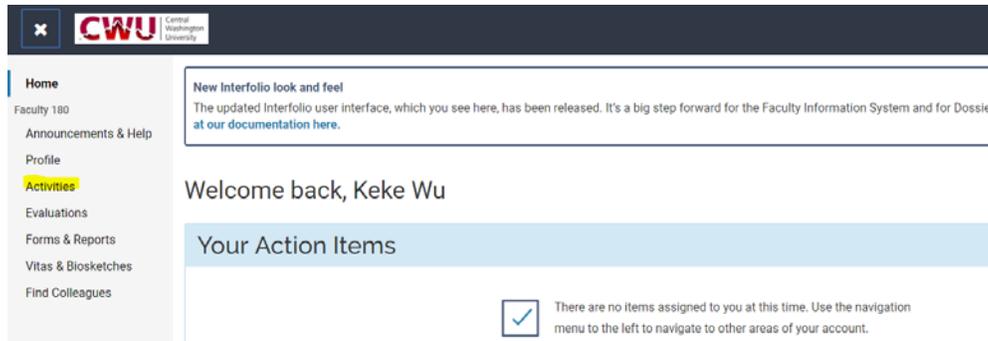


Faculty 180 Instructions for NTT Faculty

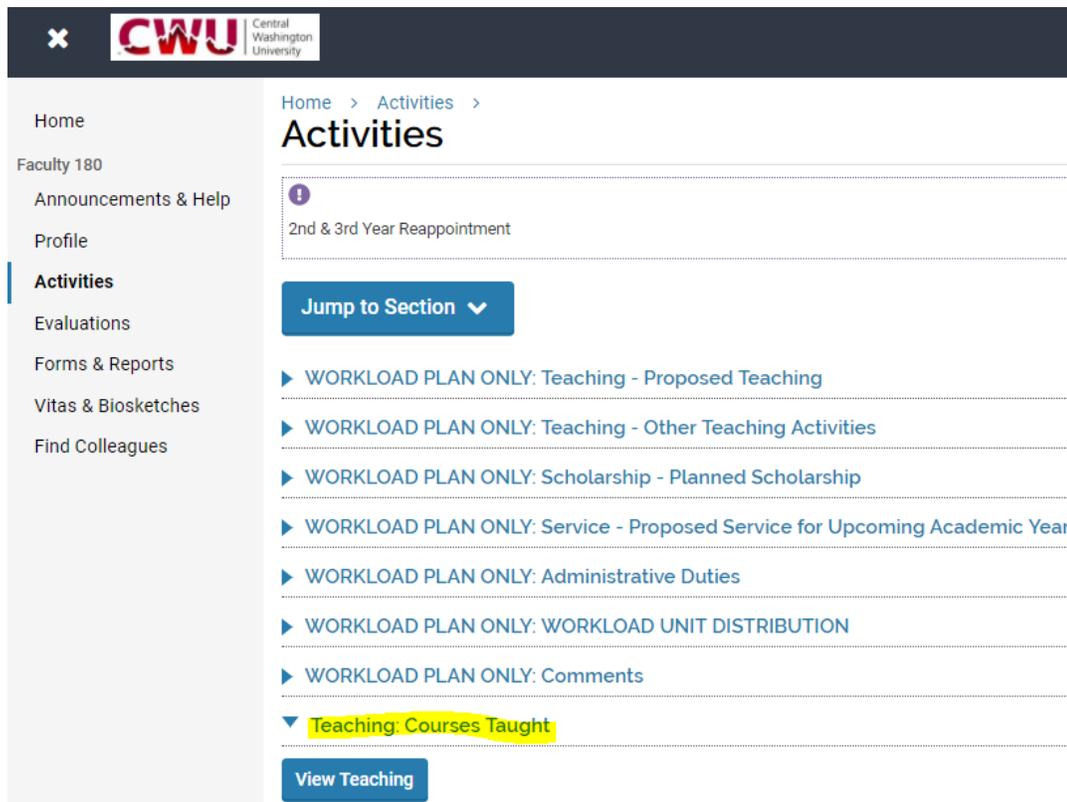
Step 1: Log onto MyCWU: <https://my.cwu.edu/>

Step 2: Click Faculty 180 in the “Applications” box to access your Faculty 180 dashboard. If you are not directed to the dashboard, contact Charlene Andrews at 509-963-1271 or charlene.andrews@cwu.edu to have your access set up.

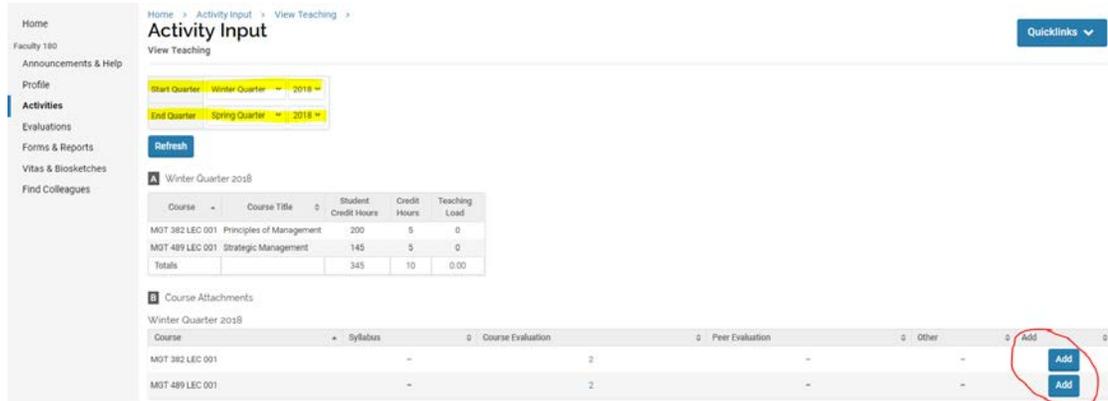
Step 3: Click on Activities on the navigation bar on the left hand side.



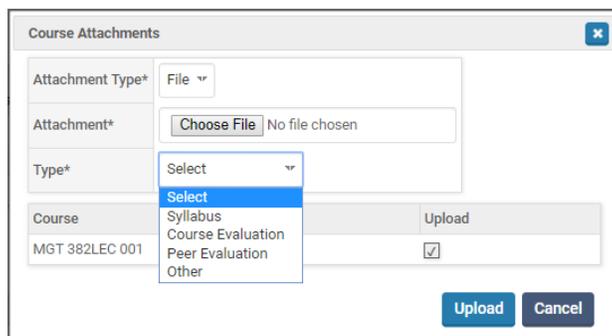
Step 4: Click on “Teaching: Courses Taught” on the navigation bar on the left hand side. Then click on the blue button “View Teaching.”



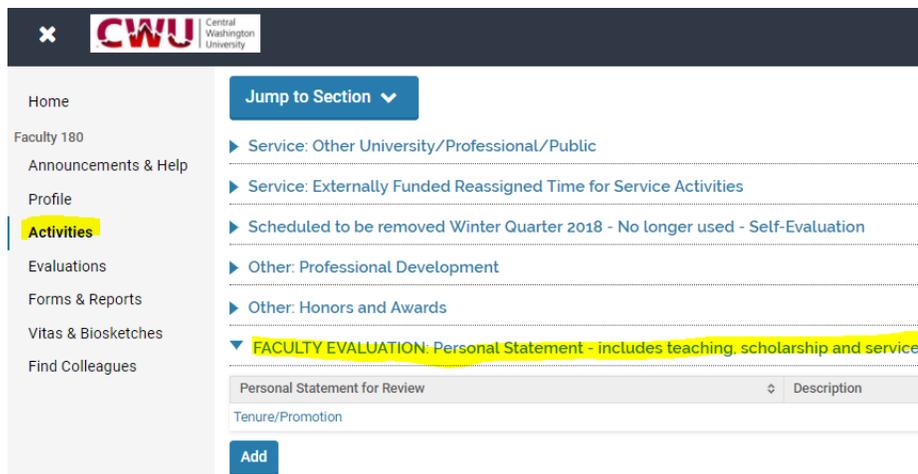
Step 5: Select the correct start and end quarters for your review period and click the blue button “Refresh.” (It may be helpful to verify with your department for the review period.) Then click the blue buttons “Add” for each course under Section C: Course Attachment, to upload course related documents, such as syllabi. Your SEOs should have been automatically uploaded for the courses taught within the review period.



Step 6: Select the file from your computer and the type of the file, and then click the blue button “Upload” for each file that you wish to add.



Step 7: When you are ready to upload your Personal Statement, click on Activities and then click on “FACULTY EVALUATION: Personal Statement – includes teaching scholarship and service.” Then click the blue buttons “Add.”



Step 8: In Section A: Personal Statement for Review, select the correct start and end quarters for your review period. Then for “Personal Statement for Review” select “Non-Tenure Track Evaluation.” Then in Section B: Attachments, select the file from your computer and then click the blue button “Save and Go Back.”

Activity Input
FACULTY EVALUATION: Personal Statement - includes teaching, scholarship and service

Attach your personal statement, including reflections on teaching, scholarship and service, for your review. This reviewer(s).

A Personal Statement for Review

Start Quarter*

End Quarter*

Personal Statement for Review

Description

B Attachments

Attachment Type Attachment

File No file chosen

Step 9: Click on Activities and then click on “FACULTY EVALUATION: Copy of Original Signed Contract Letter.” Then click the blue buttons “Add.”

Activities

- ▶ Service: Other University/Professional/Public
- ▶ Service: Externally Funded Reassigned Time for Service Activities
- ▶ Scheduled to be removed Winter Quarter 2018 - No longer used -
- ▶ Other: Professional Development
- ▶ Other: Honors and Awards
- ▶ FACULTY EVALUATION: Personal Statement - includes teaching, s
- ▶ Scheduled to be removed Winter Quarter 2018 - Teaching - Perso instructions for more information.
- ▶ Scheduled to be removed Winter Quarter 2018 - Scholarship - Per instructions for more information.
- ▶ Scheduled to be removed Winter Quarter 2018 - Service - Person for more information.
- ▶ FACULTY EVALUATION: Prior Recommendation Letters From All Pi
- ▶ FACULTY EVALUATION: Department/College Standards
- ▼ **FACULTY EVALUATION: Copy of Original Signed Contract Letter**

Copy of Signed Contract

1

Step 10: In Section A: Copy of Original Signed Contract Letter, select the correct start and end quarters for your review period. Then for “Copy of Signed Contract” select “Yes.” Then in Section B: Attachments, select the file from your computer and then click the blue button “Save and Go Back.”

Activity Input
FACULTY EVALUATION: Copy of Original Signed Contract Letter

Attach a copy of your original signed contract letter. See your dep

A Copy of Original Signed Contract Letter
Attach a copy of your original signed contract letter. See your department se

Start Quarter* Select Quarter Select Year
End Quarter* Ongoing Ongoing
Copy of Signed Contract Yes No

B Attachments
Attachment Type Attachment
File Choose File No file chosen
Add Another

Save Save and Add Another Save and Go Back Cancel

Step 10: To see what your file looks on Faculty 180, click on “Vitas & Biosketches” on the navigation bar on the left hand side. Then click on the blue eye icons to see what your vitas and reviews look like.

Home > Vitas & Biosketches >
Vitas & Biosketches Quicklinks

Vita Admin

Search:

Name	Description	Unit	View	Actions
2nd and 3rd Year Reappointment		CWU		
4th and 5th Year Reappointment		CWU		
6th and 7th Year Reappointment		CWU		

Step 10: Should you need clarification on WHAT to upload, and/or assistance locating a copy of your signed contract, please contact the offices of your department chair and/or your college dean.