



Faculty180 Activity Reporting – Administrative Reports - Quick Reference Guide

Getting to Faculty180 Administrative Reports

- a. After logging in to Faculty180, navigate to Administration > Reports
- b. Ability to run administrative reports is limited to those with the appropriate security role; usually this role is assigned to chairs, associate deans and other individuals needing data of professional activities for a unit or college.

CUNY Baruch >

Reports

Quicklinks ▾

▼ Activity Reports

Profile Report	Personal information, work experience, degrees, licenses, memberships, honors, interests, biographies, and more
Activity Input Report	Teaching (e.g. enrollment, credit hours), grants, service, professional development, consulting, and more
Scholarly Activities	Research, publications, and creative productions
Grants	Grant activities and funding data
Courses Taught	Enrollment, credit hours, teaching load, and course sections
Activities By Activity Classification	Activities grouped by classifications

▼ Administrative Reports

Ad Hoc Reports	Report building by selecting data to represent each column: faculty information, faculty classifications, activity input counts, and profile activity counts
Activity Overview - By Faculty	Activities by units and faculty members within those units
Activity Overview - By Semester	Activities by units and the semesters within those units

Report Tips

- a. Filter down to a departmental level to limit the data set generated by clicking “Change” in the Unit section.
- b. The Begin and End Semesters should match in both the General and Faculty boxes to capture activity from faculty that may have been active in a previous semester but has since left the institution.
- c. Narrow down results by choosing Activity Classifications that apply to the activity being aggregated. Please click Apply.

CUNY Baruch > Reports >

Reports

Activity Input Report

Quicklinks ▾ Actions ▾

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Administration ▾

General	
Unit	CUNY Baruch Change
Form	Activity Input ▾
Activity	Summary ▾
Measure of Teaching	Enrollment ▾
Hide Duplicates	<input type="checkbox"/>
Begin	Fall ▾ 2022 ▾
End	Fall ▾ 2023 ▾
Display Mode	Count Only ▾

Faculty	
Unit	Library
Assigned To Unit As	Primary Unit
Employment Status	Full Time
Begin	Fall 2022
End	Fall 2023
Faculty Titles	

[19 Faculty Selected](#)

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Details

Activity Classifications

Select ▾

IS ▾ ▾

[Apply](#)

[Build Report](#)

d. Some reports, like the **Activity Overview – By Faculty** report, will allow you to filter further by status. Click “Change” and then “Update.”

e. Add columns of data by clicking “View” next to “Additional Columns.” Select the desired additional columns and click “Update” before refreshing the report.

f. You can view detailed data by clicking on the blue hyperlinked numbers in report results.

General	
Unit	Library Change
Form	Activity Input ▾
Course Level	All ▾
Status	Completed/Published Accepted Change
Grant Status	Completed Funded - In Progress Change
Begin	Fall ▾ 2022 ▾

Faculty	
Unit	Library
Assigned To Unit As	Primary Unit
Employment Status	All Faculty
Begin	Fall 2022
End	Fall 2023

[Select Faculty](#)

Details	
Activity Classifications	
Select ▾	
IS ▾	▾
Apply	

Unit	General			Teaching Activities						Scholarly Activities		
	# Faculty	% Logged In	Last Login Date	Credit Hours	Lecture Hours	Lab Hours	Teaching Load	Student Credit Hours	Enrollment	Abstract	Artistic and Creative Activities	Artistic Professional Design
Library	20	95.0 %	-	60	0	0	0	933	311	0	0	0
Library	20	95.0 %	-	60	0	0	0	933	311	0	0	0

g. Save reports for future use by click the **Quicklinks** button at the top of the page, then “Add This Page as a Quicklink.”

Quicklinks ▼

Actions ▼

h. Export reports to Excel by clicking the button at the top of the page.

Report Types

a. **Profile Report** will aggregate data entered in faculty members’ profiles. Data such as Degrees, Licensures and Certificates.

b. **Activity Input Report** will display data from all activity categories except Scholarly Activities.

c. **Scholarly Activities** will display aggregated scholarly activities and give additional options for sorting by status.

d. **Grants** will display grant activities and funding data.

e. **Courses Taught** will display enrollment, credit hours, teaching load, and course sections.

f. **Activity Overview – by Faculty** and **Activity Overview – by Semester** are the preferred and most inclusive reports available with Faculty180 Activity Reporting. These reports give you the ability to narrow down your data using parameters and filters. They also allow you to add columns of data not visible by default.

g. **Scholarly Citations** and **Grant Citations** show a summary of information in a citation format of your choosing.

h. **Standard Vitas** allows a chair or administrator to bulk download vitas for faculty in their unit(s).