

## Outline of Activity Reporting in F180

1. University initiates faculty input period for each semester and notifies the departments the activity reporting period is open.
2. Faculty member logs into Interfolio and reports on their activity for the specified term.
  - a. How to report activity:
    - i. Click on the task on the dashboard for the reporting period.
    - ii. Verify the courses listed by clicking the Add button to the right of each course. If a course was part of an overload assignment, mark Yes in the drop down. If a course was taught as ASL, mark Yes in the drop down. Click OK to save and return to course list. Repeat this step until all courses are verified. If a course was not taught, click on the Course Not Taught checkbox to the right of the course.
    - iii. In subsequent sections on the Activity Report, verify any information that is flagged as Requires Your Attention. Add any new activities or activities that aren't listed by clicking Add underneath each section and filling out the form. For a list of past activities, click View All under the section. From there, you can clone past activities if they were performed in the reported term.
    - iv. Once all the sections of the Activity Report have been completed click Submit for Chair Review at the top of the page. This will kick off the workflow.
3. Chair receives and reviews Faculty Activity Report for the specified term.
  - a. How to review faculty activity reports:
    - i. The university will notify departments when the reporting deadline for faculty input has passed.
    - ii. Click on Administration > Administration > Approve Faculty Input > click on eye icon next to appropriate Input Task (i.e. Activity Report - Fall 2021) > click on approve (eye icon) until you see the list of available faculty.
    - iii. For the faculty member you wish to review, click view and approve (eye icon). This will automatically emulate as the faculty member.
    - iv. Review the activity input by the faculty member. At this step the Chair or supervisor will need to verify FTE for each activity. Click Edit to make any adjustments.
    - v. Review the funding source. If the funding source differs from E&G, choose the appropriate source by clicking Edit next to the activity and choosing one of the options in the drop down.
    - vi. Once all the activities have been verified, click the Chair Reviewed and Approved button at the top of the page. This will Exit Emulation and return to the Approve Faculty Input screen.
    - vii. Repeat steps iii through vi until all activities for each faculty member have been reviewed and approved.
4. Dean receives and reviews Faculty Activity Report for the specified term.
  - a. How to review faculty activity reports:
    - i. The university will notify deans when reports are ready for approval.
    - ii. Click on Administration > Administration > Approve Faculty Input > click on eye icon next to appropriate Input Task (i.e. Activity Report - Fall 2021) > click on

approve (eye icon) until you see the list of available departments. Click on a department to view faculty in that unit.

- iii. For the faculty member you wish to review, click view and approve (eye icon). This will automatically emulate as the faculty member.
  - iv. Review the activity input by the faculty member. At this step the Dean or designee will need to verify FTE for each activity. Click Edit to make any adjustments.
  - v. Review the funding source. If the funding source differs from E&G, choose the appropriate source by clicking Edit next to the activity and choosing one of the options in the drop down.
  - vi. Once all the activities have been verified, click the Dean Reviewed and Approved button at the top of the page. This will Exit Emulation and return to the Approve Faculty Input screen.
  - vii. Repeat steps iii through vi until all activities for each faculty member in the college have been reviewed and approved.
5. Review finalized Activity Report:
- a. As the faculty member:
    - i. 1 of 2 ways: Go to the Forms and Reports tab
    - ii. Under Reports > choose Prior Activity Input Forms> choose from the list of submitted and approved reports.
    - iii. 2 of 2 ways: Go to Vitas and Biosketches tab
    - iv. Click FAU Activity Report View button (eye icon)> select the date range and click Refresh Vita.
    - v. Export/Share or Print, if needed
  - b. As the Chair or administrator:
    - i. Click on Administration > Reports > Under Administrative Reports, click Standard Vitas
    - ii. Click on your department/unit
    - iii. Choose Activity Report Vita Template under Template, choose terms (i.e., AY Fall 2021-Spring 2022), choose Employment Status (FT v PT)
    - iv. You can export vitas individually by clicking on Vita Export next to the person you wish to download, or you can click Bulk Export, follow the prompt, and a zip file will be downloaded with each faculty member's assignment.