Setting Faculty Attributes
for employees with administrative roles

APL nextED is a secure, easy-to-use online database for storing information about faculty achievements such as teaching, research and publications, service, and engagement.

Nearly all the faculty attributes in APL are imported, but associate deans and department heads may have occasion to manually change a faculty attribute in APL.

**STEP 1: Login to APL**
Login to APL directly at [http://app.aplnexted.com/login/valdosta](http://app.aplnexted.com/login/valdosta)

OR

Log in to APL from the Success Portal ([https://successportal.valdosta.edu/](https://successportal.valdosta.edu/)).
Select the **Resources** tab
Click on the **APL nextED** tile to be redirected to the APL dashboard.

**STEP 2: Switch to the Administrative Role**

from the left Profile menu, select **Switch To Admin**

**STEP 3: Search for the Faculty Profile**

click **Faculty**

click **Faculty Profiles**
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make sure the top displays the current academic year and “All Statuses”

type the last name in the Search box or scroll through the list of displayed names

click the magnifying glass to access the instructor’s profile

STEP 4: Select Attributes and Course

select Attributes tab
## Setting Faculty Attributes

*for employees with administrative roles*

### Faculty Attributes

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Rank</td>
<td>Professor; populates using OneUSG data; email apl [at] valdosta.edu if changes are needed</td>
</tr>
<tr>
<td>Faculty Track</td>
<td>Tenured; populates using OneUSG data; email apl [at] valdosta.edu if changes are needed</td>
</tr>
<tr>
<td>Load Status</td>
<td>Full Time; populates using OneUSG data; email apl [at] valdosta.edu if changes are needed</td>
</tr>
<tr>
<td>Compensation Mode</td>
<td>- No Comp Mode -; not currently using this field for reporting</td>
</tr>
<tr>
<td>Qualification Group</td>
<td>- No Qualification Group -; assign academic qualification group</td>
</tr>
</tbody>
</table>

Click **Save**

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For questions about setting faculty attributes, contact Dr. Michael Black at apl [at] valdosta.edu. This handout is posted online at [http://www.valdosta.edu/administration/sacs/faculty-credentials.php](http://www.valdosta.edu/administration/sacs/faculty-credentials.php)