



# UNLV FOLIO - WHERE DOES IT GO?

## A Reference Guide for Entering Activities in Faculty 180

Faculty 180 is a database and reporting tool for faculty to organize and track scholarly achievements. This guide was created to assist faculty with organizing their scholarly achievements within the format provided on the Activities page of Faculty 180. The table below mirrors the list of sections displayed on the Activities page.

ACTIVITIES SECTION TITLE	DESCRIPTION	EXAMPLE ACTIVITIES
<b>GENERAL: Awards and Honors</b>	Honor, award, fellowship, certificate, recognition, etc., internal and external to UNLV.	Teaching award; Named to “Top 40 Under 40”; Endowed professorship; Fulbright Fellowship; National Science Foundation Rotator
<b>GENERAL: Professional Memberships</b>	Formal associations with professional societies and academic, civic, and community organizations external to UNLV.	EDUCAUSE; American Association for Higher Education; Society for Industrial and Applied Mathematicians; Modern Language Association; American Academy of Neurology; National Council on Problem Gambling
<b>GENERAL: Professional Development</b>	Opportunities to inform or enhance your knowledge-base, skills, competence, and effectiveness.	Short course to improve teaching; Leadership training; Workshop on new technologies in the discipline; Earning certifications/advanced degrees; Specialized seminars
<b>GENERAL: Workload and Reassignment Information</b>	Percentage of time allocated to teaching, research, service, administrative duties, or other duties. Describe reassigned duties, if any, and attach documentation.	Administrative assignments (e.g., undergraduate coordinator, program coordinator, thesis committee chair, etc.); Grant assignments (e.g., Principal investigator, Co-principal investigator)
<b>TEACHING: Scheduled Teaching*</b>	Course information in this section comes from the teaching records in MyUNLV and is imported into UNLV Folio at the beginning and end of the fall and spring semesters.	Information that is imported from MyUNLV cannot be directly edited by faculty and are grayed out. Additional course data that is not imported from MyUNLV, such as evaluation scores and teaching methods/innovation notes for that specific course, can be added.
<b>TEACHING: Other Teaching/ Instruction</b>	Courses taught (for credit or non-credit) as the primary instructor, co-instructor, or guest lecturer at UNLV or at other institutions, including workshops, master classes, clinical/practicums/internships, and group instruction.	Guest lecturer at another institution; Taught a class through UC Berkeley’s Osher Lifelong Learning Institute; Co-taught an in-service professional development program
<b>TEACHING: Directed Student Learning/ Mentorship</b>	Membership/supervision of student thesis and dissertation committees; Advising, mentoring, and directed instruction of students in a formal setting.	Directed a post-doc; Supervised a graduate student pursuing a PhD; Served on advisory committee for a graduate student; Directed the dissertation of a student; Served on a graduate student examination committee; Supervised student internships; Advised undergraduate students; Supervised undergraduate research; Supervised students participating in academic competitions

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<b>TEACHING: Course, Program, or Curriculum Development</b>	Contributions to the creation or improvement of a course, program, or curriculum; Contributions to or the creation of new teaching materials, technologies, or pedagogical techniques.	Developed course lab manual; Introduced new technologies in the classroom; Revised degree program (including courses/credits required); Used service learning as a teaching technique
<b>TEACHING: Academic Assessment Activities</b>	Accreditation, licensure, and assessment of academic, professional, and clinical programs.	AACSB Accreditation visit preparation; Semi-annual reviews of residents and fellows; Assessment plans; National Association for the Education of Young Children accreditation; Accreditation Board for Engineering Technology
<b>SCHOLARSHIP: Scholarly and Creative Work</b>	Scholarly contributions and creative work products.	Published books, book chapters, journal articles, poems, conference papers/proceedings, and abstracts; Choreographed dances; Composed musical work; Gallery exhibition; Directed a play; Wrote a policy white paper; Invited keynote speaker/presentation; Poster presentation; Developed a website; Created expert videos; Developed an app/software; Awarded a patent; Filed a disclosure
<b>SCHOLARSHIP: Grants, Contracts, and Funded Activities Managed by the Office of Sponsored Programs*</b>	Information on research that is managed through the Office of Sponsored Programs (OSP) is imported to this section on a quarterly basis.	Information that is imported from OSP records cannot be directly edited by faculty. Some fields are editable and provide opportunities for faculty to add additional information, such as student collaborators.
<b>SCHOLARSHIP: Other Grants, Contracts, and Funded Activities</b>	Intramural and extramural funding, specialized contracts, and other sponsored activities not managed by the Office of Sponsored Research.	Corporate sponsorship for academic programs; Grants from philanthropic foundations and organizations; Travel grants from the college/department; Research contracts; Consulting contracts
<b>SCHOLARSHIP: Media Contributions</b>	Professional expertise solicited and used in the media, inclusive of interviews and expert opinions as part of media interaction.	Interviews for magazine or newspaper articles; Radio spots; Television guest appearances
<b>SERVICE: NSHE/ University/Unit Committees</b>	Service performed on an institutional standing committees, and ad hoc committees.	UNLV University, college, or department search committees; Chair of the department personnel committee; Member of the Faculty Senate Bylaws Committee
<b>SERVICE: NSHE/ University/Unit Non-Committee Service</b>	Service performed at or on behalf of UNLV or another NSHE institution.	Planning committee member for the NSHE Diversity Summit; Clark County School District STEM Partnerships Team
<b>SERVICE: Professional Service</b>	Non-compensated service in professional organizations, including officer, committee member, reviewer, and editor.	Conference session organizer for the annual meeting of the American Chemical Society; Council representative for the American Library Association; Chair of the Education Committee of the American Counseling Association; Served on the Board of Directors at Nevada Partners; Editor for the Journal on Race and Gender

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ACTIVITIES SECTION TITLE	DESCRIPTION	EXAMPLE ACTIVITIES
<b>SERVICE: Public Service/ Community Engagement</b>	Non-compensated service directed toward a non-university audience.	Judge for Lego League Robot Competition; Judge for the Nevada Regional Science Fair; Tutoring; Reviewer for Nevada's Future Leaders Scholarship Program; Volunteer for Habitat for Humanity
<b>OTHER: Consulting</b>	Contractual agreements for compensated and non-compensated specialized services.	Loaned expertise as statistical analyst; Discipline expert on policy development for U.S. Department of Agriculture; Government contractor for Nellis Air Force Base
<b>OTHER: Clinical Activities</b>	Clinical services and research specialties.	Provided services and treatment at the Internal Medicine Specialty Clinic; Provided services and treatment at the AckermanAutism Center; Counseling services at THE PRACTICE
<b>TEACHING: Clinical Teaching</b>	Teaching that is specifically done in a clinical setting and is not listed in MyUNLV.	Clinical supervision of student dental clinics; group supervisor for counseling internship

\*Please contact the [UNLV Folio Support Team](#) to correct errors in those sections where data is imported from other systems of record.

### Need more Help?

- > Check out the [UNLV Folio Resources page](#)
- > Email [UNLV Folio Support](#)
- > [Book a one-on-one consultation](#) with the UNLV Folio Support Team