

## Introduction

As FAU continues to grow with Unbridled Ambition, the institution has adopted a web-based platform that is the official record of faculty assignments, activity, and achievements.

Interfolio is a comprehensive systems solution to report faculty productivity and evaluate faculty performance, as well as to retrieve important documentation related to these and other faculty achievements. The system is made up of three main modules --Florida Atlantic University uses: Faculty Activity Reporting (**FAR**); Review, Promotion and Tenure (**RPT**); and **Dossier**.

**FAR**, also known in the menu as Faculty 180, provides a central location for establishing faculty annual assignments and activity reporting. The FAR system at FAU has been developed to support both internal administrative processes as well as the institutional obligation to report faculty activity to the Board of Governors. By supporting both internal processes and institutional obligations, FAU eliminates data redundancy.

**RPT** provides a central location for processes related to the review and evaluation of faculty performance. By pulling in data entered in FAR, RPT establishes a workflow allowing faculty to review their assignments each year. RPT also supports processes, or workflows, for annual evaluations (coming soon), third year reviews (TYRs), tenure-track and non-tenure track promotions, post tenure reviews (PTRs), and sustained performance evaluations (SPEs, being phased out and replaced with PTR).

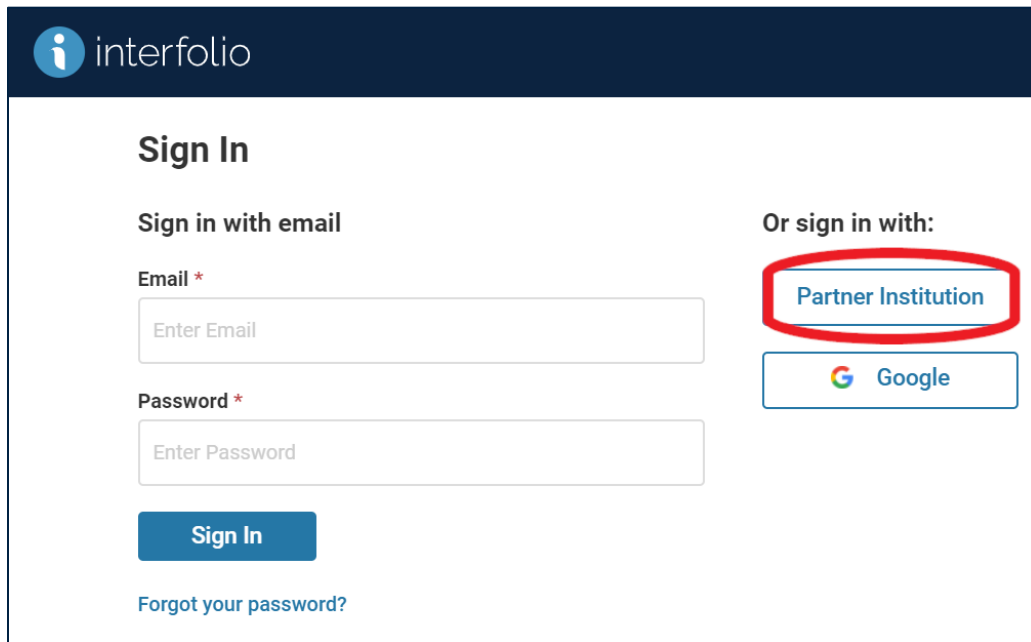
**Dossier** is an online data storage service that allows faculty to place files into FAR or RPT. Like any online file system, Dossier can be used to organize files for future reviews or applications. Each Dossier is private to the individual and cannot be accessed by anyone else. The information stored in Dossier belongs to the faculty member and can be used and maintained as the faculty member moves through their career.

Below is a list of the reports and evaluations that are currently supported in FAR and RPT.

- Activity Reporting
- Annual Assignments
- Annual Faculty Evaluations (forthcoming)
- Faculty Administrator Evaluations
- Tenure-track Promotion
- Non-tenure Track Promotion
- Third Year Reviews
- Post Tenure Review
- Sabbaticals and Professional Development Leave Applications

## Interfolio Log In

Use Google Chrome as your internet browser. Visit [interfolio.com](https://interfolio.com) and click on “Log In” to reach the Sign In webpage. Use the “Partner Institution” button on the right side to sign in.



**Sign In**

Sign in with email

Email \*


Password \*

**Sign In**

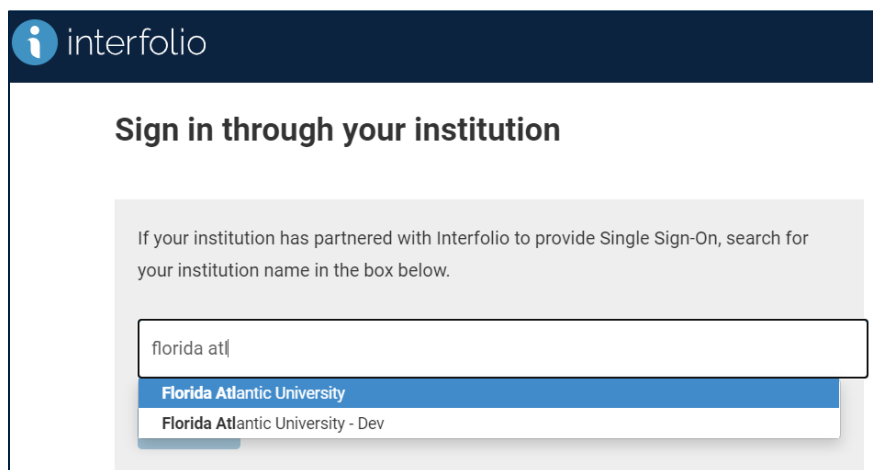
[Forgot your password?](#)

Or sign in with:

**Partner Institution**

 Google

Start typing Florida Atlantic University and the search box will provide the full name of the institution (see image on next page). Select it from the drop down, and click Sign In. The next page will require a click on another Sign In button. This will take you to the Single Sign-On (SSO) page where you will enter your FAU NetID and password to complete the login.



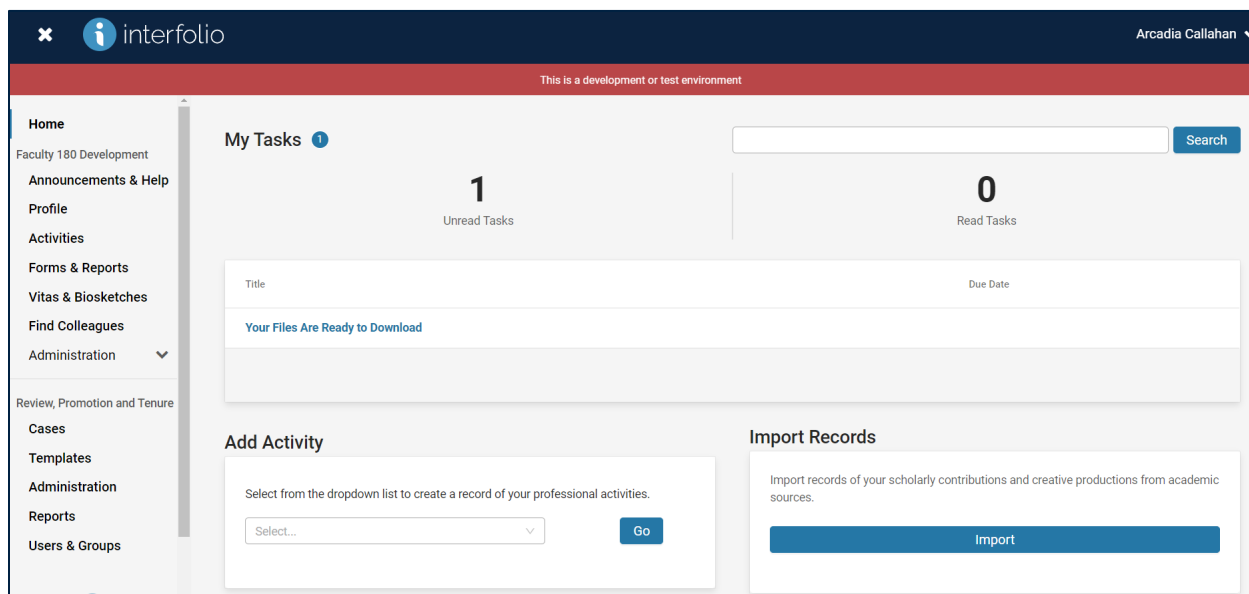
**Sign in through your institution**

If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

- Florida Atlantic University**
- Florida Atlantic University - Dev

## Dashboard

Once you log in to Interfolio, you will see your dashboard or home page, which should look similar to this (it will vary depending on faculty or administrative access level).



Any pending, or action, items will be available for access from the Dashboard. You can click on any of the links to update the information requested.

## Announcements & Help

Under the “Announcements & Help” section (see screenshot on following page) you will be able to see all the announcements made by your FAU Interfolio Support Team.

If you are having any issues with the system and cannot find the solution on this page, click on the “Ask A Question” button to ask your question to the FAU Interfolio Support Team.

Florida Atlantic University >

## Announcements & Help

▼ FAU Specific Help

For more information, please visit <https://www.fau.edu/iea/fair/interfolio-far/>.

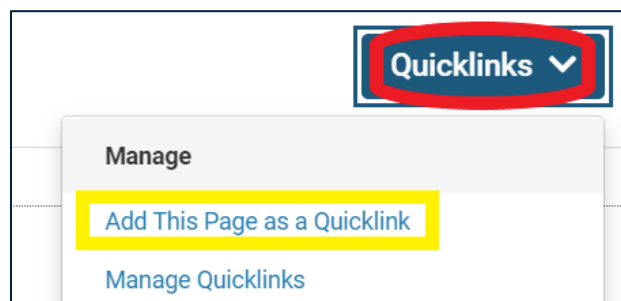
▼ Institution FAQ's

1. What should I do when I encounter the Internet Explorer message "Webpage
2. can i view or edit the whole academic year on one page
3. how to sign
4. How do I add an administrator?
5. What number do I call for help?
6. Is there are way to convert a recent promotion portfolio ti a PDF to use as a
7. How may I download all the files in my interfolio file for me to keep? I need t
8. How do I add a course that I am teaching when there is no update button in
9. How may I obtain access to a previous year evaluation?
10. How do I add a FAR for 023?

Ask A Question

## Quicklinks Tool

The Quicklinks button, which appears in the upper right hand corner of many pages such as “Profile” and “Activities,” allows you to have quick and easy access to often used pages. For example, if there is a report that is used on a regular basis, and it contains complex filters, you might want to create a quick link to that report so it can be accessed quickly. Each user can create their own Quicklinks, which can be shared with others.



**Note:** While the Quicklinks button is not available on the home page, you can still access the tool from many specific pages within Interfolio. Click “Quicklinks” in the upper-right corner of the screen, then click “Add This Page as a Quicklink.” The Add Quicklink dialogue box opens. A default name for the Quicklink displays. If you choose, type a new name for the quick link in the “Name” field. When you are finished, click “Save”.

To rename, share, delete, or reorder the links, click Quicklinks in the upper-right corner of the screen, then click “Manage Quicklinks. If you want to rename or edit the link, click on the pencil icon to edit. To share the link, click the share or send icon. To delete, click the delete icon. To reorder the links, use the numbers in the Reorder column to make the changes. You may also view Quicklinks added by an administrator, which *cannot* be edited or deleted.

## Profile

The information in the “Profile” section of Interfolio includes personal information pertaining to your professional background, qualifications, and interests. Make sure that all the information is correct. Keep track of this information and provide updates as needed.

Some of the sections shown below include information that has been auto populated with data from Workday. If the information in the auto-populated sections needs to be updated, you will need to contact the system administrator in your department and/or college.

In other sections where information is not auto populated, you can edit/update the information yourself. The editable sections include the following: Interests, Honors, Work Experience, Membership, and Biography. When you click the link to the editable sections, you will be prompted to edit or add information. In some sections (e.g., Honors) you have the option to upload certificates or other documentation. Be sure to save the information each time you make changes. The information you add or change in these sections will not be reflected in Workday. However, they will help to generate a Curriculum Vitae (CV) in the system which can be exported and used in reviews in RPT.

The screenshot shows the Interfolio Profile page. On the left is a navigation sidebar with the following items: Home, Faculty 180 Development, Announcements & Help, Profile (highlighted), Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, Administration (with a dropdown arrow), Review, Promotion and Tenure, Cases, Templates, Administration, Reports, and Users & Groups. The main content area is titled "Profile" and includes a "Jump to Section" dropdown menu. Below this are ten sections, each with a blue right-pointing triangle icon and a text label: Personal Information, Contact Information, Current Position, Interests, Degrees, Professional Licensures & Certifications, Honors, Work Experience, Membership, and Biography. The top right of the main area shows "Florida Atlantic University Development (Sandbox) >".

## Activities

The “Activities” section serves dual functions or purposes. One function allows faculty to enter activities as they occur throughout any semester. The entered information automatically populates the Activity Report for the target semester. 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 target semester. Another function provides a repository of prior activities that faculty may find useful for historical reference. For example, if there is a prior activity that should be included in a target Activity Report, the activity can be cloned in the report for the target semester by using the layered squares icon at the righthand side of the screen (e.g., within the “scholarly contributions and creative productions” sub-area).

## Forms & Reports

The information in the “Forms & Reports” section includes the forms that have been initiated and are still in process (e.g., an activity report or annual assignment) as well as all prior forms. The “My Activities” function within this section provides faculty with the ability to generate a report of specified past activities with select parameters.

## Vitas & Biosketches

This section includes templates for building active institutional/academic vitas and personal vitas, and for archiving prior vitas.

## Find Colleagues

The functionality in this section allows faculty to search for research colleagues at FAU in general or in specific academic units. Searches are based on keywords the faculty enter and the FAU researchers’ ORCID profiles (<https://orcid.org/>).

## Account Access

The functionality in this section allows faculty to grant access to their account to other faculty. It is also the section where faculty can view accounts of other faculty who have given them access to theirs.

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