

Instructions for using the interactive data on university faculty

1. Download the Excel spreadsheet to your computer. Save a copy to work on.
2. Go to the tab (on the bottom) labeled "Interactive Chart."
3. Place your cursor on the drop down menu in the upper left hand corner row of the graph that says "Tiu Campus Name" and select the campus of interest.
4. Do the same for the row labeled "Tiu Vp College Name" and "Tiu Department Name." (Note: if you select a department without making sure the college is correct you will not get any results.)
5. The cell in the middle of the graph allows you to select by faculty rank and the cell to the right allows you to select the years you want to see on the graph.