



interfolio



Faculty Activity Reporting: Faculty Input Training

**University of North Texas Health Science Center
Spring 2020**

Agenda

- Overview of Interfolio
- Key Concepts
- Logging into Interfolio
- Navigation
- Activity Input
- Vitas and Biosketches
- Find Colleagues
- Finding Support

Overview of Interfolio

Purpose:

- New online system for faculty activity reporting
- Convenient, user-friendly access for faculty to record achievements in teaching, research, and service
- Feeds information to the new public facing Faculty Profile System

Key Concepts: Forms

Profile Form Sections: Current information related to a faculty member

- Personal Information
- Contact Information
- Public Identity
- Current Position
- Degrees
- Work Experience
- Institutional Appointments
- Military Experience
- Biography
- Interests
- Honors
- Memberships
- Post-Graduate Training
- Professional Licensures
- Certifications

Key Concepts: Forms

Activity Forms Sections: Activities reported by the faculty member

- Teaching
- Advising –
Professional/Academic
- Scholarly Contributions
- Grants
- Other Grant Activity
- Service to the Institutions
- Service to the Profession
- Service to the Community
- Professional Development
- Activity Distribution
- Administrative Service
- Research Advising
- Media Coverage
- OKRs

Key Concepts: Sections, Fields and Vitae

Sections and Fields: Subsections which contain fields and activity classifications

- Each section has an input form
- Input form is a series of fields
- Fields are related to the information being “collected”
- Activity Classifications are data points that can be used as filters in reports

Vitae: A vita is a collection of sections for output based on templates created by the institution or by a faculty member

Additional Items:

Initiated Activity Input Period:

- Activity Form becomes active for a defined period of time (example: preparing for annual review, etc.)
- Institution software administrator can 'initiate a period of activity input'
- A link is populated on the faculty member's Action Items.
- The link takes the faculty member to the Activity Input Form that is term/year specific and template specific.

Vita Template:

- A collection for sections from the Profile or the Activity Forms.
- Typically created to mirror an activity form.
- There is also Standard CV template
- Faculty can create their own template

Log In To Follow Along

1. www.unthsc.edu/interfolio

HSC Interfolio

We are very pleased to announce the roll out of [Interfolio](#), a new and improved Faculty Information System (FIS) at HSC. [Interfolio](#) is an innovative, engagement platform that provides a full suite of tools created to improve transparency and support every stage of our faculty's career.

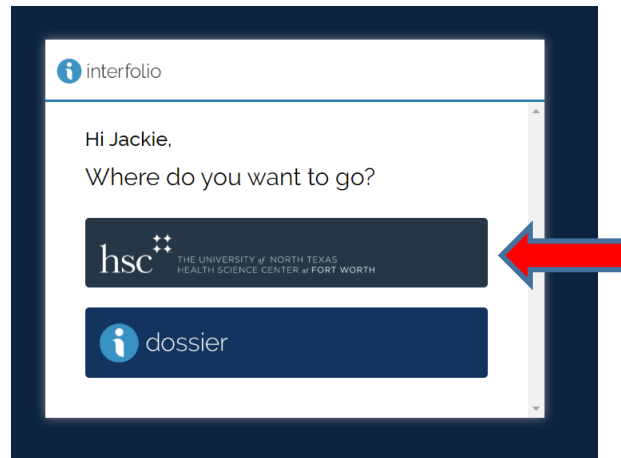
- **Interfolio Faculty180 (Faculty Activity Reporting)** – Allows us to collect validated, faculty activities, decisions, and data for accreditation and compliance reporting – provides the “full picture” of faculty contributions at HSC.
- **Interfolio Review, Promotion and Tenure (set for future implementation)** – Creates a navigable workflow focused on faculty appointment, review, and tenure while providing faculty with a user-friendly, secure platform to submit the body of your work for one of the most important decisions of your career.

To log in, please click the button below.

2.

HSC Interfolio

3.



4. UNT | SYSTEM™

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

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Password

Don't Remember Login

Login

Use HSC credentials

Interfolio Pro-Tips

For best success consider the below:

- Preferred Browsers: Google Chrome and Firefox
- Ensure you are always using an up-to-date browser
- Do not select the browser back button!
- Save your work!
- Required fields are indicated by the asterisks. You must complete all required fields in a specific section before you can save your work.

Need Support?

Check out help articles for detailed advice on most everything you can accomplish with Interfolio- product-help.interfolio.com

Interfolio Scholar Services team is available to help provide one on one support - contact them at help@interfolio.com or (877) 997-8807

Contact the HSC Interfolio team at HSCInterfolio@unthsc.edu