Faculty Activity Reports

The University initiates the Faculty Activity Report input period for each semester and notifies the faculty and administrators that the report period is open.

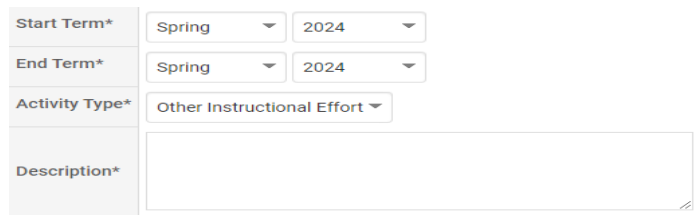**Faculty Review and Approval of Activity Report**

- Log into Interfolio via the "Sign in with Partner Institution" link for Florida Atlantic University. Go to My Tasks. Click the link for the Faculty Activity Report.

- Both the administrator and the faculty will be able to view the activity reports for the target semester at this point.

- The activities shown are auto populated. **In contrast to Faculty Assignments, Faculty Activity Reports should include all overload activities.**

- Faculty will not be able to enter FTEs for the activities listed. However, they will be able to enter activities that are not listed but should be. It is the chair's/director's responsibility to enter appropriate FTEs for the Faculty Activity Reports.

- Faculty and administrators should review the Faculty Activity Reporting Definitions document for full descriptions of activity categories.

- The 'Ongoing' function for 'End Term' in the Activity Reports is intended for activities that will not change from one semester to the next. The information provided at the time of the Start Term will carry forward to the subsequent semester if Ongoing is selected for the End Term. Note that if Ongoing is selected, and activity details are revised during a subsequent semester, the revision will retroactively modify the information for the prior semester. This may result in the unintended consequence of modifying the prior semester's total FTEs to less than or more than 100%.

- Faculty should be aware that Interfolio provides a way to enter activities into the system at any time during any semester. This functionality is described in the "Activities" section of the "Introduction to Interfolio" playbook. The advantage of entering activities as they occur makes completing the Activity Report more efficient by eliminating the time spent recalling or digging up records of activities performed during the semester. To use this functionality, click the "Activities" link on the left-hand side of the Interfolio home page. The entered information will automatically populate in the Activity Report for the semester in which the activity is designated.

The Activity Reports include activities organized under the following categories. **NOTE: The 'Total FTE' sections throughout the activity report are to be completed by the chair/director, not the faculty member.**
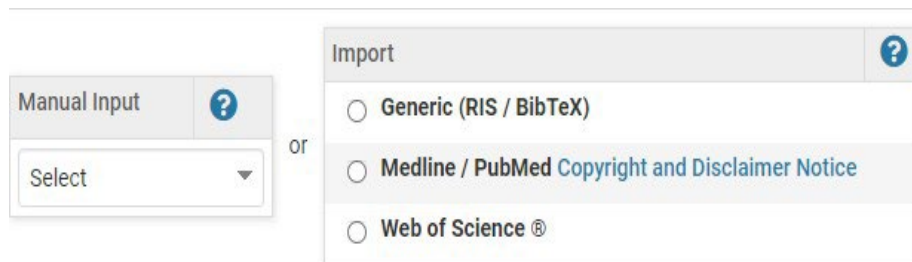
Teaching shows the course sections taught by the faculty member during the semester. Faculty will need to click the ADD button to confirm they taught the course section. When confirming, the faculty will see a form showing "Additional Course Data**". Faculty should not change the information in the form** and click the save button. If there is an error in the Teaching section, faculty should notify the chair/director.

Instruction Related efforts can include a range of types, such as 'Other Instructional Effort.' Examples would include pedagogical certifications (e.g., ACUE) and participation on dissertation committees.

Scholarly Contributions and Creative Productions is the category of research that most faculty without grants will use. New research projects can be added by first clicking the ADD button and then using the Manual Input option shown below, and selecting the appropriate scholarly activity (e.g., Journal Article). Then click the Continue button.

The next step takes the user to an Input form shown below. If the faculty member is in the process of adding a new project (following the process described above), the Input form will automatically appear. If recording progress for an existing project, faculty should select the editing function (i.e., the pencil icon) and the Input form will appear.

The system requires that data be entered in each field of the Input form even though the data might not yet be determined. Unfortunately, there is no way to make those fields unrequired. That is a default section in the system, and we do not have editing rights to it. Faculty will have to enter something (e.g., TBD), but in subsequent semesters, they can edit information in the respective fields as needed to more accurately reflect things.

Complete the Activity Classification form.

If recording progress for an existing project, faculty should next click the "Manage Status" at the top of the Input form shown on the previous page. A form like the one below will appear.

Manage Status

ⓘ Click "Add" to update status. **Do not edit a prior status unless it is incorrect.**

Status	Term	Actions
Revise & Resubmit	Fall 2022	✏ ✖
Revise & Resubmit	Spring 2023	✏ ✖
Revise & Resubmit	Summer 2023	✏ ✖
Revise & Resubmit	Fall 2023	✏ ✖

Add **Cancel**

If the status of the research activity has changed for the target semester, it will be necessary to click the Add button and enter the new Status, along with the Term and Year.

Grant information entry follows a similar but slightly different sequence of steps. When adding a grant, the following forms will appear: Input Form, Dates and Funding Periods, Funded Accounts, and Activity Classifications. Each of these forms is unique to grant-related activity. For comparison purposes, the following grant-related images are different from the forms for Scholarly Contributions and Creative Productions shown above.

A Input Form

Status*	Select ▾ for Term Spring ▾ 2024 ▾
Title*	
Funding Agency / Sponsor	
Grant ID / Contract ID	
Abstract	➕▾ 11pt ▾ **B** *I* U x₂ x² ≡ ≡ ≡ ≡ ⬚ ⬚ ⬚ ⬚ Iₓ Ω <> \n\n 0 WORDS

D Activity Classifications

Approval for Pre-award Spending ❓	No ▼
Was there undergraduate student research participation on this grant?* ❓	No ▼
If yes, was the student funded through the grant? ❓	Select ▼
Type of Grant* ❓	Select ▼

To record progress during the target semester for an existing grant-funded research project, follow the sequence described for Scholarly Contributions and Creative Productions on the prior pages of this document.

Service activities include four categories: (1) Professional Service, (2) Community Service, (3) Other Service, and (4) University Committees. Most faculty in the university will use University Committees and Professional Service.

Different Service activities may require different information resulting in the need for different Input Forms. For example, below are two Input Forms, one for University Committees and the other for Professional Service.

A Institutional Committee

Start Term*	Fall ▼	2024 ▼
End Term*	Spring ▼	2025 ▼
Committee Name*	Graduate Council	
Committee Affiliation*	College ▼	
Role*	Member ▼	
Description	Representative for the Department of Management.	

A Input Form

Start Term*	Fall ▼	2024 ▼
End Term*	Spring ▼	2025 ▼
Title*	Member of the Editorial Board	
Organization	Journal of International Business Studies	
Description	Blind review manuscript submissions upon request of the Associate Editor.		

Other Assigned Duties is the final major faculty activity category. This category includes the following four subcategories: (1) Academic Administration, (2) Auxiliary Effort, (3) Leave of Absence with Pay, and (4) Release Time. The Input Form, shown below, is the same for all the subcategories.

A Other Assigned Duties

Start Term*	Fall ▼	2024 ▼
End Term*	Spring ▼	2025 ▼
Activity*	Academic Administration ▼	
Description	Department Chair	

- After the faculty member has completed their activity input, the faculty member should click the Submit Activity Report button which moves the Faculty Activity Report to the chair/director for their final approval.

Updated 7/1/2024