

Faculty180 Reports - for Faculty Activity, Administration, and Accreditation

! The content in this knowledge base is based upon the standard FACULTY180 environment. Your institution may have made changes to configure 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 activity, administrative, and accreditation reports can be generated within FACULTY180 for information purposes, 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. Once a report has been generated, it can be exported to Microsoft Word/Excel format or Adobe PDF. Reports can also be printed on a standard printer.

To access reports, from the Admin menu, click Reports.

The Reports screen displays.

Reports Demo University	
▼ Activity Reports	
Profile Report	Personal information, work experience, degrees, licenses, memberships, honors, interests, biographies, and more
Activity Input Report	Teaching (e.g. enrollment, credit hours), grants, service, professional development, consulting, and more
Scholarly Activities	Research, publications, and creative productions
Grants	Grant activities and funding data
Courses Taught	Enrollment, credit hours, teaching load, and course sections
Activities By Activity Classification	Activities grouped by classifications
▼ 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 Vitae	Vitae for selected faculty members

Running Reports

There are two basic components to running reports. Selecting the faculty and selecting the data to include in the report. Additional options may be available, depending on the type of data in the report.

- **Faculty:** use the Faculty Selection Tool to select faculty to include in the report.
- **General:** use the settings in this section to select the data to include in the report.
- **Details:** use Activity Classifications to filter data in the report.
- **Build Report:** after selecting faculty to include in the report and selecting data to include in the report and applying additional filters as needed, click the Build Report button.
- **Add a Quicklink:** select to add a link to this report screen for easy access.
- **Print, Export, Graphing options:** select the appropriate option to use the report.

[Demo University](#) > [Reports](#) > [Activity Input Report](#) >

Reports

Activity Input Report

[Quicklinks](#) [Actions](#)

General

Unit	University
	Change
Form	Activity Input
Activity	Summary
Measure of Teaching	Enrollment
Begin	Spring 2018
End	Spring 2018
Display Mode	Count Only

[Build Report](#)

[Go Back](#)

Faculty

Unit	University
Employment Status	Full Time
Begin	Spring 2018
End	Spring 2018

[Select Faculty](#)

Details

Activity Classifications

Select

IS

[Apply](#)

In the example above, the following selections apply:

- **Report:** Activity Input Report
- **Faculty:** All Full Time Faculty for Spring 2018 at the University level and below
- **General:** Summary, meaning this includes all sections on the Activity Input Form; Measure of Teaching is Enrollment, meaning that the number shown is related to enrollment; the data are for the term / year = Spring 2018 only, and the Display Mode is Count Only
- **Activity Classifications:** none applied

Drill Down to Source Data

There are several options to drill down to the source data of the report. Click on any hyperlinks that are available to see a different view of the data.

Search:

Activity ¹	Spring 2016	Total
Teaching	29,679	29,679
Advising Load	0	0
Student Supervision	6	6
Professional Development	199	199
Institutional Committees	344	344
Other Institutional Service	78	78
Professional Service	34	34
Grants	17	17
Consulting	8	8
Other	27	27
Service: Local Community Service	0	0
Community Service	29	29
Totals	30,421	30,421

¹ A faculty member's activities occurring before being employed by the institution will not be included. See faculty members' vitae for a complete listing of their activities.

Clicking on the numeric totals will display data by faculty.

Faculty ¹	Spring 2016	Total
James, Jennifer	4	4
Johnson, David	4	4
Johnson, David	2	2
Johnson, David	2	2
Johnson, David	2	2
Johnson, David	2	2
Johnson, David	2	2
Johnson, David	2	2
Johnson, David	2	2
Johnson, David	1	1
Johnson, David	1	1
Johnson, David	1	1
Johnson, David	1	1
Johnson, David	1	1
Johnson, David	1	1

Clicking again on the numeric totals will display the source data by faculty.

#	Faculty	Title	Organization	Description	Start Semester	End Semester	Actions
1		BEC Committee	AICPA	This committee reviews CPA exam questions for accuracy, validity, relevancy, and statistical and psychometric strength.	Fall 2010	Ongoing	
2		Education Committee	NASBA	Reviews the educational requirements of candidates for sitting for the CPA exam	Fall 2010	Ongoing	
3		Joint Panel	NASBA	Participated in Joint Panel Conference in Dallas, April 30th, to discuss issues regarding accounting education and ethics within the profession and academic institutional programs. This panel was comprised of experts from AACSB, SEC, ACBSP, AICPA, AAA, NASBA, State Board Representatives.	Fall 2010	Ongoing	
4		President	Ky State Board of Accountancy	President of the regulatory body for CPAs licensed in the state of Kentucky	Fall 2010	Ongoing	

To add activity classifications to the report, click on **[View]** and select the classifications to add. Then, click the **Update** button.

Activity Input Listing Report

General

Columns: Professional Service
Table Format: Combined
Additional Columns: **[View]**
Begin: Spring 2016
End: Spring 2016
List Faculty Without Data: No

Details

Activity Classifications

Select

Faculty

Unit: University
Employment Status: Full Time

Activity Classifications

ACBSP Activity Allocation
Curricular Engagement
Geographic Emphasis
Outreach & Research
P-12 Professional Experience/Credential
Professional Service: Scope
Showcase Activity for NCATE

Update

Cancel

The Activity Classification is added as a column in the report:

#	Faculty	Title	Organization	Description	Professional Service: Scope	Start Semester	End Semester	Actions
1		BEC Committee	AICPA	This committee reviews CPA exam questions for accuracy, validity, relevancy, and statistical and psychometric strength.	National	Fall 2010	Ongoing	 
2		Education Committee	NASBA	Reviews the educational requirements of candidates for sitting for the CPA exam	State	Fall 2010	Ongoing	 
3		Joint Panel	NASBA	Participated in Joint Panel Conference in Dallas, April 30th, to discuss issues regarding accounting education and ethics within the profession and academic institutional programs. This panel was comprised of experts from AACSB, SEC, ACBSP, AICPA, AAA, NASBA, State Board Representatives.	National	Fall 2010	Ongoing	 
4		President	Ky State Board of Accountancy	President of the regulatory body for CPAs licensed in the state of Kentucky	State	Fall 2010	Ongoing	 

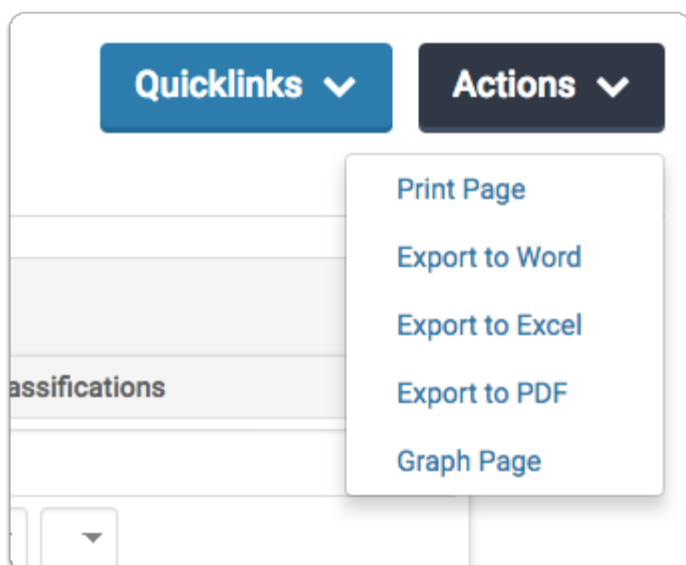
To sort the data in the report by a particular column, click the column heading. The report is sorted by the selected column.

#	Faculty	Title	Organization	Description	Professional Service: Scope	Start Semester	End Semester	Actions
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Print, Export, and Graph the Report Data

There are several options to output the data. The icons at the top of the page can be used to print, export to Word, export to Excel, and export to PDF. Graphing is also available for some reports.

 **Note:** If the report has been sorted, the sort applies only to the display the sort will not be reflected in the export options. If a different sort order is desired, the data should be exported to Excel, where the sort order can then be modified.



Types of Reports

Activity Reports

- Profile Report: Personal information, work experience, degrees, licenses, memberships, honors, interests, biographies, and more.
- Activity Input Report: Teaching (e.g. enrollment, credit hours), grants, service, professional development, consulting, and more.
- Scholarly Activities: Research, publications, and creative productions.
- Grants: Grant activities and funding data.
- Courses Taught: Enrollment, credit hours, teaching load, and course sections.
- Activities By Activity Classification: Activities grouped by classifications.

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 your institution's academic term: Activities by units and the academic terms within those units.
- Faculty Classifications: Faculty members organized by classification rank, tenure status, and other faculty classification.
- Scholarly Citations: Publications and creative productions by faculty members within units.
- Grant Citations: Grant activities and funding data by faculty members within units.
- Standard Vitae: 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.

Accreditation Reports

AACSB - 2003 (Business)

- Table 2-1: Summary of intellectual contributions
- Table 2-2: Summary of peer reviewed journals and number of publications in each
- Table 9-1: Summary of faculty sufficiency by discipline and school
- Table 10-1: Summary of faculty qualifications, development activities, and professional responsibilities
- Table 10-2: Calculations relative to deployment of qualified faculty

AACSB – 2013 (Business)

- Table 2-1: Summary of intellectual contributions
- Table 15-1: Summary of faculty sufficiency and qualifications
- Table 15-2: Deployment of participating and supporting faculty

ABET (Engineering)

- Faculty Profile: Faculty name, rank, degree, research areas and interest
- Faculty Profile v2: Faculty name and status; course and degree information; and teaching areas of interest
- Faculty Qualifications/Faculty Workload tables: Please complete a support ticket to have this functionality activated for your institution.

ACBSP (Business)

- Deployment of Faculty by Program: Deployment pattern by undergraduate/graduate and day/evening
- Faculty Coverage Summary: Coverage of programs by academically-and professionally-qualified faculty
- Faculty Credit-Hour Production or Equivalent: Credit hour production by faculty member
- Faculty Load for Full-Time Faculty Members: Faculty loads, hours taught, preps, disciplines, and advisees
- Faculty Qualifications: Qualification level of faculty members
- Scholarly and Professional Activities: Scholarly and professional activities by faculty members

ACEJMC (Journalism and Mass Communication)

- Table 2: Years of professional experience, college teaching, years on current faculty and at present rank for full time faculty members.
- Table 3: Years of professional experience, college teaching years on current faculty and at present rank for part time faculty members.
- Table 6: Group and the percentage of total faculty that are female and male based on full-time and part-time faculty members.

LCME (Medicine)

- Table FA-5: Departmental and faculty productivity in publications, scholarly activities, and grants

NCATE-CAEP (education)

- Faculty Qualification Summary: Faculty members highest degrees and scholarship

Regional Accreditation

- Faculty Allocation: Academic units and enrollments taught by faculty members with doctorate and with terminal masters
- Faculty Roster: Faculty members' courses taught and their credentials (degrees and experience) used for SACS accreditation