



Faculty 180

OCAD U has partnered with Interfolio to bring their faculty activity management and evaluation software, *Faculty180*, to our community.

This website contains information about *Faculty180*, explains the rationale for bringing it to OCAD U, and outlines expectations for faculty, including providing answers faculty may have about the software and its use.

Contents

About <i>Faculty180</i>	2
Benefits	2
Access.....	3
Helpful Resources and Training	3
FAQs.....	3
Why was the project initiated?.....	3
Who are the projects sponsors.....	4
Is use of the system mandatory?.....	5
Does this change the Annual Activity Reporting?	5
Will this create more work for me?.....	5
Do I have to enter my entire vita?.....	5
Can I customize my CV?.....	5
What security is in place to protect highly confidential data?.....	5
Who has access to information in the system?.....	5

About Faculty180

Faculty180 has a strong reputation and is used by a over 100 universities and colleges in North America, including schools in Canada (Queen's University) and Art & Design and Liberal Arts schools in the United States (Columbia College (Chicago), Butler University and Miami University of Ohio).

Faculty180 provides a single convenient place for faculty members to accurately archive their achievements, making updating, editing and using faculty Curriculum Vitae (CV)-type information easier. Providing a single place to store and recall this information saves the faculty member significant time, streamlines reporting workflows and reduces interruption.

Faculty data, activities and achievements are loaded into *Faculty180* from university systems, CCV, bibliographic databases, and by the faculty member or their delegate. Once in the system, this information can be easily recalled for customized CVs, web bios, Annual Reports, and potentially for Performance Reviews, and Peer Review and/or Promotion of Rank.

Faculty180 will be available to all Tenured, Tenure-track, Continuing, Contractually Limited Term Appointment, and Teaching-Intensive Stream Faculty at OCAD U beginning in 2018-19.

For more information about *Faculty180* and Interfolio, please visit <https://www.interfolio.com/products/faculty180/>.

Benefits

The system will provide a wide range of benefits to faculty, staff and Administrators, which include:

Bringing information into a central repository

- Reduces need for multiple entry of information (enter an item one time and use it for multiple purposes);
- Obtains citation information on publications from online databases and/or Endnote;
- Improves comprehensiveness and currency of listings;
- Allows for flexible citation formats and customizable outputs;
- Contains unique fields developed to capture the professional outputs of artists, designers and makers.

Creating and storing faculty activity artifacts

- High quality digital Curriculum Vitae (CV), with an intuitive interface, embedded links and flexible formats;
- Collaborator information for grant applications;
- Bio sketches;
- Ability to archive presentations, creative works, and research data.

Program Review and Reporting

- Streamline annual report review;
- Standardize report forms and CVs where appropriate.

Access

Faculty180 is not yet open to faculty. When it does open, accessing *Faculty180* will be as simple as signing into your OCAD U account.

COMING SOON There will be a *Faculty180* sign-in tab found in the myOCAD faculty portal which can be accessed using your OCAD U login credentials.

You will be also able to access your *Faculty180* account by clicking on a link provided on this website and using your OCAD U login credentials.

If, once open, you have difficulties logging into *Faculty180*, please contact Bryan Weissenboeck in Institutional Analysis at bweissenboeck@ocadu.ca.

Helpful Resources and Training

OCAD U has provided for a number resources available to faculty to help ease faculty's transition to *Faculty180*.

Staff in Institutional Analysis will be hosting a number of on-line and in-class software training sessions with support from Interfolio. These sessions will be both general training sessions as well as shorter sessions designed to address specific needs or at the request of a faculty member.

Institutional Analysis staff will also be available to assist you with any general technical or user issues related to *Faculty180*. Plans are being put in place to offer assistance to faculty members to input their data into the system. More announcements will be forthcoming.

It is an aim that each Faculty will designate one or two faculty members to act as ambassadors to assist with issues more specifically related to faculty reporting. Chairs, Deans and Associate Deans will also have a high level of training on this software.

Aside from human resources, there are other resources available to you from *Faculty180* itself. Once logged into your *Faculty180* account, you can find a drop down menu in your dashboard under the icon in the upper right with your name.

The menu contains online resources from two sources:

- Institution FAQ – answers to a number of anticipated issues as well list of answers to common questions raised by faculty at OCAD U. This list will continually be updated with use.
- Knowledge Base – a resource maintained by Interfolio that includes training videos, webinars, and how-to files, as well as forums used by Interfolio and other institutions using the software.

You will also find a number of tool tips within *Faculty180* itself, which will also be updated continually.

FAQs

Why was the project initiated?

Research completed by Abby Goodrum in 2015 with the support of OCAD U showed that universities, including universities in Ontario, are increasingly required to participate in institutional assessment

exercises tied to competitive resources allocation by funders. To satisfy this, management of research information and faculty production has become a priority for universities.

The difficulty for specialized universities like OCAD U is that many of their institutional and faculty achievements are not well expressed in traditional metric. These less easily quantifiable aspects of institutional and faculty achievement are difficult to document and report. Because of this, scholarly outputs in the sector are generally not being as well received by funders and governing bodies. Some aspects of faculty achievements in the sector are not being disclosed. Further, there are inconsistencies in how some scholarly art and design works are classified between institutions, between programs, between individuals, and even between projects by the same individual. OCAD U's response is to adopt a tool to consistently archive faculty achievements using our own metrics.

An equally important, if not more important, driver for the project is to save faculty and administrators time and effort in the management and reporting of faculty CV-type information.

The 4 main objectives of the project plan are:

Objective 1: Faculty Activity/Productivity Reporting

- Save time for faculty by providing pre-populated forms and streamlining the workflows for annual reports, performance reviews, promotion and sabbatical applications;
- Create consistent expectations for required forms and CVs;
- Reduce redundancies and replication to submit required forms and reports;
- Allow faculty to quickly generate various CVs for reporting, funding applications, etc.

Objective 2: Institutional Reporting

- Provide efficiency mechanisms for administrators to compile and report faculty outputs and professional practices for Ministry of Advanced Education and Skills Development (MAESD) and other governmental and non-governmental bodies;
- Identify gaps in research and professional practice reporting and create new standards to represent the evolving needs of Art and Design.

Objective 3: Faculty Biographies

- Facilitate the maintenance of up-to-date publicly facing faculty biographies.

Objective 4: Engagement

- Promote greater faculty engagement with monitoring, reporting and celebrating their activities;
- Recognize the importance of developing and promoting standards that adequately represent what OCAD U faculty do.

An OCAD U selection committee decided that *Faculty180* best met these objectives in a competition in 2017.

Who are the projects sponsors

The primary sponsor is the Office of the VP Academic and Provost. This initiative has the support of the Office of the VP Academic and Provost and the Office of Research.

Is use of the system mandatory?

No, use of *Faculty180* is not yet mandatory though it is strongly encouraged.

Institutional Analysis has many resources dedicated to assisting faculty to make a smooth transition to the system.

Does this change the Annual Activity Reporting?

The content of the annual activity report will remain similar. This tool provides another way to submit the information.

Faculty180 will better alert you to deadlines and workflows and the pre-built forms in *Faculty180* will offer direction in terms of what is expected of you in your annual activity report submissions.

Will this create more work for me?

There is some initial work to load your vita data into the system. There are resources to assist with this initial work.

Once it is fully implemented, however, you will no longer need to maintain separate vita, bio sketches, and annual activity reports. Also, there will be no need to maintain separate spreadsheets/databases or for administrators to sort through annual activity reports to gather data.

Do I have to enter my entire vita?

No. You are free to enter as much of your CV data as you wish into the system, but for reporting purposes, the most recent five years is likely all that is needed.

You need not enter all the information at one time. We recommend starting with the most recent year. You may wish to speak with your Chair and Associate Dean about what makes sense for you and your program.

Can I customize my CV?

Yes. Also, when you generate a CV through *Faculty180*, you can save it as a Word document if you want to customize beyond *Faculty180*'s capabilities.

What security is in place to protect highly confidential data?

Faculty180 security procedures were vetted by OCAD U IT personnel and determined to meet or exceed OCAD U data security standards. OCAD U data stored in the system are housed in secure servers in Canada.

What data is and is not in *Faculty180*?

- NO SIN's
- NO Salary Data
- NO personal contact information

Who has access to information in the system?

There are several levels of information access in the system:

- Faculty (and their delegates) can access and edit their own data;

- Faculty serving on review committees may be enabled to view faculty information contained in the review dossier;
- Program/Department Chairs may access (but not edit) data for faculty members within their own program/department but not others;
- Associate Deans and Deans may access (but not edit) faculty data within their Faculty, but not other Faculties;

A select few OCAD U administrators will have complete access to the system on an as needed basis, and are subject to a confidentiality (as they do now).