FACULTY180

FACULTY ACTIVITY REPORTING & PERFORMANCE EVALUATION

IMPLEMENTATION OVERVIEW

DATA180
SMART SOLUTIONS FOR ACADEME

www.data180.com

(v.4.7)

Version 4.7

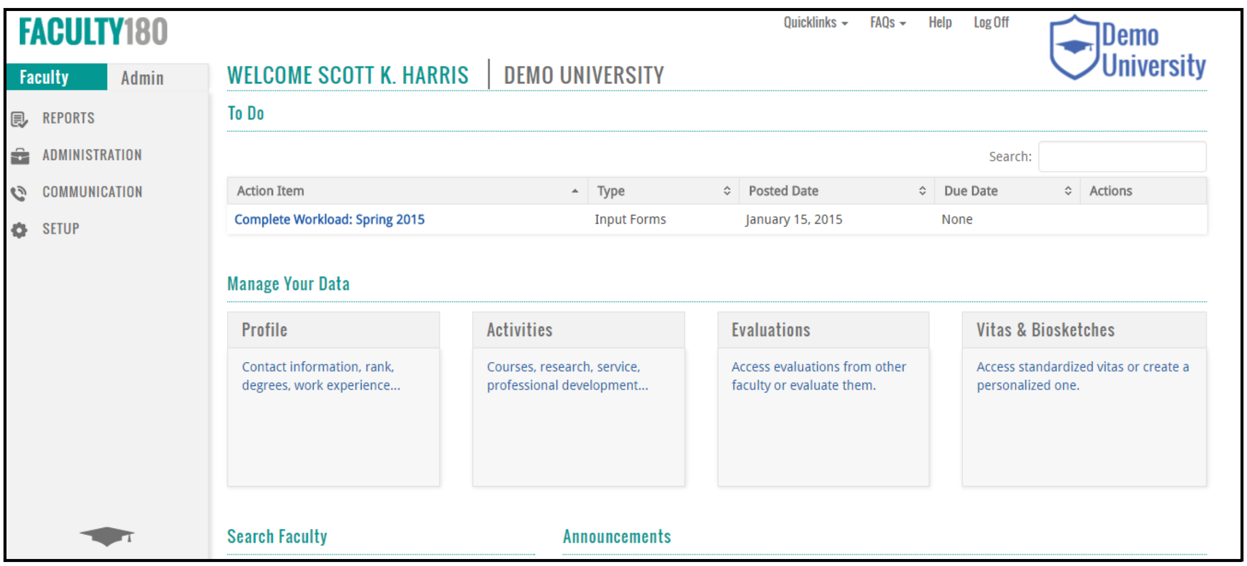
Phone: (888)-DATA180; (888) 328-2180

E-mail: sales@data180.com

Web site: www.data180.com

Contents

OVERVIEW



This FACULTY180 Implementation Overview provides a summary of our implementation process, and how we support your institution's successful implementation of FACULTY180. To promote your success, we have used our skills and experience to build a roadmap that lets you see where we are going and how we will get there — and to do that in the most efficient and effective way possible.

Upon signing an agreement with DATA180, the on-boarding process will begin. You will be contacted by a representative from DATA180 and asked to provide us with your institution's logo, which will be used in your FACULTY180 environment. You will also be provided with access to our detailed FACULTY180 Implementation Guide, along with some implementation best practices shared by our client institutions, so you can begin the implementation process.

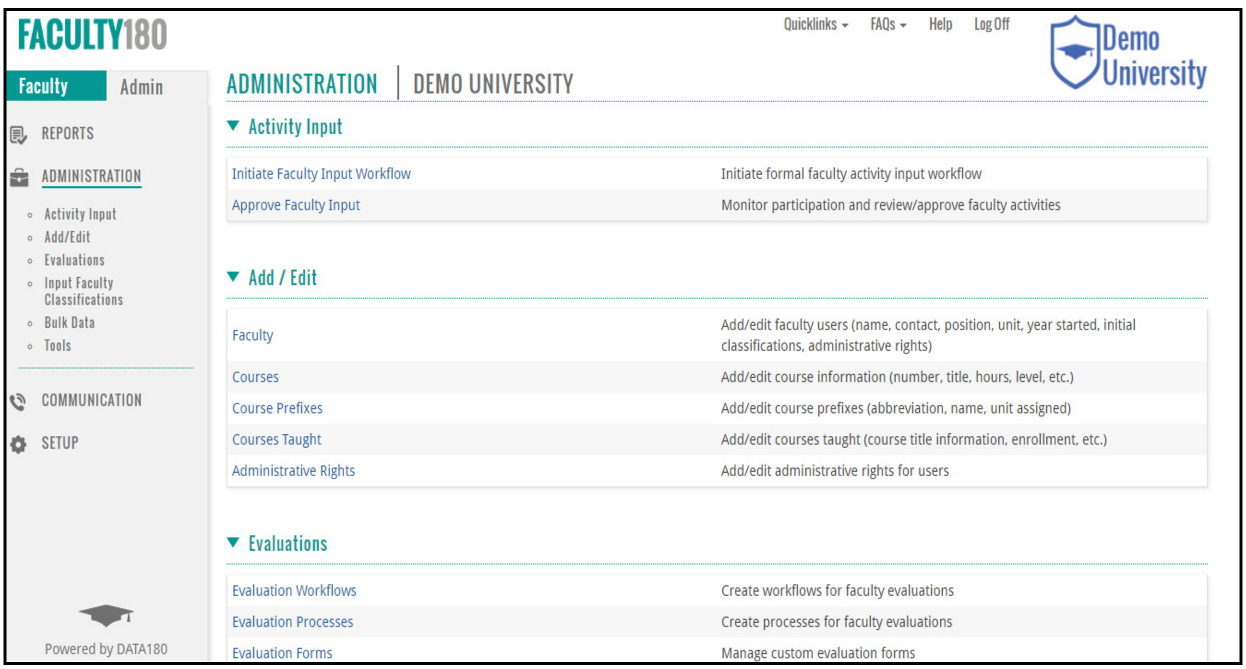
DATA180 Implementation Team

Typically, implementation begins by identifying the members of our staff who will serve as your DATA180 Implementation Team. The major roles for our team are as follows:

- **Project Manager:** Works with your implementation team and our staff to plan and implement FACULTY180. Our Project Manager provides leadership, guidance, and communication necessary to move the project from start to rollout. Our project manager will be your major contact throughout the implementation process.
- **Support Contact:** Supports the Project Manager with technical issues that arise during the implementation process. The Support Contact also works with your implementation team and IT staff to plan and complete the technical aspects of the project, such as login authentication, data transfers, and feature requests.
- **Project Adviser:** Oversees progress of the project, provides advise to our project team members, and approves requests for resources and change orders.

Once FACULTY180 has been implemented, the DATA180 Implementation Team will be replaced with the DATA180 Support Team to provide your institution ongoing support and training. For more information about the DATA180 Support Team, DATA180 Support Team on page 23.

Planning Phase



We recommend that your institution do the following in planning for your FACULTY180 implementation:

1. Form an Institutional Governance Team (see page 4)
2. Form an Institutional Implementation Team (see page 5)
3. Demo FACULTY180/Discuss Features and Services (see page 6)
4. Determine Reporting/Review/Evaluation Needs (see page 7)
5. Determine Data Sources/Discuss Data Transfer Procedures (see page 8)

6. Discuss User Account Types and User/Unit Rights (see page 10)
7. Review Logon and Authentication Systems (see page 11)
8. Plan for Database Management/Maintenance (see page 11)
9. Create a Project Plan (see page 12)
10. Create a Communication Plan on page 12

As part of the Planning Phase, your institution should be documenting its plan and completing the FACULTY180 Planning Worksheet.

(1) Form an Institutional Governance Team

Your institution should create an Institutional Governance Team to provide executive-level leadership and support for the project. We recommend the following be represented on the Institutional Governance Team: the provost's office, faculty, administrative computing, information technology, institutional research, and the library.

The Institutional Governance Team and the Institutional Project Manager should have meetings at various intervals during the implementation process (e.g. the beginning of the implementation process, six months after the implementation process has begun, and at the end of implementation) to discuss the progress being made and ensure goals are being met.

Duties of the Institutional Governance Team include:

- Serve as the primary stakeholder for the project and mandate how the system will be used for the institution
- Determine roles for
  - Management of scholarly records
  - Technical system support
  - Data integration with other campus systems
- Establish and manage executive-level support
- Form the Institutional Implementation Team (see page 5)
- Oversee the Institutional Implementation Team to monitor progress of the project
- Report the project status to the executive level and the institutional community
- Support the Institutional Implementation Team in
  - Securing documentation from institutional stakeholders, such as existing reports, forms, and procedures
  - Identifying and gaining access to data sources
- Establish the Institutional Operations Team to manage and maintain FACULTY180 after implementation

Institutional Project Sponsor: During implementation and ongoing, a key role for your Institutional Governance Team will be an Institutional Project Sponsor. This individual should chair the Institutional Governance Team, and communicate your institution's goals to DATA180 and to the campus community. We highly recommend the Institutional Project Sponsor be a representative of the executive level of your institution, typically from the provost's office. We recommend that the Institutional Project Sponsor chair the Institutional Governance Team.

When the FACULTY180 implementation is complete, the Institutional Governance Team will continue oversight of FACULTY180's ongoing use and maintenance. See Institutional Governance Team on page 23.

(2) Form an Institutional Implementation Team

The following is an example of a multi-faceted institutional implementation team for an institution-wide implementation, as opposed to setting up FACULTY180 for a single entity (such as a college or hospital). Using a model such as this, the institution is responsible for determining which of their personnel would best fit these roles. It is recommended that the personnel in these roles be tech savvy, have basic knowledge of computer hardware and software systems, and be knowledgeable about institutional processes and data resources.

Institutional Project Manager: Plans and manages all elements of the implementation process. The Institutional Project Manager works with the DATA180 Implementation Team to define institutional needs, schedule resources necessary to meet those needs, and create an implementation plan consisting of project milestones and tasks. The Institutional Project Manager will oversee the customization of FACULTY180's input and reporting structures, and will manage data transfers to and from the application.

The Institutional Project Manager plays a crucial role in the FACULTY180 implementation process. Therefore, it is preferred that the Institutional Project Manager has previous experience managing a campus-wide software implementation.

Institutional Software Administrator: Provides oversight for ongoing system oversight and maintenance from the institution's perspective. During the implementation period, the Institutional Software Administrator's duties will likely require 10 to 20 hours per week and include the following responsibilities, as they assist the institutional Project Manager:

- Attend project team meetings
- Gain an understanding of project goals related to the FACULTY180 software
- Attend training sessions designed to prepare the Institutional Software Administrator to perform/manage all administrative processes in FACULTY180
- Coordinate with the DATA180 Project Manager in system design and setup
- Transition to the role of primary Institutional Software Administrator for ongoing system management and maintenance to include the following:
    - Meet regularly with sub-level unit software administrators for continued training and discussion related to system management / maintenance
    - Act as the main contact person for internal requests related to system design / setup additions / modifications
    - Coordinate with other sub-level unit software administrators in performing modifications to system design / setup

Sub-level Unit Software Administrators: Work with the Institutional Software Administrator to coordinate each unit's needs and responsibilities with regard to implementation and maintenance of FACULTY180. Sub-level Unit Software Administrators oversee the planning and implementation of

FACULTY180 for their units (college, department). During the implementation period, their duties will likely require approximately five hours per week and include the following responsibilities:

- Attend meetings during the implementation phase and during operational system maintenance
- As requested by the Institutional Software Administrator:
  - Review the system design for each subunit and provide feedback to the Institutional Software Administrator
  - Attend training sessions related to their respective units
  - Support the Institutional Software Administrator with system management / maintenance as defined in the institutional governance document

Institutional Support Resources: Individuals in IT, IR, HR, and/or library faculty/staff depending on data management resources at the institution. Institutional Support Resources provide information on technical requirements and works with the DATA180 Support Contact on authentication setup, data file creation and uploads, and data transfer.

The DATA180 Implementation Team and the Institutional Implementation Team should have regular status meetings to discuss any open issues. It is important that a detailed agenda be distributed at least three days in advance of these status meetings — any internal items should be at the end of the agenda. Meeting minutes should be documented by an individual from the client institution and distributed. The meeting length should be limited to 45 minutes.

Once FACULTY180 has been implemented, the Institutional Implementation Team will be replaced by the Institutional Operations Team to manage the ongoing use and maintenance of the system. For more information about the Institutional Operations Team, see page 24.

(3) Demo FACULTY180/Discuss Features and Services

Your Institutional Implementation Team will meet with our Project Manager to demo FACULTY180 to the Institutional Implementation Team and discuss the following system features and services provided by us to support the implementation process.

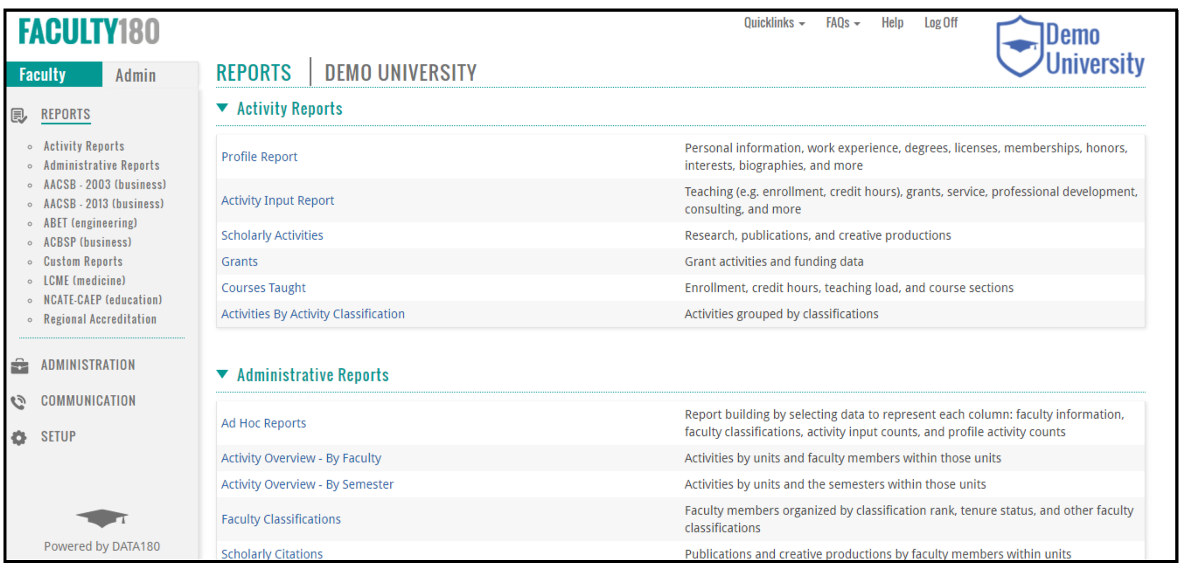
- **Quickstart Program:** The FACULTY180 Quickstart Program is designed to support schools as they begin the FACULTY180 implementation process. We developed the Quickstart Program because we believe the insights of our current clients can provide tremendous benefits to our new clients as they begin the implementation process. The goal is to provide valuable information, early on, from the unique perspective of another FACULTY180 institution.

  We begin by working with the new client to select the right person at an existing FACULTY180 client institution to serve as their Quickstart Consultant. This is accomplished by identifying an extraordinarily skilled and experienced FACULTY180 implementation leader from an existing FACULTY180 client institution. As part of this selection process, we focus on matching the consultant's institution with the new client based on key variables, such as size, mission, and system use. Once the client approves the selection of their Quickstart Consultant, we schedule a pre-engagement meeting to get to know each other and to begin planning the next steps.

- **Vita data migration services:** We partner with a firm that provides data migration services. This allows our clients to move data contained in faculty vitas, typically in Microsoft Word and PDF files, into FACULTY180.

- **Reporting features:** We will review the following reporting features available within FACULTY180:
    - Generating vitas, faculty evaluation reports, and biosketches
    - Creating ad hoc reports
    - Accessing pre-built accreditation reports (e.g., AACSB, ABET, NCATE, regional accrediting bodies)
    - Using custom reports build for specific user needs
    - Generating search results to enhance collaboration and networking
    - Using web services
- **Web services:** We will discuss FACULTY180's ability to push collected data to other campus systems
    - Campus web site
    - Institutional repositories (e.g., institutional research, research repositories)
- **Faculty performance evaluations:** We will review the features of our evaluation features. FACULTY180 provides faculty evaluation workflows that allow annual evaluations, tenure/promotion reviews, sabbatical decisions, etc. to be performed and managed from within the system, thereby eliminating the need for manual, paper-based evaluation systems.

(4) Determine Reporting/Review/Evaluation Needs

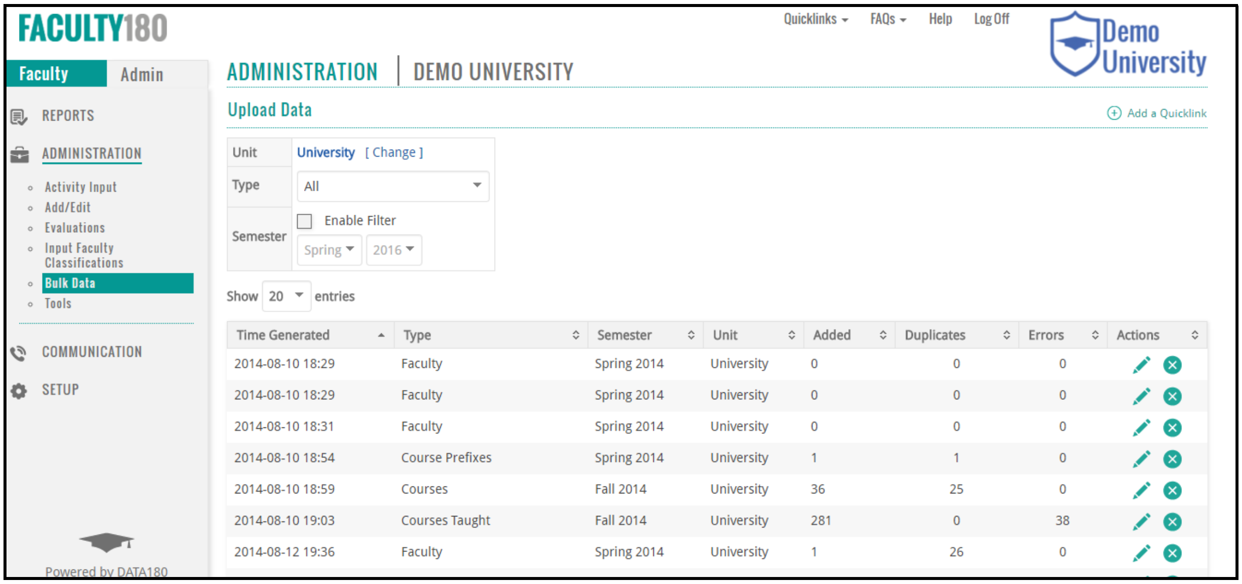


As a critical early step, your institution and subunits (colleges, departments, disciplines, etc.) should provide DATA180 with sample reports and forms used for internal reports, accreditation reports, and the performance of faculty and administrator reviews/evaluations. These materials form the foundation for discussion and design of the final FACULTY180 implementation.

The intention is to determine which data need to be collected to populate institutional and subunit reports, review/evaluation templates and forms, accreditation reporting, etc. We will review institutional and subunit documents to identify common elements that dictate system setup at the institutional level, and down through the organizational hierarchy to sub-level units. The sub-level units will then identify the additional setup needed to meet their respective requirements. As part of this process, DATA180 will work with the Institutional Project Manager and the appropriate Sub-level Unit Software Administrators.

> FACULTY180 supports numerous professional and regional accreditation reports (e.g., AACSB, ABET, NCATE, SACS). Institutions should provide DATA180 with samples of any required accreditation reports they wish to use with FACULTY180. The content of these reports will dictate the content and structure of the input screens in the Profile Form and Activity Input Form.

(5) Determine Data Sources/Discuss Data Transfer Procedures



Your institution will need to discuss and formulate the initial data transfer plan and procedures for populating the system and the timing of on-going data transfers. When importing data, administrators can allow certain activities in locked sections to be edited.

Following are the key areas to be considered:

Base Data

Uploading the base data will create user accounts and populate most biographical/demographic data in the Personal Information and Contact Information input sections, and will also populate the Current Position section of the Profile Form. The course catalog and Courses Taught data for each term will also be added.

The base data are typically exports from institutional sources. Consider the following when planning for exports:

- The timing of ongoing data transfers
- Options for exporting data from HR systems (e.g. Banner, Datatel, PeopleSoft, etc.)
    - Direct: automated data transfer to the FACULTY180 server
    - Indirect: manual file upload via SFTP
    - Manual file upload: managed by the Institutional Software Administrators

- The importance of this data being in sync with similar data, as held and reported from other university systems

Legacy Data (parsed data)

Legacy data is faculty activity data that is stored in an institutional repository or a competitor's faculty activity reporting system. Examples of legacy data include teaching, research, service, and professional development activities stored in an electronic format. Because FACULTY180 collects data in parsed data fields, the data fields can be mapped and exported in `.csv` or tab delimited formats with fields in FACULTY180.

Legacy data conversion should be discussed during the contract phase to determine if additional setup fees might apply. Clients who are aware of the need for legacy data conversion should consult with their DATA180 Account Representative regarding the potential cost of this work.

There are several variables related to data migration (e.g., communication turnaround, turnaround schedules, data file size, data formatting, etc.) that can make it challenging to estimate the timeframe for completion. However, with proper communication, full disclosure about the scope of transfers, and participation on the part of the client, the successful completion of data migration can be managed on schedule and in a timely manner.

In order to facilitate this process, it is important that both the institution and DATA180 understand the workflow and expectations for this data conversion.

Vita Data (non-parsed data)

Faculty members on your campus have significant amounts of activity data contained in non-parsed formats, such as Microsoft Word and PDF; therefore, the data fields cannot be mapped to FACULTY180. As a result, different methods must be utilized to migrate this data to FACULTY180. Your institution needs to consider which data will be migrated.

Options include:

- Collect no prior vita data.
- Collect some prior vita data — limited by time (only collect for the last five years) and area (only collect grants, journal publications and creative productions).
- Collect all prior vita data.

If some or all prior vita data will be migrated, determine which methods will be used. Options include:

- Faculty members input data starting with the current term and for each term moving forward
- Faculty members input a portion of their data from prior terms (typically three to seven prior years) and for all future terms
- Other methods for vita data input for prior periods:
    - In the first year, faculty members should only input data for the current term into FACULTY180. Each year thereafter, faculty members should input data for that term plus two to five previous years.
    - Use data entry assistants (student employees or administrative staff members) to input data.
    - Input only some data for faculty members to review and complete. For example, have data entry employees enter only the titles, locations, and dates of journal publications, and have faculty members complete the remaining fields, such as the method of review.

- Input scholarly contributions and creative productions in bulk from reference management software (e.g. Zotero, and Endnote) or online citation databases (e.g. Academic Analytics and Web of Science) using FACULTY180's bibliographic importing capabilities.
- Outsource the process of data migration. (DATA180 has a recommended vendor. Contact your DATA180 Project Manager or Account Representative for more information.)

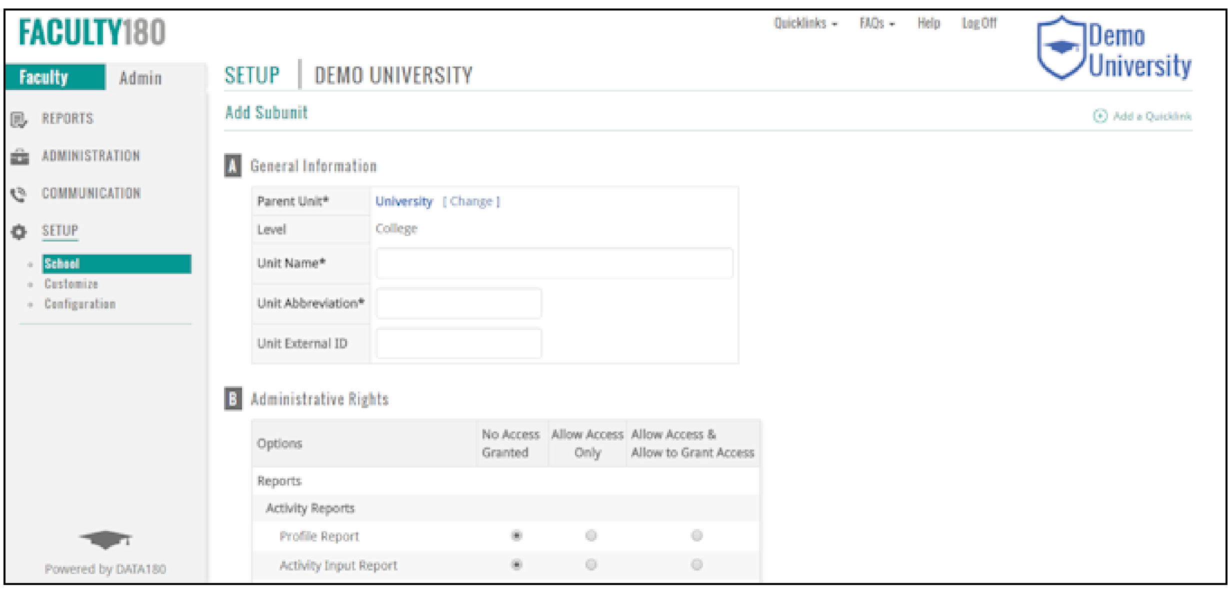
Vendor Data

Faculty data are available in a variety of databases provided from third-party databases and applications. Most of these have APIs that allow their data to be integrated into FACULTY180.

Examples include:

- Publication databases, such as Academic Analytics, EBSCO, Google Scholar, MEDLINE/PubMed SciVal, Web of Science.
- Reference management software, such as Endnote, RefWorks, Zotero
- Grant databases, such as eTrac and Kuali
- Course evaluation solutions, such as CourseEval, EvaluationKIT, Scantron, SmarterServices
- Research information systems, such as Converis, Pure, Symplectic,

(6) Discuss User Account Types and User/Unit Rights



There are three key areas in FACULTY180 that relate to the type of user accounts that can be created and the level of access provided. These should be discussed during the planning phase.

- **User Account Types:** User accounts can include full-time faculty, part-time (adjunct) faculty, professional staff who teach, and graduate students. In addition, accounts can be created for support staff. The basic difference between a faculty account and a support account is access to certain faculty data. As a result, a faculty account will have access to the user's input profile data and activity data. On the other hand, a support account is intended for users who serve in a support role, such as a member of the Institutional Implementation Team, IT resources, administrative assistants, student workers, etc.

- **User Administrative Rights:** Both faculty and support accounts can be configured to have administrative access in FACULTY180. Administrative rights can be assigned at a specific unit level based on the organizational structure. For example, a dean can be assigned full administrative rights at the college level. He/she will have access to all user accounts for that college and the sub-units within. Multiple administrative roles can be assigned to a given individual. Those individuals with multiple administrative roles will choose the appropriate role they wish to use at login.
- **Unit Administrative Rights:** Administrative rights can be modified by unit based on the organizational structure of academic units within the institution.

(7) Review Logon and Authentication Systems

We support direct logon, with passwords held by FACULTY180 and single sign-on authentication systems.

Following is a list of these systems:

- FACULTY180 direct authentication (not recommended)
- LDAP/Active Directory
- Shibboleth or other SAML-based authentication system
- Campus Cruiser
- CAS, WIND, or similar token-based authentication systems
- Login scripts for access behind the institution's secured faculty portal page (e.g., PHP and ASP scripts)

The DATA180 Support Contact will work directly with your institution's IT department to establish the most appropriate form of logon and authentication.

(8) Plan for Database Management/Maintenance

Your institution should plan for the proper management and maintenance of FACULTY180 after the software has been implemented. FACULTY180 is a SaaS (software-as-a-service) application, so there is no hardware maintenance to consider. However, there are software and database maintenance considerations.

The following are suggestions for developing a plan for sustaining the system:

- Use the Institutional Operations Team and Institutional Governance Team to:
  - Focus on
    - System modification and approval of changes
    - Faculty onboarding
    - Training
  - Create / maintain a governance document
  - Create / maintain a maintenance plan
  - Ensure proper resource availability
- Identify resources for system management / maintenance (resources may or may not be members of the Institutional Operations Team or the Institutional Governance Team)

- Responsible parties for scheduled imports / exports
- Training development / maintenance
- Sub-level Unit Software Administrators
- IT resources as needed— for data uploads and login authentication
- Support/Help desk resources

Develop a governance document that contains acceptable practices for software and database use and maintenance, to include:

- User definitions
- User and unit access rights based on definitions
- Acceptable use plan
- Change control plan
- Acceptable importing and exporting of data
- Data use on the web

Develop a maintenance plan that documents:

- Schedule for uploading data files
- Methods for uploading data files
- Data file structure
- Data sources
- Recurring imports / exports
- Data backup

(9) Create a Project Plan

The data collected to this point will allow the DATA180 Project Manager, along with the Institutional Project Manager, to create a project plan that will list the milestones for the project, the tasks within each milestone, determine who is responsible for completion of each task, and the start and end dates of each task. This document will be contained within our project management software tool. In addition to containing the project plan, the project management software tool will report tasks that have been completed and provide a means of collaborating on the project.

See Implementation Tasks and Assignees on page 25 for a list of the FACULTY180 Implementation Tasks and Assignees. This list specifies the milestones and tasks, estimated days to complete, the assignee, and the responsibilities of the client and DATA180.

(10)Create a Communication Plan

Effective communication to all stakeholders is a crucial part of successfully implementing and operating FACULTY180. As a result, we highly recommend each institution create a project communication plan as part of its implementation process. Following are some key areas to consider:

Web Site

Create a central web presence. The purpose is to communicate information about FACULTY180 such as project goals, project progress, contact information for project team members. Additional information to add are announcements, governance documents, training guides, and more.

Following are examples of web sites being used by some client institutions:

- University of Arizona (http://uavitae.arizona.edu/)
- University of Delaware (http://www.academe.udel.edu/)
- Kent State University (http://www.kent.edu/flashfolio/general-information)

The Institutional Implementation Team and/or the Institutional Governance Team should be involved in the selection of personnel to be responsible for creating and maintaining a FACULTY180 web presence.

Email

Use email effectively. Following are some ways our current clients have used email communication:

Introduce FACULTY180

Alamo Colleges introduces FACULTY180 to faculty members by sending an e-mail message on how the system will be used, how to access the system and help resources, information about upcoming training sessions, and who to contact with questions.

The FACULTY180 knowledge base contains an example of an e-mail message that Alamo Colleges sent to faculty members to introduce them to FACULTY180.

Communicate Benefits to Faculty & Administrators

It is crucial to know how FACULTY180 is being accepted and used by stakeholders. Communicating with users is a great way to enhance the use of FACULTY180.

One clever assistant provost charged with managing FACULTY180 would send an annual e-mail message to department chairs and deans asking how they were using FACULTY180. In particular, he was interested in what information and reporting they were generating from the system. This process allowed him to keep his "finger on the pulse" of how the system was being used.

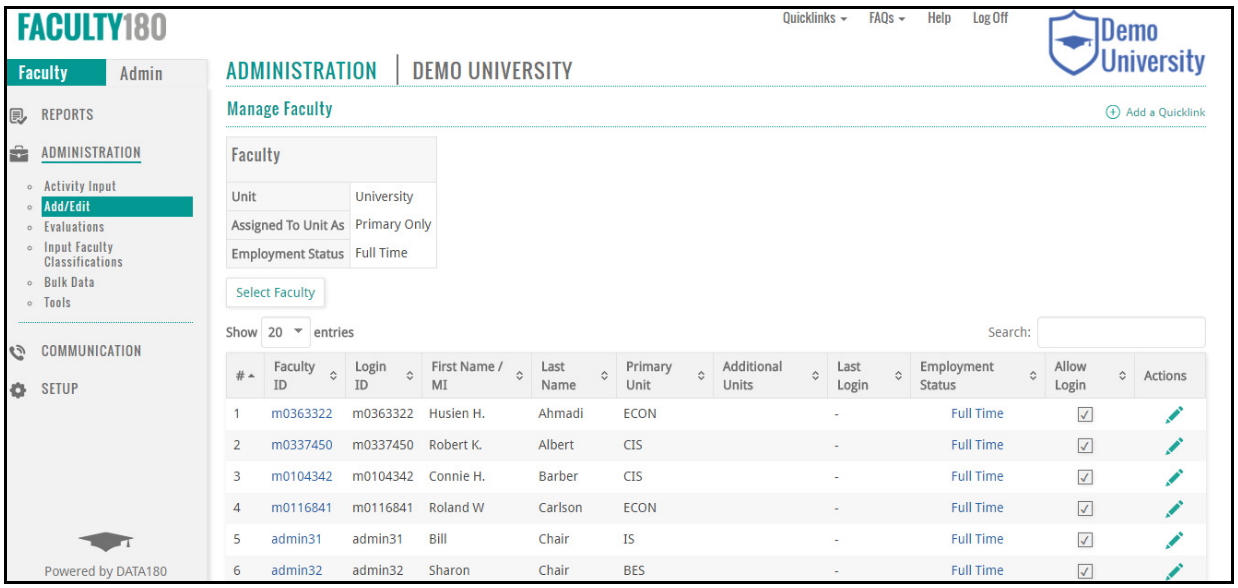
After compiling responses, the assistant provost sent an e-mail message to all faculty members listing all of the data requests pulled from FACULTY180, and he noted that these data requests happened automatically without any faculty effort. In other words, he highlighted all of the data requests that faculty did not get from their administrators due to FACULTY180. As a result, use of FACULTY180 saved faculty members time and effort, allowing them to focus on value-added activities: teaching, research, and service.

Executive-Level Communication: Return on Investment (ROI) to the Institution & Service Region

Communicating the “greater good” of FACULTY180 to faculty members, administrators, staff, board of directors, donors, alumni, legislators, the press, etc. is a good idea. The Institutional Governance Team should coordinate communications at this level as part of its role of providing executive-level leadership and support for the project.

The FACULTY180 knowledge base contains an example of an executive-level communication from the University of Arizona on the ROI provided by the system. The purpose of the document was to communicate benefits derived by the university community and to engage stakeholders to work on leveraging the time and dollars invested in the system.

Implementation Phase



Once the planning phase has been completed, your institution is ready to begin the implementation phase. We recommend that the implementation phase be completed before faculty members are provided access to the system.

Following are the main tasks to be completed as part of the implementation phase:

1. Create Databases (see page 15)
2. Set Up Foundational Areas (see page 16)
3. Upload Base Data (see page 17)
4. Customize Input Sections and Forms (see page 18)
5. Create Faculty Classifications and Activity Classifications (see page 18)

6. Import Data from Other Sources (optional) (see page 19)
7. Configure Vitae Templates (see page 20)
8. Define Unit Administrative Rights (see page 20)
9. Assign User Administrative Rights (see page 20)
10. Train Users (see page 21)
11. Initiate the Faculty Input Process (see page 21)
12. Manage Faculty Input (see page 22)

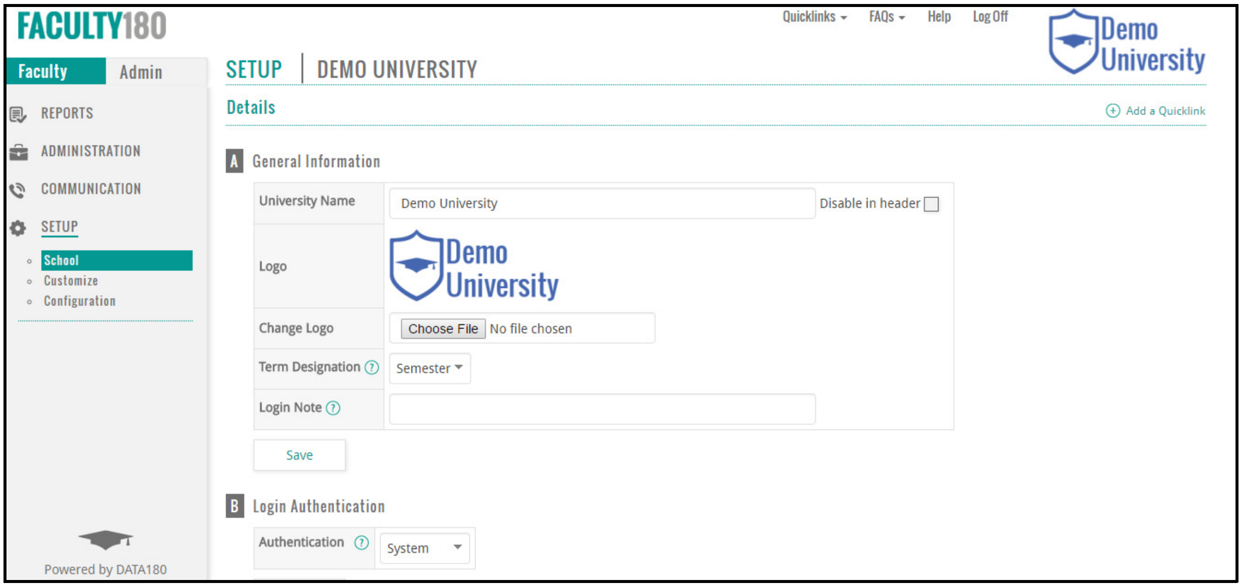
(1) Create Databases

DATA180 will work with members of the Institutional Implementation Team to set up as many databases as are needed for successful planning, implementation, and ongoing support. By default, the Institutional Implementation Team will have access to the following FACULTY180 databases:

- **Demo database:** This database is a generic, pre-populated database to be shared by all members of the Institutional Implementation Team, in order to become familiar with FACULTY180 functionality and reporting. A demo database may have been created during the discovery stage, prior to signing a contract.
- **Development database:** (also called sandbox) The development database has the following purposes:
  - The database is modified to meet institutional requirements. When the modifications are reviewed and approved, this database is pushed to production.
  - Serves as a testing database. Periodically, the production database will be copied back to the development database. This safeguards the production database and allows administrators to 'play' with different configurations, and possibly data, without affecting daily user operations.
- **Production database:** This database is created from the development database after the sandbox has been prepared for release. The production database should be the only database accessed by end users.

Additional databases may also be created, as needed by the institution. For example, if a legacy transfer is required, a database will be created for this process. After the transferred data are reviewed and approved by your institution to the transfer database, these data will be imported into the production database.

(2) Set Up Foundational Areas



Your institution will provide information required to complete the foundational areas within of FACULTY180. Some of the setup steps must be completed in the proper order, while others can be completed at any time.

Details

Various details related to your institution, including the institution name, term designations, unit designations, faculty ranks, and academic terms must be set up in FACULTY180.

Additional information that needs to be setup include:

- **Login Authentication:** Login authentication is performed after the first faculty file is uploaded to FACULTY180 and is managed by IT resources from DATA180 and your institution. We support direct login and several single sign-on authentication systems. Following is a listing of these systems:
    - FACULTY180 direct authentication (not recommended)
    - Active Directory via LDAP
    - Shibboleth or other SAML-based authentication system
    - Campus Cruiser
    - CAS, WIND, or similar token-based authentication systems
    - Login scripts for access behind the client's secured faculty portal page (for example, PHP and ASP scripts can be provided)

Contact your DATA180 Project Manager if your institution would like to consider other login options or would like documentation for implementing login authentication.

- **Unit Designations:** The hierarchical structure of your institution's academic structure, such as a university with colleges, schools, departments, and disciplines, must be established.
- **Faculty Ranks:** Clients can add faculty ranks or provide a list to DATA180 to be added to FACULTY180. This list can be expanded based on the needs of your institution (e.g. professor, associate professor, etc.). This list of faculty ranks must match the rank field in the faculty file.

- **Academic Terms:** Typical academic terms are Fall, Spring, and Summer; however, some institutions choose to use months (Jan, Feb, Mar, etc.). It is important to plan and understand the impact of your academic term configuration, as academic terms support your FACULTY180 system with the following:
  - Faculty input (such as indicating a faculty member served on a committee from the Fall semester of 2015 to the Spring semester of 2017)
  - Data storage and organization within the database
  - Reporting (specifically, how data is pulled for reporting)
  - Base data loads (such as assigning uploaded faculty activities to the Fall Semester of 2017)

Committees

Your institution can select various methods for faculty to enter committees, including manually entering or uploading a list of committees.

Locations

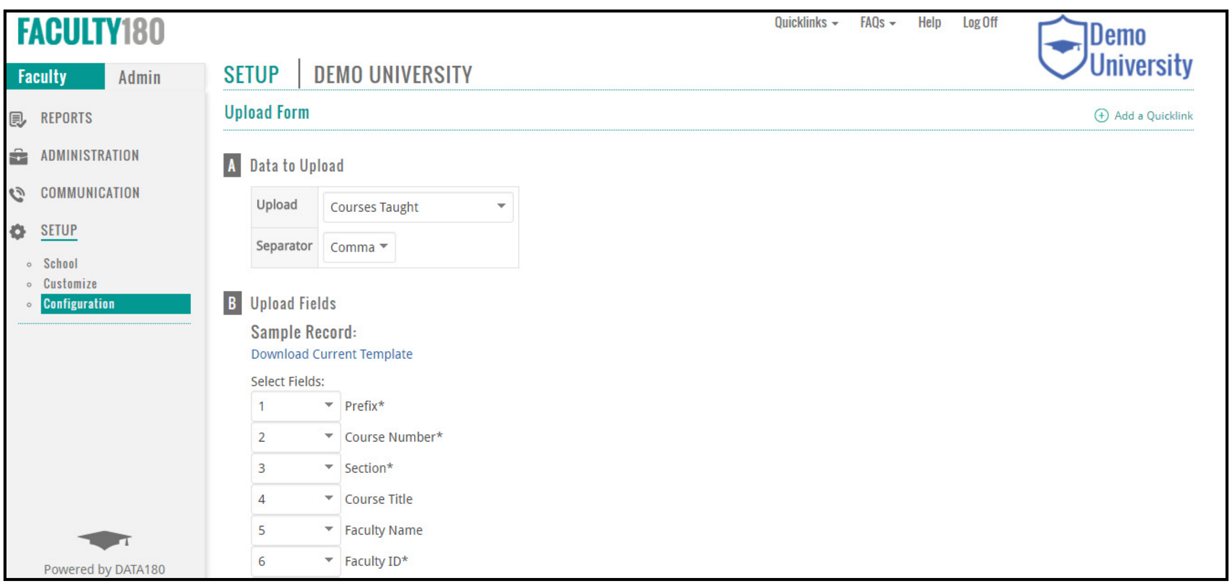
Locations are used to identify where courses are taught.

Organizational Structure

The organizational structure of your institution is a key component to a successful implementation. Your institution's organizational structure can be set up either manually or by uploading the organizational structure to FACULTY180.

(3) Upload Base Data

Uploading the base data to FACULTY180 is a two-step process: (1) the upload form must be configured, (2) after configuring the upload form, the base data can be uploaded. DATA180 will provide you with a data dictionary for information on data fields within each file type.



(4) Customize Input Sections and Forms

We take a "top-down" approach to customizing FACULTY180. We begin by looking at your institution's reporting needs at the highest institutional level (typically the university level), and then we move through lower levels — colleges, schools, departments, and disciplines. The reports required at each level will drive the input sections and fields within FACULTY180.

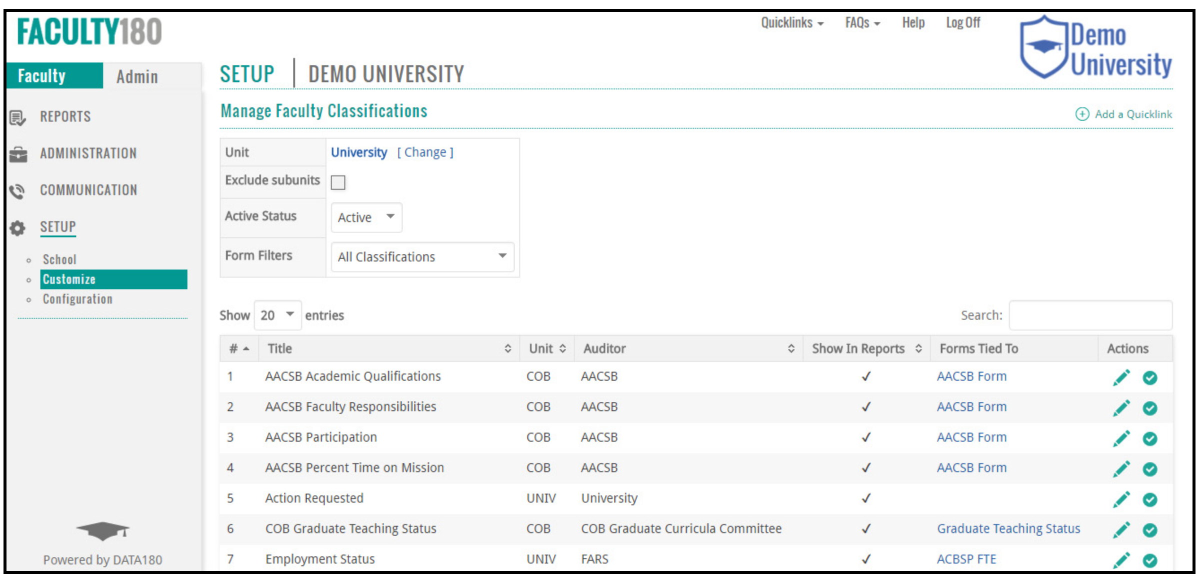
To assist you, we have built a default set of input sections. Institutions can easily add activity classifications to these default sections. Only limited field changes are available for these sections — these changes can be requested from DATA180. However, it is also possible to create custom input sections.

Because of the importance of creating a well-tailored input structure, the DATA180 Project Manager will schedule sessions with your Institutional Implementation Team to determine and configure the input structure required for your institution.

(5) Create Faculty Classifications and Activity Classifications

Faculty classifications and activity classifications provide the basis for classifying faculty members and their activities into useful categories within FACULTY180. These two tagging systems are important for collecting, managing, and reporting faculty activities.

Administrators have the capability to create custom input sections for input forms. Custom input sections are typically used to input faculty classifications and collect data from faculty. They can also be used as part of the evaluation process.



Faculty Classifications

Faculty classifications provide a basis for classifying faculty members into useful categories within FACULTY180. They enable tracking of faculty characteristics, such as faculty rank, tenure status, and employment status (full time or part time). They are also used in reporting for filtering and selecting particular groups of faculty.

Activity Classifications

Activity classifications provide a basis for classifying faculty members into useful categories within FACULTY180. They enable tracking of activity characteristics, such as the review type for a scholarly work (e.g. blind peer, editorial reviewed).

(6) Import Data from Other Sources (optional)

Migrating data stored in other systems into FACULTY180 is important. Data migration services are available through DATA180. Contact DATA180 for more information on these services.

Legacy Data

Legacy data is data that is stored in a different faculty activity reporting system (in-house or another vendor).

Importing Vita Data

Your institution may want to migrate vita data contained in Microsoft Word and/or PDF formats into FACULTY180. Options for importing this data include:

- Faculty members will enter their own prior data.
- Staff and/or student workers will enter faculty data, with review and approval by faculty members.
- A data migration company will be used to convert faculty data into a format that allows bulk uploading.

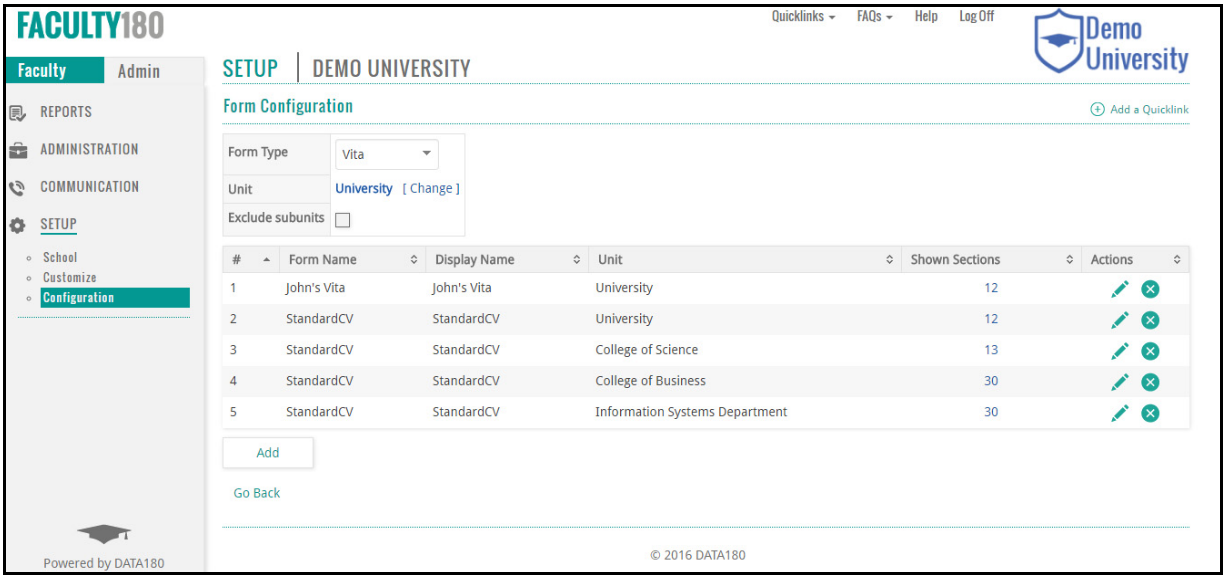
Importing Vendor Data

Faculty data contained in vendor databases can be imported into FACULTY180. Migration is much easier if a vendor has an API (application program interface) to support the process. Following are some examples of vendor data that can be imported into FACULTY180:

- Publication databases such as Academic Analytics, EBSCO, Google Scholar, MEDLINE/PubMed, SciVal, and Web of Science
- Reference management software such as Endnote, RefWorks, and Zotero
- Grant databases such as eTrac and Kuali
- Course evaluation solutions such as CourseEval, EvaluationKIT, Scantron, and SmarterServices
- Research information systems such as Converis, Pure, and Symplectic

(7) Configure Vitae Templates

Vitae templates can be configured by administrators for multiple unit levels, including colleges, departments, and so on. Additional vitae templates can be created for specific uses, such as annual reviews, promotions, and tenure reviews, and can be created for any academic unit established in your institution (college, department, discipline, etc.).



(8) Define Unit Administrative Rights

Administrative rights must be defined and assigned to each academic unit (e.g., the university, each college, each department, etc.) that is set up in FACULTY180. Your institution can manage administrative permissions directly within FACULTY180. Administrative rights can be modified by unit based on the organizational structure.

(9) Assign User Administrative Rights

Faculty members and administrators can be assigned to various rights levels for a given unit, or units.

Following are examples of users who should have administrative rights.

- **Institutional Software Administrator:** This account is created at the highest level of the institution. The Institutional Software Administrator has the ability to allow access to and allow others to grant access for all of the rights options.
- **College Software Administrator:** These accounts are created at the subunit level and can have reporting or full administrative rights; however, access is also determined by the access assigned to the unit.
- **Faculty with Administrative Rights:** (e.g. deans, chairs, etc.) These accounts may be tiered throughout the organizational structure. These accounts are created at the subunit level and can have reporting or full administrative rights; however, access is also impacted by the access assigned to the unit.
- **Staff with Administrative Rights:** (e.g. departmental administrative support staff) These accounts are created at the subunit level and can have reporting or full administrative rights; however, access is also impacted by access assigned to the unit.

(10)Train Users

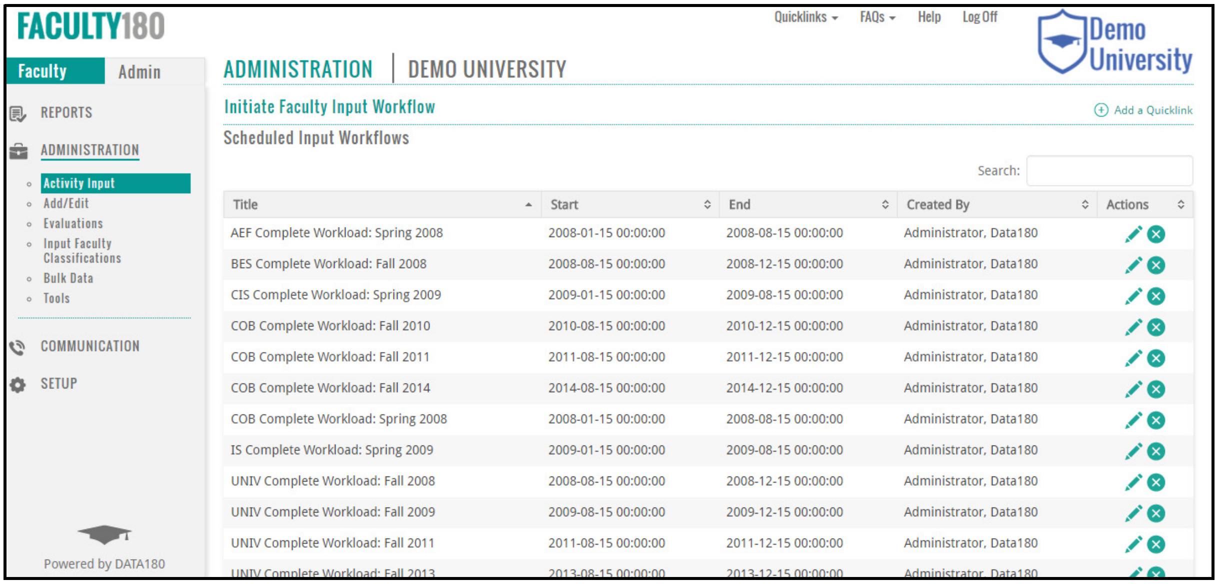
We provide numerous training opportunities for administrators, faculty members, and staff:

- On-site training for up to two days with up to two of our staff trainers, at no charge. Additional on-site training can be obtained for a daily fee per trainer. In all situations, the client will be responsible for reimbursing our company for reasonable travel expenses to provide on-site training.
- Quickstart training provides one day of on-site training and consulting from a high-level administrator from another FACULTY180 institution. Quickstart training is organized and takes place in conjunction with our standard on-site training. The client will be able to approve and speak with the consultant before committing to the engagement. The purpose of the Quickstart training is to pair a user from an institution that uses the system in a similar manner with a new client. This will establish a long-term collaborative relationship after the paid consulting visit is completed. *There is an additional cost this program.*
- Online training for administrators, faculty and staff, upon request. Given the nature of our software, and the quality of our online training environment, nearly all of our clients prefer online training, as this allows targeted topics to be covered in 60-minute to 90-minute sessions.
- Video tutorials are accessible from the knowledge base and provide brief how-to sessions of the key functionality within FACULTY180. These are high-quality videos with audio and written annotations.
- Webinar training is held regularly to cover new and important system features.
- Customized video training is available. Our staff will build video training modules tailored for your institution. *There is an additional charge for these services.*
- Administrators, faculty, and staff must be notified as to when FACULTY180 will be active. In addition, information about how to log on to FACULTY180 must be sent to all users. Institutions may want to provide information about training in this notification as well.

(11) Initiate the Faculty Input Process

While faculty members can add, edit, and delete their data at any time, FACULTY180 contains a formal workflow process to manage faculty data input. In addition, FACULTY180 contains a formal input workflow process that allows faculty members to input and manage their activities. This saves faculty members time and can enhance data completeness and accuracy.

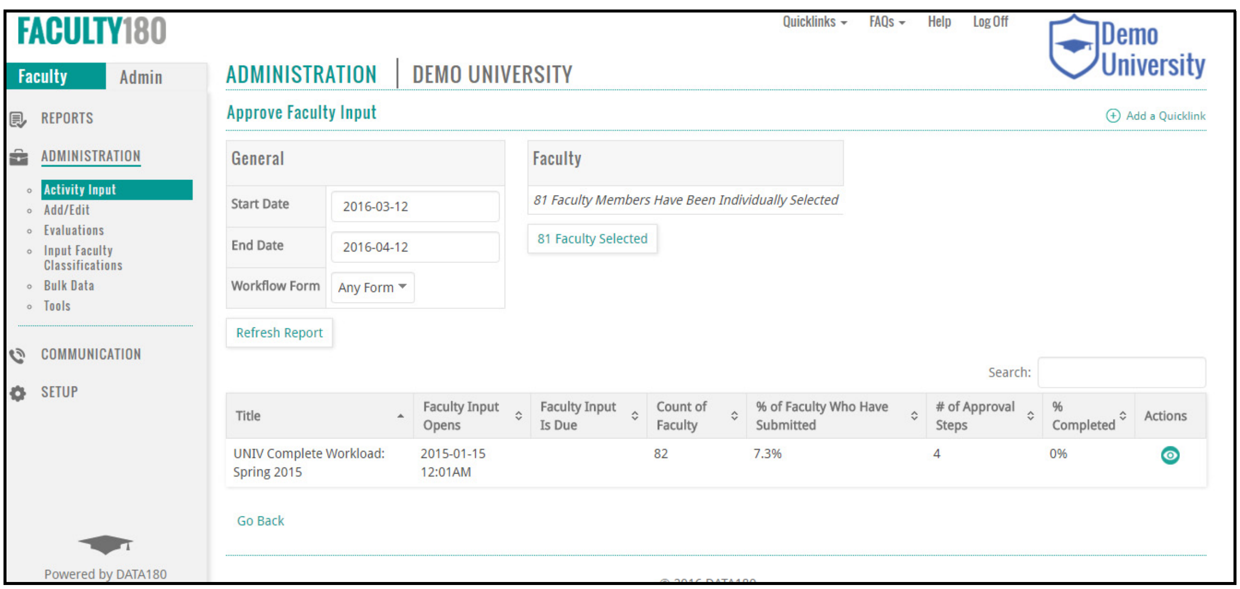
The formal input workflow process is typically initiated when an institution's official enrollment numbers have been finalized. At that time, faculty members will then have access to their courses-taught data, and can then upload course-related supporting documents, such as syllabi, student evaluations, peer evaluations, and other documents that support their teaching.



(12)Manage Faculty Input

Once the faculty input process has been initiated, faculty members can start updating their activities. In addition, system administrators can monitor faculty input participation and start approving faculty activities.

Faculty members who have not reported their activities can be reminded individually by e-mail notification.



Operations Phase (post-implementation)

Once your institution completes the implementation phase and is actively using FACULTY180, the following teams will be working together to ensure the operational success of FACULTY180.

DATA180 Support Team

Once your FACULTY180 implementation has been completed, your institution will be assigned to a DATA180 Support team consisting of the following roles:

- **Account Manager:** Receives your support and training requests via phone, email, and online support tickets (created within FACULTY180). Your Account Manager provides leadership, guidance, and communication necessary to move the project from start to roll-out.
- **Account Representative:** Serves as the main point of contact with the institution for all issues involving the institution's contractual relationship and business communications with DATA180.
- **Account Adviser:** Oversees system use and functionality, works with your Institutional Governance Committee and Institutional Operations Team, provides oversight and advise to our DATA180 Support Team and development staff, and approves requests for resources and change orders.

Institutional Governance Team

The composition and activities of your Institutional Governance Team should remain fairly constant after implementation. Duties of the Institutional Governance Team during operations should continue to be the following:

- Serve as the primary stakeholder for the project and mandate how the system will be used for the institution
- Determine roles for
    - Management of scholarly records
    - Technical system support
    - Data integration with other campus systems

- Report project status to the executive level and the institutional community
- Support the Institutional Operations Team in
  - Securing documentation from institutional stakeholders (such as existing reports, forms, and procedures)
  - Identifying and gaining access to data sources
- Provide oversight for the Institutional Operations Team in its management and maintenance of FACULTY180

Institutional Project Sponsor: A key role for your Institutional Governance Team will be an Institutional Project Sponsor. This individual should chair the Institutional Governance Team and communicate your institution's goals to DATA180 and to the campus community. We highly recommend the Institutional Project Sponsor be a representative of the executive level of your institution-typically, from the provost's office.

Institutional Operations Team

Once your FACULTY180 implementation has been completed, your institution's Institutional Implementation Team will evolve into an Institutional Operations Team, consisting of the following roles:

Institutional Software Administrator: Provides oversight for ongoing system oversight and maintenance from the institution's side.

- Attend project team meetings
- Gain an understanding of project goals related to the FACULTY180 software
- Attend training sessions designed to prepare the Institutional Software Administrator to perform and manage all administrative processes in FACULTY180
- Coordinate with the DATA180 Account Manager in system management/maintenance
- Perform the following:
  - Meet regularly with sub-level unit software administrators for continued training and discussion related to system management / maintenance
  - Act as the main contact person for internal requests related to system design / setup - additions/modifications
  - Coordinate with other sub-level unit software administrators in performing modifications to system design/setup

Sub-level Unit Software Administrators: Work with the Institutional Software Administrator to coordinate each unit's needs and responsibilities with regard to implementation and maintenance of FACULTY180, including the following:

- Attend meetings during operational system maintenance
- As requested by the Institutional Software Administrator:
  - Review the system design for each subunit and provide feedback to the Institutional Software Administrator
  - Attend training sessions related to their respective units
  - Support the Institutional Software Administrator with system management/maintenance as defined in the institutional governance document

Institutional Support Resources: Individuals in IT, IR, HR, and/or library faculty/staff depending on data management resources at the institution. Institutional Support Resources provide information on technical requirements and works with the DATA180 Account Manager on ongoing management/ maintenance.

Implementation Tasks and Assignees

These tables list each of the milestones in the Implementation Phase. Below each milestone are the related tasks, estimated days to complete each task/milestone, and responsibilities for the client and DATA180.

DATA180

FACULTY180 Implementation Tasks and Assignees (v.2.3)

The following tables list each of the milestones in the Implementation Phase. Below each milestone are the related tasks, estimated days to complete each task/milestone, and responsibilities for the client and DATA180.

Title	Type	Estimated Days**	Assignee	Client Will	DATA180 Will
(1) Create Databases	**milestone**	**1**			
Create client demo sites (if requested)	task	1	DATA180 Support Contact	Submit request	Create database
Create client sandbox	task	1	DATA180 Support Contact	Submit request	
Create client production site	task	1	DATA180 Support Contact	Review and approve all set up in the development database	Create database / migrate development database to production database

Title	Type	Estimated Days**	Assignee	Client Will	DATA180 Will
(2) Set Up Foundational Areas	**milestone**	**4**			
Set up details	task	1	Institutional Project Manager, DATA180 Project Manager	Provide information for all set-up details	Complete setup of foundational areas
Set up locations	task	1	Institutional Project Manager, DATA180 Project Manager	Provide location information	
Set up committees	task	1	Institutional Project Manager, DATA180 Project Manager	Provide names of committees	
Set up organizational structure	task	1	Institutional Project Manager, DATA180 Project Manager	Provide either a unit file or Word/Excel document to create the organizational structure	

Title	Type	Estimated Days**	Assignee	Client Will	DATA180 Will
(3) Upload Base Data	**milestone**	**2**			
Create upload form	task	1	Institutional Support Resources, DATA180 Project Manager	Provide required files formatted as needed to upload into FACULTY180	Upload client data files
Upload base data	task	1	Institutional Support Resources, DATA180 Project Manager		
(4) Customize Input Sections and Forms	**milestone**	**19**			
Collect report templates from institution	task	7	Institutional Project Manager	Provide report templates / samples	
Review default sections	task	5	Institutional Implementation Team	Review default sections	
Map sections to institutional templates	task	5	DATA180 Project Manager		Map sections to client report templates
Develop sections	task	3	DATA180 Project Manager		Develop sections
Review section setup	task	1	Institutional Implementation Team	Review section setup	
Approve section setup	task	1	Institutional Implementation Team	Approve section setup	

Title	Type	Estimated Days**	Assignee	Client Will	DATA180 Will
(5) Create Faculty Classifications and Activity Classifications	**milestone**	**11**			
Create Faculty Classifications	task	5	Institutional Project Manager, DATA180 Project Manager	Provide a list of requested Faculty Classifications	Create Faculty Classifications
Create Custom Input Forms	task	1	DATA180 Project Manager	Request training on setting up and using Faculty Classification forms	Provide training for administrators who will set up and manage the process
Create Activity Classifications	task	5	Institutional Project Manager, DATA180 Project Manager	Provide a list of requested Activity Classifications	Create Activity Classifications

Title	Type	Estimated Days**	Assignee	Client Will	DATA180 Will
(6) Import Data from Other Sources (optional)	**milestone**	**24**			
Request during RFP process	task	1	Institutional Project Manager	Request a quote for import services	Provide a quote for import services
Provide database schema for legacy system	task	1	Institutional Support Resources	Provide advanced notification to DATA180 of data delivery (seven day minimum)	Schedule data analysis
Provide sample data	task	1	Institutional Support Resources	Process data	
				Deliver data to DATA180 servers	
				Notify DATA180 of delivery	
Map legacy data to FACULTY180 configuration	task	5	DATA180 Support Contact		Retrieve and analyze data for mapping
					Map data to FACULTY180 fields

Title	Type	Estimated Days**	Assignee	Client Will	DATA180 Will
Establish transfer protocols for data	task	1	DATA180 Support Contact	Respond to clarification request	Send data clarification request (optional)
Provide final & complete data dump	task	1	Institutional Support Resources		
Convert data to client sandbox	task	5	DATA180 Support Contact		Processes data to FACULTY180 sandbox environment
Review & verify converted data	task	5	Institutional Implementation Team	Review data in sandbox	
				Notify DATA180 of conversion issues	
Approval of converted data	task	3	Institutional Implementation Team	Notify DATA180 of conversion success	
Move converted data to production	task	1	DATA180 Support Contact		DATA180 processes data to FACULTY180 production environment

(7) Configure Vita Templates	**milestone**	**7**			
Review standard vita template	task	5	Institutional Implementation Team	Review standard vita template	Modify institutional vita template (if needed)
Modify standard vita template (if needed)	task	1	Institutional Software Administrator, DATA180 Project Manager	Provide requests for modification (if needed)	
Create new vita templates (if needed)	task	1	Institutional Software Administrator, DATA180 Project Manager	Request additional vita templates providing specific set up instructions	Create additional vita templates (if needed)

Title	Type	Estimated Days**	Assignee	Client Will	DATA180 Will
(8) Define Unit Administrative Rights	**milestone**	**6**			
Define institutional rights	task	1	Institutional Implementation Team	Review documentation on unit rights and either set up the rights or provide a list of units and rights to assign	
Define sub-unit rights	task	3	Institutional Implementation Team		
Communicate rights to DATA180	task	1	Institutional Project Manager	Send detail instructions per unit level	
Load rights in bulk	task	1	DATA180 Support Contact		Customize rights for units

(9) Assign User Administrative Rights	**milestone**	**2**			
Create support accounts and assign administrative rights	task	1	Institutional Project Manager, Institutional Software Administrator	Provide list of users with required information (faculty ID, log in ID, email address, unit, and level of rights)	Create support accounts and assign rights
Assign others administrative rights	task	1	Institutional Project Manager, Institutional Software Administrator	Provide list of users with required information (faculty ID, log in ID, email address, unit and level of rights)	Assign rights

Title	Type	Estimated Days**	Assignee	Client Will	DATA180 Will
(10) Train Users	**milestone**	**12**			
Train Institutional Software Administrator	task	4	DATA180 Project Manager	Request training for administrators who will manage the FACULTY180 system	Provide software administrator training (faculty experience, software management, administrative processes)
Train sub-level Institutional Software Administrator	task	4	DATA180 Project Manager		
Train faculty administrators	task	1	Institutional Project Manager, DATA180 Project Manager	Request training for faculty with administrative rights	Provide faculty training including administrative processes
Train support staff	task	2	Institutional Project Manager, DATA180 Project Manager	Request training for support staff with administrative rights	Provide support staff training including administrative processes
Train faculty	task	1	Institutional Project Manager, DATA180 Project Manager	Request training for faculty	Provide faculty training – general user

(11) Initiate the Faculty Input Process	**milestone**	**3**			
Move development database to production	task	1	DATA180 Support Contact		Clone the development database to the production database
Initiate first faculty input workflow	task	1	Institutional Software Administrator	Initiate the first faculty input cycle per term/year	

(12) Manage Faculty Input	**milestone**	**3**			
Manage first faculty input workflow	task	1	Institutional Software Administrator	Manage faculty input	

****Note:** The time to complete a typical FACULTY180 implementation is an estimate and will vary widely among institutions. The following will heavily influence the actual time of a client's implementation:

- Faculty—number of faculty users
- Organizational structure—number of colleges, schools, departments, and disciplines
- Client support—skill levels and time availability of client personnel assigned to implementation project
- Decision structures/processes—decision-making structures (individuals or committees) and authorization requirements (number of individuals involved for authorizing decisions)
- Functionality changes—number and type of functionality changes required
- Customization requests—number and type of customization requests required
- Data integrations—number and type of data integrations required