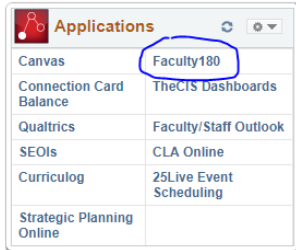


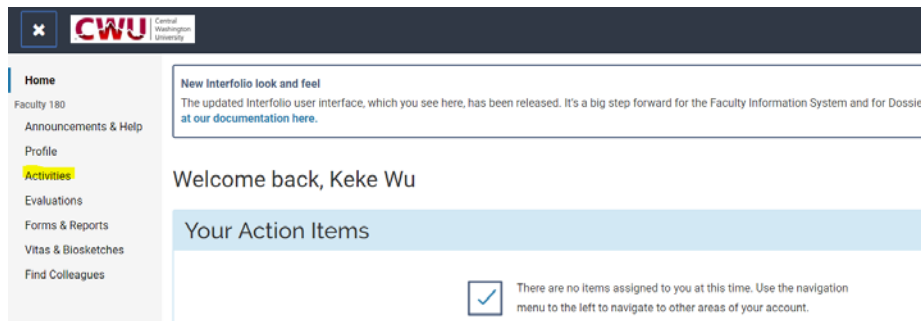
Faculty 180 Instructions for Workload Plan

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

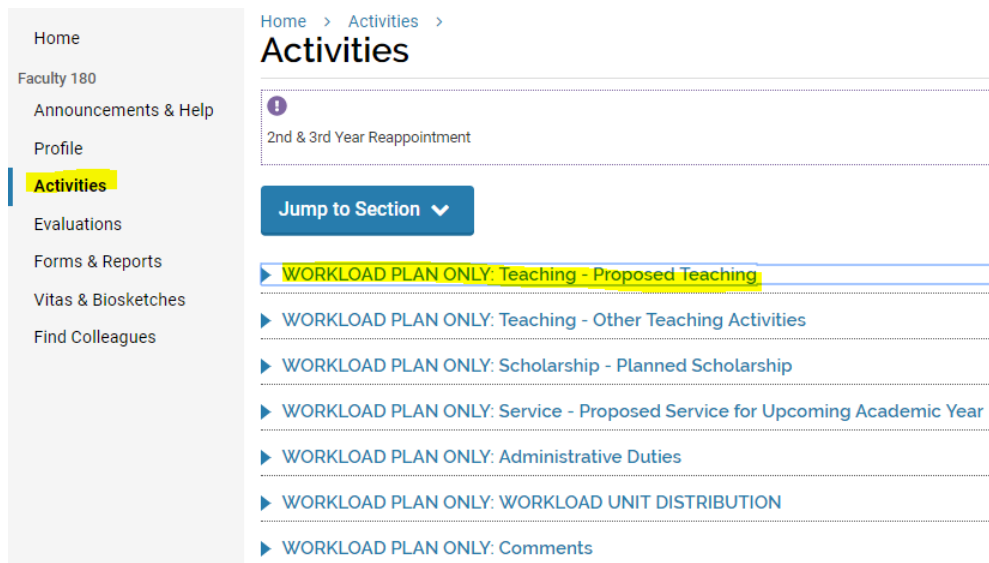
Step 2: Click Faculty 180 in the “Applications” box to access your Faculty 180 dashboard. If you are not directed to the dashboard, contact Charlene Andrews at 509-963-1271 or charlene.andrews@cwu.edu to have your access set up.



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



Step 4: You will then reach this page which starts with a list of items for WORKLOAD PLAN ONLY. Click on “WORKLOAD PLAN ONLY: Teaching – Proposed Teaching.” Scroll down the list and click on the blue button “Add.”



Step 5: In Section A Input Form, select the correct start and end quarters for the workload plan, and enter the course PREFIX and NUMBER; in Section B Activity Classifications, select “Yes” for “Report on Workload Plan” and enter the correct number of workload units for this course. **It is CRITICAL that the workload units on each course add up to the correct total workload units distributed to Teaching in your department/program/college.** These are the fields for the required information by most departments/programs/colleges for this step. It is optional whether you’d upload an attachment, such as a syllabus, in Section C Attachments. When you are done with this course, click the blue button “Save and Add Another” and then repeat this step for each course in this workload plan. When you are done with the last course, click the blue button “Save and Go Back.”

- Home
- Faculty 180
- Announcements & Help
- Profile
- Activities**
- Evaluations
- Forms & Reports
- Vitas & Biosketches
- Find Colleagues

Home > Activity Input > WORKLOAD PLAN ONLY: Teaching - Proposed Teaching >

Activity Input

WORKLOAD PLAN ONLY: Teaching - Proposed Teaching

Enter planned teaching for the upcoming academic year.

A Input Form

Start Quarter*	Select Quarter ▼	Select Year ▼
End Quarter*	Ongoing ▼	Ongoing ▼
Course*		
Description		
Comments		

B Activity Classifications

Report on Workload Plan* ?	Yes ▼
Workload Units ?	

C Attachments

Attachment Type	Attachment
File ▼	<input type="button" value="Choose File"/> No file chosen

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- Step 6: IF you have other teaching activities in addition to your courses, click on “WORKLOAD PLAN ONLY: Teaching – Other Teaching Activities.” Scroll down the list and click on the blue button “Add.” Then, repeat Step 6 for each additional teaching activity. If you don’t, skip this step.
- Step 7: IF you have workload units for scholarship, click on “WORKLOAD PLAN ONLY: Scholarship – Planned Scholarship.” (If you don’t, skip this step.) Scroll down the list and click on the blue button “Add.”
- Step 8: In Section A Proposed Scholarship for Upcoming Academic Year, select the correct start and end quarters for the workload plan, and enter a brief description for Proposed Scholarship; in Section B Activity Classifications, select “Yes” for “Report on Workload Plan” and enter the correct number of workload units for this item. **It is CRITICAL that the workload units on each scholarship item add up to the correct total workload units distributed to Scholarship in your department/program/college.** These are the fields for the required information by most departments/programs/colleges for this step. It is optional whether you’d upload an attachment, such as a research proposal, in Section C Attachments. When you are done with this item, click the blue button “Save and Add Another” and then repeat this step for each scholarship item in this workload plan. When you are done with the last item, click the blue button “Save and Go Back.”

- Home
- Faculty 180
- Announcements & Help
- Profile
- Activities**
- Evaluations
- Forms & Reports
- Vitas & Biosketches
- Find Colleagues

Home > Activity Input > WORKLOAD PLAN ONLY: Scholarship - Planned Scholarship >

Activity Input

WORKLOAD PLAN ONLY: Scholarship - Planned Scholarship

Enter proposed scholarship for upcoming academic year.

A Proposed Scholarship for Upcoming Academic Year

Start Quarter*	Select Quarter ▼	Select Year ▼
End Quarter*	Ongoing ▼	Ongoing ▼
Proposed Scholarship		

B Activity Classifications

Report on Workload Plan* ?	Yes ▼
Workload Units ?	<input type="text"/>

C Attachments

Attachment Type	Attachment
File ▼	<input type="button" value="Choose File"/> No file chosen

Step 9: IF you have workload units for service, click on “WORKLOAD PLAN ONLY: Service – Proposed Service for Upcoming Academic Year.” (If you don’t, skip this step.) Scroll down the list and click on the blue button “Add.”

Step 10: In Section A Proposed Service for Upcoming Academic Year, select the correct start and end quarters for the workload plan, and enter a brief description for Service Activity; in Section B Activity Classifications, select “Yes” for “Report on Workload Plan” and enter the correct number of workload units for this activity. **It is CRITICAL that the workload units on each service activity add up to the correct total workload units distributed to Service in your department/program/college.** These are the fields for the required information by most departments/programs/colleges for this step. It is optional whether you’d upload an attachment, such as a committee invitation, in Section C Attachments. When you are done with this activity, click the blue button “Save and Add Another” and then repeat this step for each service activity in this workload plan. When you are done with the last activity, click the blue button “Save and Go Back.”

The screenshot shows a web interface for entering service activities. On the left is a navigation menu with options like Home, Faculty 180, Announcements & Help, Profile, **Activities**, Evaluations, Forms & Reports, Vitas & Biosketches, and Find Colleagues. The main content area is titled 'Activity Input' and contains three sections:

- A Proposed Service for Upcoming Academic Year:** Includes dropdowns for 'Start Quarter*' (Select Quarter) and 'End Quarter*' (Ongoing), a 'Select Year' dropdown, and a text area for 'Service Activity'.
- B Activity Classifications:** Includes a 'Report on Workload Plan*' dropdown set to 'Yes' and a 'Workload Units' input field.
- C Attachments:** Includes an 'Attachment Type' dropdown set to 'File' and a 'Choose File' button.

 At the bottom, there are four buttons: 'Add Another', 'Save', 'Save and Add Another', 'Save and Go Back', and 'Cancel'.

Step 11: IF you have workload units for administrative duties, click on “WORKLOAD PLAN ONLY: Administrative Duties” and repeat Step 9. If you don’t, skip this step.

Step 12: **CRITICAL STEP FOR ALL FACULTY: When you have completed Steps 1-11, click on “WORKLOAD PLAN ONLY: WORKLOAD UNIT DISTRIBUTION.** Scroll down the list and click on the blue button “Add.” In Section A Workload Unit Distribution, select the correct start and end quarters for the workload plan, and enter the correct number of workload units, according to your

department/program/college, for Teaching wlu's, Scholarship wlu's, Service wlu's, Administration wlu's, and Sum of wlu's; in Section B Activity Classifications, select "Yes" for "Report on Workload Plan." **It is CRITICAL that the workload units on each item you have entered in Steps 1-11 add up to the correct total workload units to each of Teaching, Scholarship, Service, Administration, and the workload units you entered in this step for Teaching, Scholarship, Service, and Administration add up to the Sum of workload units.** These are the fields for the required information by most departments/programs/colleges for this step. It is optional whether you'd upload an attachment in Section C Attachments. When you are done, click the blue button "Save and Go Back."

Home > Activity Input > WORKLOAD PLAN ONLY: WORKLOAD UNIT DISTRIBUTION >

Activity Input

WORKLOAD PLAN ONLY: WORKLOAD UNIT DISTRIBUTION

Total of workload units for the academic year for each of the above sections. (Teach, schola

A Workload Unit Distribution

Start Quarter*	Select Quarter ▼	Select Year ▼
End Quarter*	Ongoing ▼	Ongoing ▼
Teaching wlu's*	<input type="text"/>	
Scholarship wlu's*	<input type="text"/>	
Service wlu's*	<input type="text"/>	
Administration wlu's	<input type="text"/>	
Sum of wlu's*	<input type="text"/>	

B Activity Classifications

Report on Workload Plan* Yes ▼

C Attachments

Attachment Type	Attachment
File ▼	<input type="button" value="Choose File"/> No file chosen

Step 13: Should you have any questions about workload unit distribution in your department/program/college, contact the offices of your department chair and/or your college dean.