to upload course attachments before submitting the Activity Input Form as part of the formal input process. Note, by default attachments are not required.
- **Allow Emails To Be Sent:** Select to allow or not allow e-mail notifications to be sent to faculty members. Note: We recommend turning this feature off during implementation so messages are not sent to faculty from the system.
- **Autoload Reports:** Specify if reports should be automatically loaded each time a report is generated. If reports are not automatically loaded, then various report filters display, allowing administrators to select the type of report data to view. This is helpful if a report contains a large amount of data, causing the report to load slowly.

Announcements

G Announcements

Show Announcement ?

☐ Show ☒ Hide

Announcement Text ?

B *I* U | | | Font Size | | | | | |

Path: p

Save

Go Back

Administrators can create custom Dashboard announcements for their institution. Announcements display in the Announcements section on the FACULTY180 Dashboard, below the FACULTY180 announcements. Examples of announcements are upcoming events and deadlines and links to training documents.

1. In the **Announcements** section, make sure the Show option button is selected. Use the **Hide** option to hide existing announcements that are no longer applicable.
2. Type the announcement and apply any desired formatting. Note that images and hyperlinks to URLs can also be included in the announcement.