Edit the Workload Form

The Workload Form contains the following sections:

1. **Teaching**
   a. **Faculty** can upload syllabi, peer evaluations, student evaluations, etc. when this section is open (Open Workload Process). The Fall 2012 workload will be “open” after the Courses Taught data is loaded into Faculty 180. At that time, faculty will receive notification that they can upload the syllabi, peer evaluations, etc. into the system.
   b. Courses taught will be loaded into the Teaching section automatically and confirmed by the faculty member.
   c. Data will be loaded for each semester beginning with Fall 2004 and forward.
   d. This section is for RTP purposes. Viewable on the RTP CV - faculty can choose to include/exclude this section on their personal CVs.

2. **Scholarly Contributions and Creative Productions**
   a. Scholarly or professional works such as Book, Chapter, Creative Performance, etc.
   b. There are 3 methods to add publications: (1) Search the library and import citations (2) Use Google Scholar to search for and import citations (3) Manually input citations.

3. **Professional Service**
   a. Service rendered to academic or professional organizations. Committee appointment, journal editor or reviewer, speech or presentation of non-research paper at professional meeting, moderator, discussant or panelist at conference.

4. **Community Service**
   a. Membership or service rendered to the community, civic organization and public speech or presentation to community organization, holding office in civic club.

5. **Other Institutional Service**
   a. Service to the academic institution other than formal standing committees.
   b. Ad hoc committee, faculty sponsor to student organization, webpage design, informal assignment, etc.

6. **Institutional Committees**
   a. Formal standing committee appointment within the academic institution.
   b. Do not list ad hoc committees or informal assignments here; instead list them under Other Institutional Service.

7. **Professional Development**
   a. Conference, training, continuing professional education, etc. in which you participated.
   b. Do not list degrees in progress here; enter instead as Degrees in the Profile Form.

8. **Pre-Faculty180 Evaluations**
a. After campus adoption of an electronic RTP system, these will automatically be available in the system. For now please place in this section “Pre-Faculty 180 Evaluations”. Refer to page 15 of this document for details on date range, naming convention, etc.

9. Courses Taught Summary
   a. Listing of courses the faculty member teaches (semester is NOT specified)
   b. Viewable on the Standard CV only

The vitas are created by pulling data from the Profile and Workload Forms. **Failure to have accurate data in both the Profile and Workload forms will result in an inaccurate vita.**

The information for both the Profile and Workload forms should come from the Faculty CV.

A copy of the CV should be obtained and then data should be entered into Faculty 180 so that the Standard CV in Faculty 180 and the original version of the CV (from the faculty member) contain the same information.
Edit the Workload Form

1. Log in to Faculty 180.
2. Emulate the faculty member for whom you need to add scholarly contributions. NOTE: Refer to the job aid and tutorial, “Emulate a Faculty Member”, for details on this process.
3. Click the My Data tab.

![Image]

4. Select Workload Form (under the “Standard Input Forms” heading).

![Image]

5. The Workload form displays. To add a new item for a section, click the Add link. In order to expand a section and view the data, either click the section name or the expand icon. NOTE: The Teaching section is only available during the workload period.
6. Once the information is expanded use the following guidelines to edit/delete data:

   a. Click the Edit icon to update/correct a row of data

   b. Click the Delete icon to delete a row of data. Only use the Delete icon if the item does not apply or if it is in an incorrect section/category. Data will have to be re-entered in the correct section/category.
7. You may need to edit Scholarly Contributions and Creative Productions in order to:
   a. Add a PDF file for a publication
   b. Correct/update any data for the publication (i.e. the semester and year for a specific publication).
8. Expand the Scholarly Contributions and Creative Productions area. Next, locate the publication which needs to be edited and click the Edit icon.

9. The details for the publication are displayed.
10. Update any information as necessary. **Always verify the Semester and Year are correct.** To edit the semester and year:
   a. Click the **Edit Status** button.
   b. The Status, Semester and Year are displayed. To edit any of these fields, click the Edit icon.
c. Update the information as needed. When complete, click the **Save and Return** button.

![Status Manager](image)

**Status Manager**
- **Status:** Submitted
- **Semester:** Fall
- **Year:** 2004
- **Save and Return**
- **Return**

11. The updated information displays. Click the **Return** button to return to the publication details.

![Status Manager](image)

**Status Manager**
- **Status:** Submitted
- **Semester:** Fall 2004
- **Add**
- **Return**

12. To add a PDF file, click the **Browse** button under the Attachments heading and locate the file on your computer. Select **Other** from the drop-down for **Type**.

![Attachments](image)

**Attachments**

No attachments have been uploaded for this activity.

<table>
<thead>
<tr>
<th>File</th>
<th>Type</th>
<th>Lock</th>
</tr>
</thead>
<tbody>
<tr>
<td>C:\Users\smf\Documents\Faculty180\Sample attachment</td>
<td>Other</td>
<td><img src="image" alt="Lock" /></td>
</tr>
</tbody>
</table>

12. Once the changes have been made select the appropriate option at the bottom of the screen:
   a. Select **Save and Add Another** if you have another scholarly contribution or creative production to add.
   b. Select **Save and Return** if you are done adding scholarly contributions and/or creative productions.
   c. Select **Return** to return to the previous screen *without* saving the data entered on the form.

---

You may wish to refer to the job aid and tutorial, “Manually entering Scholarly Contributions and Creative Productions”, for details regarding the fields on this form.
The information on the following pages provides details regarding each section on the Workload form.

<table>
<thead>
<tr>
<th>Teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses taught will be loaded into the Teaching section automatically and confirmed by the faculty member. <strong>NO DATA ENTRY IS REQUIRED</strong></td>
</tr>
<tr>
<td>Data is loaded for each semester beginning with Fall 2004 and forward.</td>
</tr>
<tr>
<td>This section is for RTP purposes. Viewable on the RTP CV - faculty can choose to include/exclude this section on their personal CVs.</td>
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Scholarly Contributions and Creative Productions

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<th>Scholarly or professional works such as Book, Chapter, Creative Performance, etc.</th>
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</thead>
<tbody>
<tr>
<td>There are 3 methods to add publications: (1) Search the library and import citations (2) Use Google Scholar to search for and import citations (3) Manually input citations.</td>
</tr>
</tbody>
</table>

**NOTE:** The fields on this form are dependent upon the type of artifact selected (i.e. journal publication, chapter, etc.) The example below is for a Journal article:

1. **Input Form:**
   - **Status:** Use the drop-down to select the status.
   - **Semester:** Select the Semester the artifact was published.
   - **Year:** Select the Term the artifact was published.
   - **Title:** The title of the artifact. In this example, the title of the Journal article.
   - **Year:** The year of the journal article publication.
   - **Journal:** The journal where the article is published.
   - **Month/Season:** Month/Season of the journal, if applicable.
   - **Pages:** The page numbers of the journal article.
   - **Number:** The number of the journal, if applicable.
   - **Volume:** The volume number of the journal, if applicable.
   - **Coauthors:** List any coauthors. If more than one coauthor is selected, use the “number” drop down to change the order in which the names will appear.
   - **URL:** If available, enter the url for the publication. Select the include checkbox to enable the link on the vita.
   - **Description:** Enter an abstract or other description. If the Description check box is selected, the information entered in the description box will appear on the RTP CV, but NOT on the standard CV.
   - **Citation Preview:** Select the citation format. Click the Refresh Citation button to preview the citation as it will appear on the CV.

2. **Activity Classifications:** The questions contained in Section B, Activity Classifications, will vary by College/Department. This will depend on the information the college/department wants to tag.
   - **Review Type:** Use the drop-down to select the faculty member’s responsibility regarding the professional service.

3. **Attachments:**
   - **Upload any attachments related to the professional service. To upload, click the Browse button and locate the file to be uploaded on your computer.**
   - **Select the Type from the drop-down – Other should be selected.**
Professional Service

Service rendered to academic or professional organizations. For example: Committee appointment, journal editor or reviewer, speech or presentation of non-research paper at professional meeting, moderator, discussant or panelist at conference.

1. **Input Form:**
   a. **Start Semester:** Semester the professional service began.
   b. **End Semester:** Ending semester of the professional service. If service is still ongoing, select Present for the End Semester and Year.
   c. **Title:** The name of the professional service. For example, Reviewer.
   d. **Organization:** The organization related to the professional service.
   e. **Description:** A brief description of the professional service.

2. **Activity Classifications:**
   a. **Responsibility:** Use the drop-down to select the faculty member’s responsibility regarding the professional service.
   b. **Scope:** Use the drop-down to specify the scope of the service. Options include: local, state, regional, national, and international.

3. **Attachments:**
   a. Upload any attachments related to the professional service. To upload, click the Browse button and locate the file to be uploaded on your computer.
   b. Select the Type from the drop-down – Other should be selected.
Community Service

Membership or service rendered to the community, civic organization and public speech or presentation to community organization, holding office in civic club.

1. **Input Form:**
   a. **Start Semester:** Semester the community service began.
   b. **End Semester:** Ending semester of the community service. If service is still ongoing, select **Present** for the End Semester and Year.
   c. **Title:** The name of the community service. For example, Board of Directors.
   d. **Organization:** The organization related to the community service.
   e. **Description:** A brief description of the community service.

2. **Activity Classifications:**
   a. **Responsibility:** Use the drop-down to select the faculty member’s responsibility regarding the community service.
   b. **Scope:** Use the drop-down to specify the scope of the service. Options include: local, state, regional, national, and international.

3. **Attachments:**
   a. Upload any attachments related to the community service. To upload, click the Browse button and locate the file to be uploaded on your computer.
   b. Select the Type from the drop-down – **Other** should be selected.
Other Institutional Service

Service to the academic institution other than formal standing committees. For example: Ad hoc committee, faculty sponsor to student organization, webpage design, informal assignment, etc.

1. **Input Form:**
   - **Start Semester:** Semester the service began.
   - **End Semester:** Ending semester of the service. If service is still ongoing, select **Present** for the End Semester and Year.
   - **Title:** The name of the service. For example, Student Appreciation Day.
   - **Unit:** The unit will default to “University of Akron”. To change this, click the **Change** link and then select the hyperlink for the appropriate unit.
   - **Description:** A brief description of the service.

2. **Activity Classifications:**
   - **Responsibility:** Use the drop-down to select the faculty member’s responsibility regarding the service.

3. **Attachments:**
   - Upload any attachments related to the other institutional service. To upload, click the **Browse** button and locate the file to be uploaded on your computer.
   - Select the Type from the drop-down – **Other** should be selected.
Institutional Committees

Formal standing committee appointment within the academic institution. **Do not** list ad hoc committees or informal assignments here; instead list them under Other Institutional Service.

1. **Input Form:**
   a. **Start Semester:** Semester membership on the committee began.
   b. **End Semester:** Ending semester of the committee membership. If membership is still ongoing, select **Present** for the End Semester and Year.
   c. **Unit:** The unit will default to “University of Akron”. To change this, click the **Change** link and then select the hyperlink for the appropriate unit.
   d. **Committee:** The name of the committee the faculty member is serving on.

2. **Activity Classifications:**
   a. **Responsibility:** Use the drop-down to select the faculty member’s responsibility regarding the institutional committee.

3. **Attachments:**
   a. Upload any attachments related to the institutional committee. To upload, click the Browse button and locate the file to be uploaded on your computer.
   b. Select the Type from the drop-down – **Other** should be selected.
**Professional Development**

Conference, training, continuing professional education, etc. in which you participated. Do not list degrees in progress here; enter instead as Degrees in the Profile Form.

1. **Input Form:**
   a. Start Semester: Semester the professional development began.
   b. End Semester: Ending semester of the professional development. If development is still ongoing, select Present for the End Semester and Year.
   c. Title: Enter the title of the professional development activity.
   d. CPE Hours: Enter the continuing professional education hours of the activity, if applicable.
   e. City: Enter the city pertaining to the professional development activity.
   f. State or Province: Enter the state or province pertaining to the professional development activity.
   g. Description: Enter a description of the professional development activity.

2. **Activity Classifications:**
   a. Category: Use the drop-down to select a category to classify the activity. Options include Instructional, Professional, and Research.

3. **Attachments:**
   a. Upload any attachments related to the professional development. To upload, click the Browse button and locate the file to be uploaded on your computer.
   b. Select the Type from the drop-down – **Other** should be selected.

![Professional Development Form](image-url)
Pre-Faculty 180 Evaluations

1. **Input Form:**
   a. **Start Semester:** First semester employed at The University of Akron.
   b. **End Semester:** Current term.
   c. **Title:** The type of decision being made
   d. **Description:** A brief description of the evaluations.

2. **Attachments:**
   a. Upload any attachments related to the professional service. To upload, click the Browse button and locate the file to be uploaded on your computer.
   b. Select the Type from the drop-down – **Other** should be selected.

**Instructions:**
- Combine each year’s evaluations into a single file in chronological order (department, chair/director, dean, provost).
- For consistency, please use the following naming convention:
  - **Date Title** where Date = period the decision will first affect your appointment and Title = type of decision being made.
  - For example, a reappointment decision made during fall 2010 affected the appointment for 2011-2012. So, the file name would be titled “**2011-2012 Reappointment**”.
- To upload these files, browse to and select the file(s) that contain your evaluation letters, select type “Other”, and save.
Courses Taught Summary

Listing of courses the faculty member teaches (semester is NOT specified). Viewable on the Standard CV only.

1. **Input Form:**
   a. **Start Semester:** Semester the class was first taught.
   b. **End Semester:** Select Present.
   c. **Title:** The course title.
   d. **Description:** A brief description of the course.

2. **Attachments:**
   a. Upload any attachments related to the courses taught summary. To upload, click the Browse button and locate the file to be uploaded on your computer.
   b. Select the Type from the drop-down – **Other** should be selected.

**NOTE:** Other sections may be added with similar input form templates.