Interfolio
2021 Faculty Annual Review

THE UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER AT FORT WORTH
Why Interfolio

• Interfolio collects faculty data in the Faculty180 Profile and Activity sections and integrates with the Faculty Review, Promotion & Tenure module.

• Interfolio will be used not only for Annual Reviews, but for scheduled quarterly OKR check-ins, Promotion, Tenure and Post Tenure Reviews.

• Using one system for all Faculty data and reviews is optimal.
Annual Review opens June 21

Faculty will receive an email notification that the review period is open:

The University of North Texas Health Science Center at Fort Worth has initiated a review on your behalf.

Viewing your case will allow you to view requirements, read instructions, and submit your packet online.

Powered by Interfolio | Support
Annual Review/July OKR Check-In opens June 21

Log into Interfolio to see your Action Items:

Welcome back, Jackie Williams

Your Action Items

Jackie Williams
End of Year Performance Report - Faculty | The University of North Texas Health Science Center at Fort Worth | Review

Click on your name to view your review
The Overview Screen shows progress on each step.

Click Packet to complete your review

More information can be found here
Faculty Member - Requirements

Faculty members must submit the following:

• **Annual Faculty Activity Report**
  • Automatic feed from Interfolio Faculty180 Profile and Activity Sections.
  • Displays faculty activities for the last 12 months.
  • Click Regenerate if you make changes in Profile or Activities that need to be included in your review
  • Annual Faculty Activity Report can be viewed in Vitas & Biosketches

• **Objectives and Key Results**
  • Faculty OKRs will populate as part of their Faculty Activities Report (nothing for faculty to update).

• **Any additional documents required by their school or department.**
  • Instructions will be provided by the Dean’s office.

• **EOY Performance Report**
  • Faculty self report of teaching, service, research and values.
  • Links to the Collegiate Guidelines are at the top of the form and in the Candidate Instructions on the Overview page
Submit both sections at the same time after completion.

Use the **Add** Button to upload files.

Fill Out Form to complete your self evaluation.
Chair/Desigee Review of Faculty Member

- The review will move to the Chair or Desigee after the Secondary Reviewer or if the faculty member does not have a Secondary Reviewer, directly to the Chair or Desigee.

- The Chair/Desigee will complete the EOY Performance Report (Faculty Form and/or Administrator Form).

- After the Chair/Desigee completes the EOY Performance Report form, they will share the form and any Secondary Reviewer forms with the faculty member.

- Faculty Members will receive an email that the documents are available for review.
An email will notify you that documents have been shared. Log into Interfolio to view the documents. You should see the following action items. Select the Action Item with **Open for Response**.

**Welcome back, Nancy Staples**

**Your Action Items**

<table>
<thead>
<tr>
<th>Nancy Staples</th>
<th>Document Shared</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Year Performance Report - Faculty*</td>
<td>Biomedical Sciences</td>
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</table>

<table>
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<tr>
<th>Nancy Staples</th>
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<td>Biomedical Sciences</td>
<td>Review</td>
</tr>
</tbody>
</table>
Select **Read Case** to view your review

Nancy Staples

**Unit**
Biomedical Sciences

**Template**
End of Year Performance Report - Faculty*

**Status**
Select Status

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**Case Materials**

**Search case materials by title**

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**Candidate Packet**

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

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**Faculty180 Vita**

**Locked**

<table>
<thead>
<tr>
<th>Title</th>
<th>Details</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Faculty Activity Report</td>
<td>Generated Jun 8, 2020</td>
<td>Edit</td>
</tr>
</tbody>
</table>
Faculty submitted documents

Documents submitted by Reviewers are in Committee Documents

Increase magnification of documents
Next Step

• The Chair/Designee will meet with the faculty member.

• The faculty member will go back into Interfolio and complete the EOY – Faculty Sign off.

• Review is complete after the Sign Off (deadline August 16ᵗʰ).
EOY – Faculty Sign Off

End of Year - Faculty Sign off
Faculty Member Confirmation of Completion - not to be completed until after the faculty member has met with their supervisor.

By selecting Yes, you confirm that you have met with your supervisor *

☐ Yes

Faculty Member Comments - Optional
100 word limit
Timeline

- Monday, July 6 – EOY Performance Review is opened in Interfolio.
- Monday, July 18 - Deadline for faculty to complete their self-appraisal portion of the EOY Performance Report.
- Friday, July 31 - Deadline for Department Chairs to complete the EOY Performance Reports for their faculty.