Welcome to FAC Sv3.0! The FACS System provides a means for entering faculty qualification information to be used for accreditation reporting. The system also provides a single point for faculty to upload their current syllabi and curriculum vitae. Uploading syllabi via FACS also populates Classmate.

The FACS System can be used in all modern browsers. (Chrome, IE10+, Firefox, Safari, etc.) We recommend highly that you use the Chrome Browser.

GETTING STARTED

Step 1: Log in with your ArgoNet username and password. If you have problems logging in please contact Chris Secord at: csecord@uwf.edu.

Step 2: Always read the info on the home page! It normally contains important announcements or information regarding the FACS System.

Step 3: Once you have successfully logged in, new menu options become available at the top of the page in the navigation area. Depending on your faculty or staff position you may see different options.
SACS MANAGEMENT

On the SACS Management page, department administrators and faculty will be able to view and manage SACS information, view and upload vitae, access course syllabi information, and print SACS forms.

Figure 1 shows the SACS Management menu. If you belong to or manage multiple departments a drop down box will available. When the department is changed, the faculty drop down box is re-populated with the faculty that exists in the department.

Below the drop down boxes are the SACS Documents. Here you can view and upload vitae, view and upload syllabi, or print the SACS form of the current selected faculty.

Figure 2 shows the SACS Management tabs. Each tab has a related form which needs to be kept up-to-date. Please remember to update the ranks of your faculty prior to annual evaluations.

DEPARTMENTAL MANAGEMENT

The Departmental Management page offers a new way to manage the department data. Here department administrators will find a list of the faculty and staff who have administrative access to your department and faculty who are in or were in your department. Reports (Adjunct/GA Reviews and Course Syllabi Reports) have been relocated to this page.

Faculty can be added to the department by entering their first name and last name (John Smith), last name and first name (Smith John), or the UWF ID (9000XXXX). Once a new faculty is added to the department, a SACS record will be created for the faculty and they will be able to log into FACS to update their syllabi, vita, or file an Annual Evaluation (CAS only). If a faculty cannot be found by name or number or a Department Administrator needs to be added to your department(s), please contact Judy Jones: jjones@uwf.edu or Chris Secord: csecord@uwf.edu for assistance.
**SYLLABI**

**Below** is the syllabi search menu located on the **Syllabi page Figure 3**. When the page is accessed from the navigation, it will **default to the first department you have access to** (listed in alphabetical order). When the department or semester is changed, the syllabi results will automatically update to reflect the selected department and semester. You can also use the search box to narrow down the syllabi by course name, reference number, course number, or instructor.

If the Syllabi page is accessed from the **SACS Management page** (via the faculty specific view and upload syllabi button), the syllabi results will be of the faculty that was selected on the **SACS Management page**. The syllabi results will remain specific to that faculty until the “**View All Departmental Syllabi**” link is clicked. (This link is unavailable to those who can only view their own syllabi.)

![Search](View%20All%20Departmental%20Syllabi)

**ANNUAL EVALUATIONS**

**File an Evaluation**

The **Annual Evaluation** feature is currently for these colleges: **College of Arts, Social Science and Humanities, Hal Marcus College of Science and Engineering, and the Usha Kundu, MD College of Health**. Annual Evaluations can only be filed by faculty registered as “**Regular Faculty**” in FACS. Due to some anomalies, some faculty are marked “**Regular Faculty**” in multiple departments. These faculty will be prompted to choose a department before accessing annual evaluations. Those who do not have SACS records or those who are not listed as “**Regular Faculty**” in any department will **not** be able to file an annual evaluation.

Upon accessing the main **Annual Evaluation page**, many options become available. Faculty can **review their past evaluations** and view the current department bylaws/standards. Faculty will also be able to “**Start a new Evaluation**” for the current year. (This option will change depending on the status of the evaluation.)

When a new evaluation is started, the system checks for last year’s evaluation. If a last year’s evaluation exists, the faculty member will be given the option to populate useable data from the evaluation.
Maintaining Department Standards and Options

**Departmental Options** can be found under **Annual Evaluation** in the navigation. Here department administrators, chairs, and directors can update their department’s evaluation options and standards. Please be sure to do this before faculty begin filling out their evaluations.

Please report any bugs to: Chris Secord, csecord@uwf.edu.