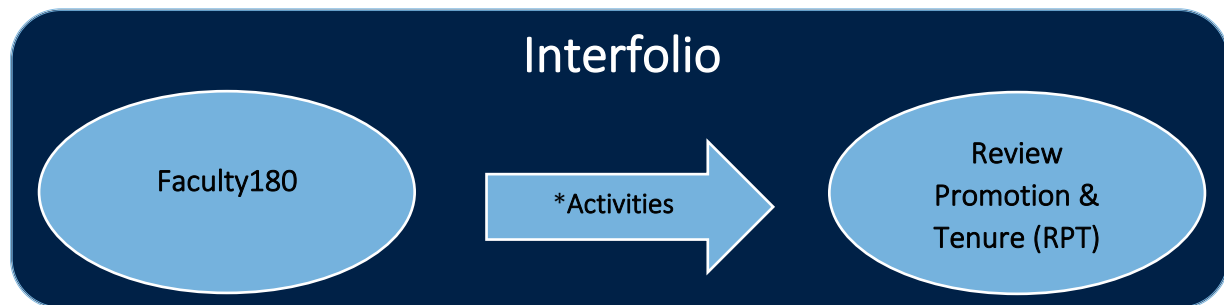


Interfolio: Faculty180

Interfolio's Faculty180 (F180) is a Faculty Activity Reporting software that provides faculty a convenient central location to organize Teaching, Research, and Service activities. Once faculty enter their activities in the Faculty180 system it can be used by the faculty member to support review, promotion, tenure, and assist some program accreditation needs. All new faculty users should participate in the self-paced Faculty180 training. The Self-paced training link is [HERE](#)



* Faculty have the option to enter activities in F180 and populate the forms used in the RPT process. Information cannot move from RPT to F180. No information is moved to RPT without a faculty member's engagement.

How to log in to Interfolio (RPT and F180)

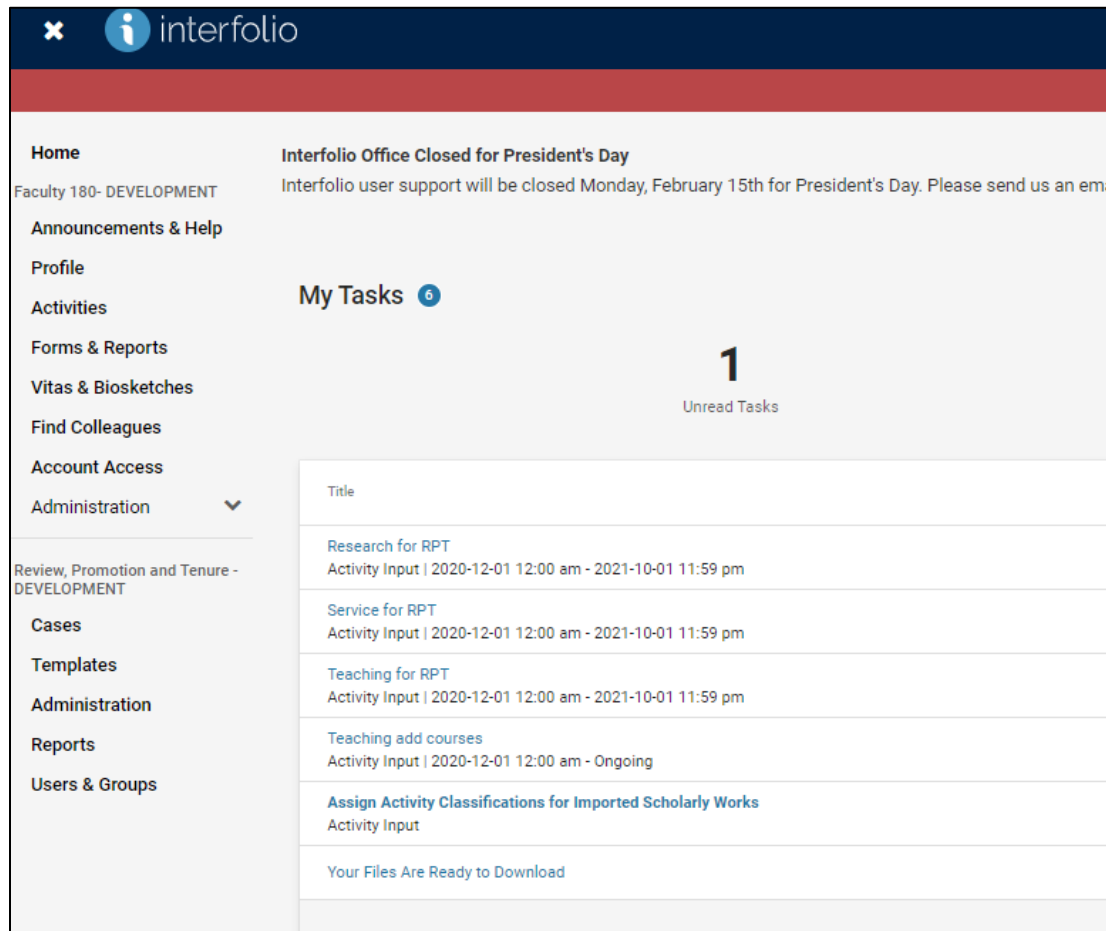
There same logon is used for both RPT and F180 in Interfolio using URI's single sign on (SSO) authentication credentials.

Log on to Interfolio [HERE](#) or use <https://account.interfolio.com/login>

The screenshot shows the Interfolio login interface. At the top left is the Interfolio logo. The main heading is "Sign In". Below this, there are two columns. The left column is titled "Sign in with email" and contains fields for "Email *" (with the example "skrueger@uri.edu") and "Password *" (with masked characters). Below these fields is a blue "Sign In" button and a link for "Forgot your password?". The right column is titled "Or sign in with:" and contains two buttons: "Partner Institution" and "Google". At the bottom, there is a section titled "Don't have an account?" with a link to "Create an account".

Interfolio Dashboard

After logging, you will observe a dashboard with both RPT and F180 available on the left side of the screen. Note, the Dashboard image below might be slightly different than appears in individual faculty views.



The screenshot shows the Interfolio dashboard interface. At the top, there is a navigation bar with the Interfolio logo and a close button. Below the navigation bar, there is a sidebar menu on the left with the following items: Home, Faculty 180- DEVELOPMENT, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Administration (with a dropdown arrow), Review, Promotion and Tenure - DEVELOPMENT, Cases, Templates, Administration, Reports, and Users & Groups.

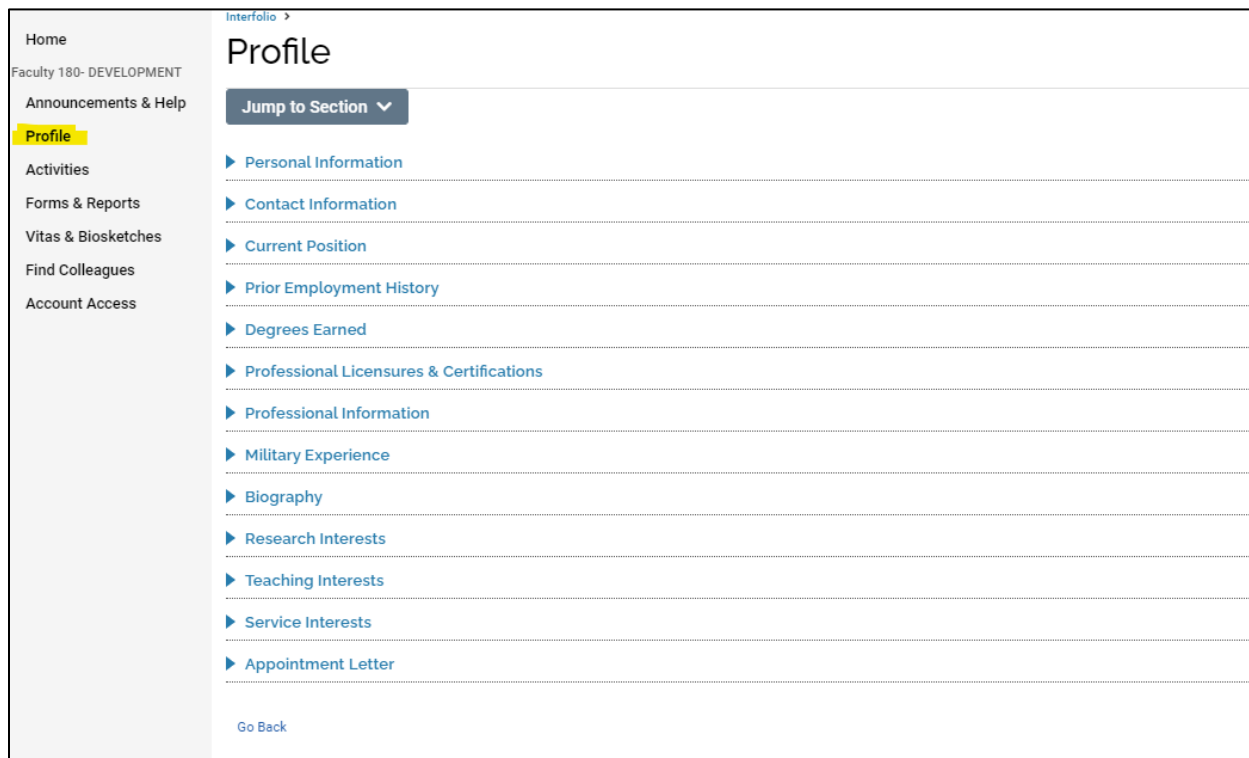
The main content area displays a message: "Interfolio Office Closed for President's Day" with a sub-message: "Interfolio user support will be closed Monday, February 15th for President's Day. Please send us an email at [redacted] if you need assistance." Below this message, there is a "My Tasks" section with a notification badge showing "6" tasks. A large number "1" is displayed, indicating "1 Unread Tasks".

The tasks are listed in a table with the following columns: Title, Activity Input, and Date Range.

Title	Activity Input	Date Range
Research for RPT	Activity Input	2020-12-01 12:00 am - 2021-10-01 11:59 pm
Service for RPT	Activity Input	2020-12-01 12:00 am - 2021-10-01 11:59 pm
Teaching for RPT	Activity Input	2020-12-01 12:00 am - 2021-10-01 11:59 pm
Teaching add courses	Activity Input	2020-12-01 12:00 am - Ongoing
Assign Activity Classifications for Imported Scholarly Works	Activity Input	
Your Files Are Ready to Download		

Profile Form

The Profile Form contains many sections that remain relatively unchanged over time. Some information is prepopulated through data sources at URI, while other sections require faculty to enter information. The Profile form can be found on the left-hand side of the screen, highlighted in the image below. Each section can be accessed by expanding the section using the blue triangle before each heading.



A help video for **Personal Information**, **Contact Information**, and **Current Position** can be found [HERE](#).

Personal Information

All fields in the section are auto populated by URI except for the languages field. If there is an error in any field, please contact, uri_faculty180@etal.uri.edu

Contact Information

All fields in the section are auto populated by URI except for the website field. If your office location is incorrect, please contact the Office of Space Allocation & Analysis at julricksen@uri.edu.

Current Position

- ❖ Current Academic Rank in this section is prepopulated using University faculty classifications.
- ❖ Position Title can be added manually, some position title includes Department Chair, Director, or Associate Dean. Multiple position titles can be entered and active at the same time.



A help video for **Prior Employment History, Degrees Earned, and Professional Licensures & Certifications** can be found [HERE](#)

Prior Employment History

All fields are unlocked. Do not include teaching assistant or equivalent; however, list periods of self-employment. For previous academic appointments, include rank and tenure status.

Degrees Earned

All fields are unlocked. Complete formal education that has resulted in a degree, and degrees in progress.

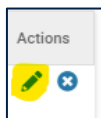
Professional Licensures & Certifications

All fields are unlocked. A license granted by state regulatory body (e.g., license to practice law), and certification indicating a specific set of knowledge or abilities (e.g., certification in the computer industry).

A help video for **Professional Information, Military Experience, and Biography** can be found [HERE](#)

Professional Information

All fields are unlocked. This section supports forms in Review, Tenure, and Promotion. When updating fields use the pencil icon shown here.



Military Experience

This section is designed to describe assignments, experience, accomplishments, and success during a military career. You may also elect to report military service in Prior Employment History.

Biography

Information entered here may be used for a biosketch that you might use for presenting at a conference.

A help video for **Research Interests, Teaching Interests, and Service Interests** can be found [HERE](#)

Research Interests

You may choose to list your areas of research interest in this section. Entering information here will allow other faculty to search for colleagues with similar research interests.

Teaching Interests



You may choose to list your areas of teaching interest in this section. Entering information here will allow other faculty to search for colleagues with similar teaching interests.

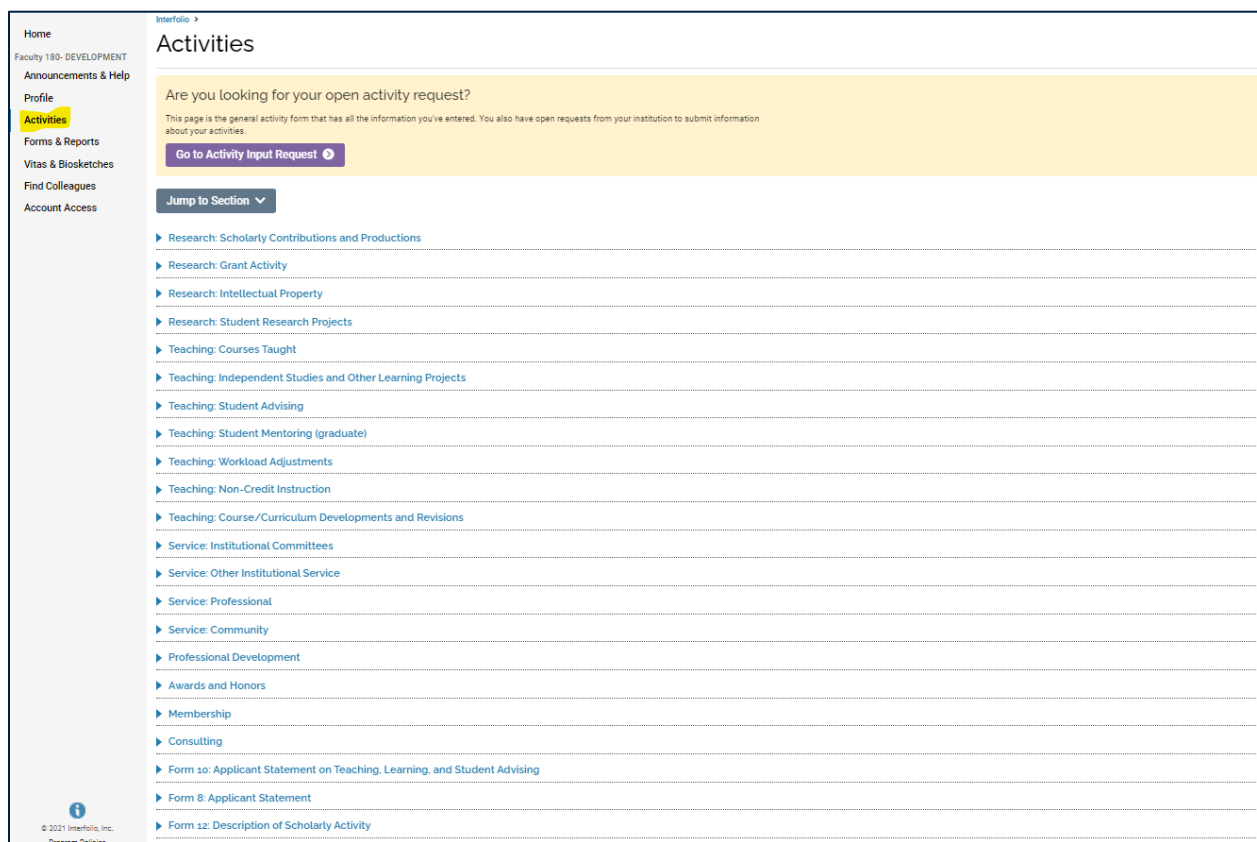
Service Interests

You may choose to list your areas of service interests in this section. Entering information here will allow other faculty to search for colleagues with similar service interests.

Activities Form

The Activities Form allows faculty to add, update, and validate their teaching, research and service. The form is grouped into three recognizable areas: teaching, research, and service. Most of the sections will be similar to those used in the review promotion and tenure process, however there may be some unique sections for faculty in areas where the programs they work in are accredited. Many of these sections are also used in the creation of CVs and biosketches.

The Activities form can be found on the left-hand side of the screen, highlighted in the image below. Each section can be accessed by expanding the section using the blue triangle before each heading

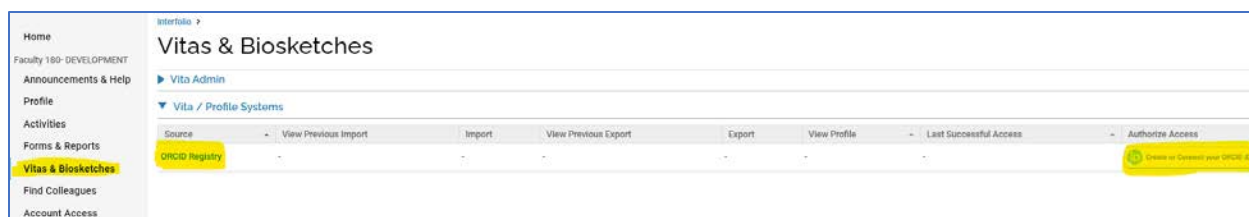


The screenshot shows the Interfolio 'Activities' page. On the left is a navigation menu with 'Activities' highlighted. The main content area features a yellow banner asking if the user is looking for an open activity request, with a 'Go to Activity Input Request' button. Below this is a 'Jump to Section' dropdown menu and a list of activity categories, each with a blue triangle icon for expansion. The categories include Research (Scholarly Contributions and Productions, Grant Activity, Intellectual Property, Student Research Projects), Teaching (Courses Taught, Independent Studies and Other Learning Projects, Student Advising, Student Mentoring (graduate), Workload Adjustments, Non-Credit Instruction, Course/Curriculum Developments and Revisions), Service (Institutional Committees, Other Institutional Service, Professional, Community), Professional Development, Awards and Honors, Membership, Consulting, and various forms (Form 10: Applicant Statement on Teaching, Learning, and Student Advising; Form 8: Applicant Statement; Form 12: Description of Scholarly Activity).

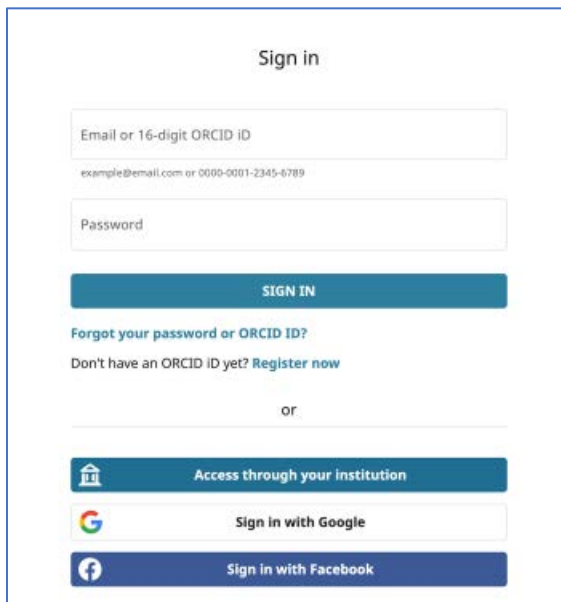
ORCID Integration.

Integration with ORCID allows users to update their data within Faculty180 from their ORCID records. Connecting ORCID and Faculty180 can save time entering activities. The steps below describe the steps required to link Faculty180 to a ORCID ID.

- Navigate to **Vitas and Biosketches** by either clicking the link titled Vitas & Biosketches on the menu located on the left of the screen.
- Scroll to the **Vita/Profile Systems** heading and find the entry for ORCID Registry.
- The faculty member must sign in to their ORCID account from here by clicking the link titled **Create or Connect your ORCID ID**.



- Clicking the link takes the faculty member to the ORCID website. Either create an account or use an existing account to sign in.



The image shows the ORCID sign-in page. It has a title 'Sign in' at the top. Below the title are two input fields: 'Email or 16-digit ORCID ID' and 'Password'. Below the first field is a small example: 'example@email.com or 0000-0001-2345-6789'. Below the password field is a blue 'SIGN IN' button. Underneath the button are two links: 'Forgot your password or ORCID ID?' and 'Don't have an ORCID ID yet? Register now'. Below these links is a horizontal line with the word 'or' centered under it. At the bottom, there are three buttons for social login: 'Access through your institution' (with a building icon), 'Sign in with Google' (with the Google logo), and 'Sign in with Facebook' (with the Facebook logo).

- Click to **Authorize Access**

ORCID
Authorize access

You are currently signed in as:

sean krueger
<https://orcid.org/0000-0003-3237-0148>
 SIGN OUT

University of Rhode Island - Faculty 180 ?
 has asked for the following access to your ORCID record:

- Add/update your research activities (works, affiliations, etc)
- Add/update other information about you (country, keywords, etc.)
- Read your information with visibility set to Trusted Organizations

Authorize access

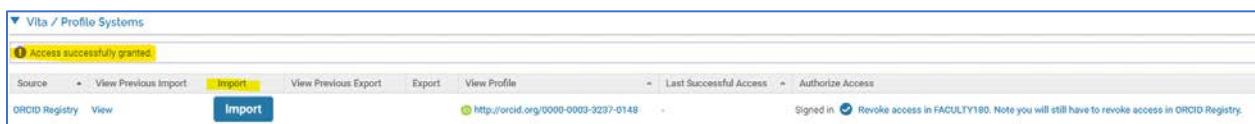
Deny access

If authorized, this organization will have access to your ORCID record, as outlined above and described in further detail in [ORCID's privacy policy](#).

You can manage access permissions for this and other Trusted Organizations in your [account settings](#).

Import from ORCID to Faculty180

- If access has not already been granted to the ORCID account, follow the steps outlined above.
- Navigate to **Vitas and Biosketches** from the menu.
- Click the **Import** button under 'Vita / Profile Systems'.



Vita / Profile Systems

Access successfully granted

Source View Previous Import **Import** View Previous Export Export View Profile Last Successful Access Authorize Access

ORCID Registry View **Import** <http://orcid.org/0000-0003-3237-0148> Signed in Revoke access in FACULTY180. Note you will still have to revoke access in ORCID Registry.

- Data from the ORCID profile displays. Select items that you wish to transfer to Faculty180.

Vitas & Biosketches

Import from ORCID Quicklinks

A Works

<input type="checkbox"/>	Type	Title	Published	Visibility	Source
<input checked="" type="checkbox"/>	Journal Article	Fire		Public	sean krueger

B Funding

<input type="checkbox"/>	Type	Title	Start Date	End Date	Funding Organization	Organization Address	Visibility	Source
<input checked="" type="checkbox"/>	Award	Influence of within mean eating	2021/01/01		NIH Blueprint for Neuroscience Research	Md., Md. US	Public	sean krueger

C Education

No data available in table

D Employment

<input type="checkbox"/>	Organization	Department	Role	Start Date	End Date	Visibility	Source
<input checked="" type="checkbox"/>	University of Rhode Island	Provost	Coordinator	2018/08/12		Public	sean krueger

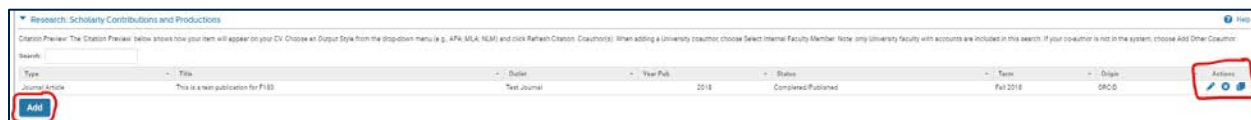
Import Selected **Cancel**

Research Sections

Research: Scholarly Contributions and Productions

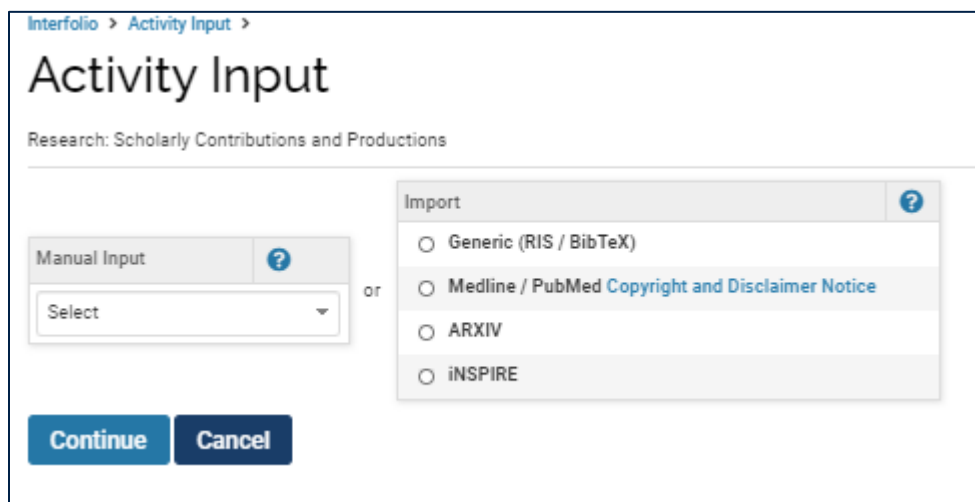
Report scholarly contributions, including articles, books, creative work, presentations, performances and more.

To enter new work, use the “Add” button on the left. To edit, delete, and clone an existing entry use the Action buttons on the right.



Entering new Scholarly Contributions and Productions

Select the “Add” button and the screen below will appear.



There are two options when entering new activities: “manual input” or “Import” which uses some type of reference database such as PubMed, Google Scholar, or reference manager. The next sections discuss these two options in more detail.

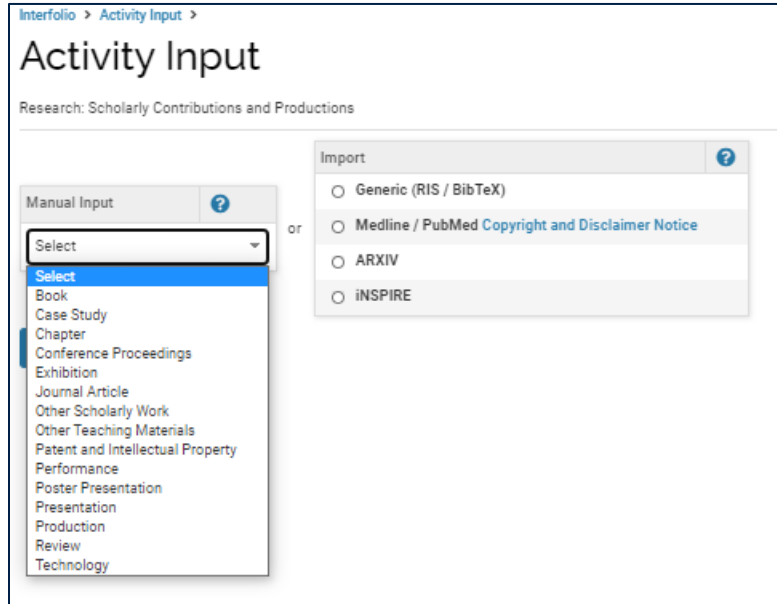
Import

A help video demonstrating bulk **Imports** using RIS and BibTeX files can be found [HERE](#)

It is recommended to use the import option, as it allows many publications to be loaded in the shortest amount of time. Detailed instructions for using Google Scholar to input activities can be found [HERE](#). The google scholar method leverages the RIS / BibTeX option. The Medline / PubMed option works just like a standard academic database search allowing a search for works using Author, Title or other tags.

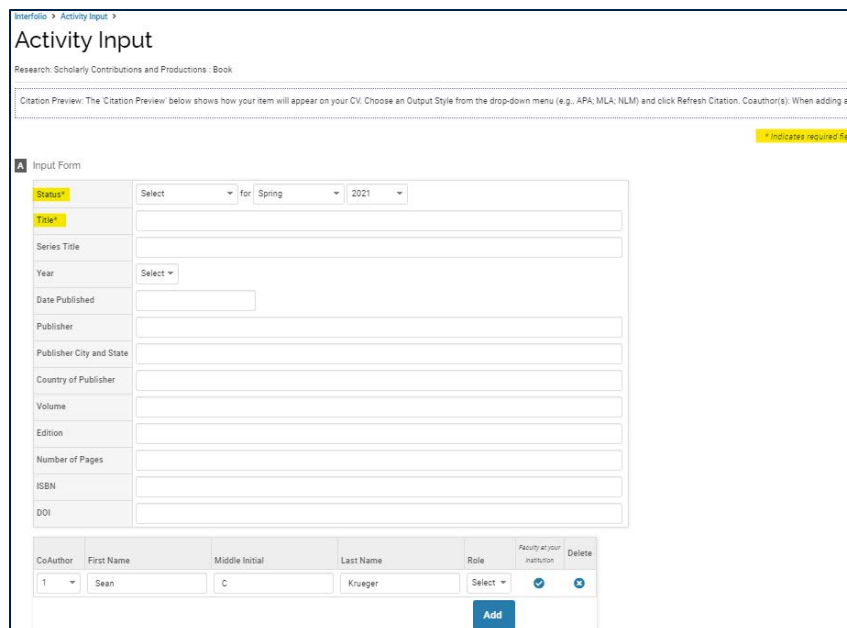
Manual

A help video demonstrating the **Manual** input method can be found [HERE](#)



The screenshot shows the 'Activity Input' page in Interfolio. The page title is 'Activity Input' and the subtitle is 'Research: Scholarly Contributions and Productions'. There are two main sections: 'Manual Input' and 'Import'. The 'Manual Input' section has a dropdown menu with 'Select' chosen, and a list of activity types including Book, Case Study, Chapter, Conference Proceedings, Exhibition, Journal Article, Other Scholarly Work, Other Teaching Materials, Patent and Intellectual Property, Performance, Poster Presentation, Presentation, Production, Review, and Technology. The 'Import' section has radio buttons for 'Generic (RIS / BibTeX)', 'Medline / PubMed Copyright and Disclaimer Notice', 'ARXIV', and 'INSPIRE'.

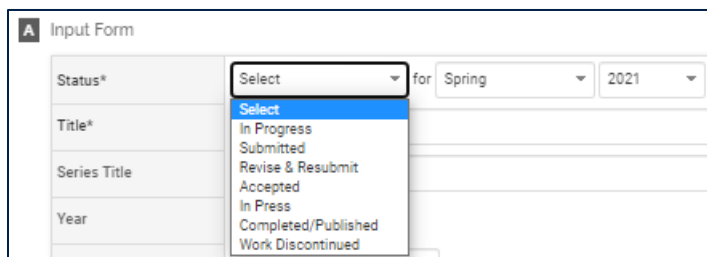
Using the Manual entry can be helpful for those activities that are not available or found in the other available search options. It is not recommended to enter all Scholarly activities using this method. First, use the drop-down box to select the type of activity. For this example, “Book” is utilized, but the process is generally the same for all types of entries.



The screenshot shows the 'Activity Input' page in Interfolio, specifically the 'Input Form' for a 'Book' entry. The page title is 'Activity Input' and the subtitle is 'Research: Scholarly Contributions and Productions - Book'. There is a 'Citation Preview' section at the top. Below it is the 'Input Form' section, which includes fields for 'Status*', 'Time*', 'Series Title', 'Year', 'Date Published', 'Publisher', 'Publisher City and State', 'Country of Publisher', 'Volume', 'Edition', 'Number of Pages', 'ISBN', and 'DOI'. At the bottom, there is a table for 'CoAuthor' with columns for 'First Name', 'Middle Initial', 'Last Name', 'Role', and 'Delete'. The table contains one entry for 'Sean C. Krueger' with a role of 'Select' and a checked 'Faculty at your institution' box. An 'Add' button is located below the table.

Note, any field with an asterisk * is required.

Status, Term, and Year

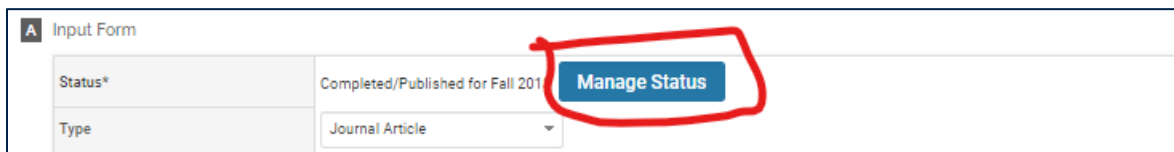


Status is a required field and can be updated anytime in the future as the status changes. The term and year correspond to the status. For example, at first an entry might be “in progress” in Spring 2021 but then changed to “Submitted” in Summer 2021. Both the status and term and year will have to be adjusted as project status changes.

To update the Status, Term and Year for a prior entry, use the pencil icon on the right.

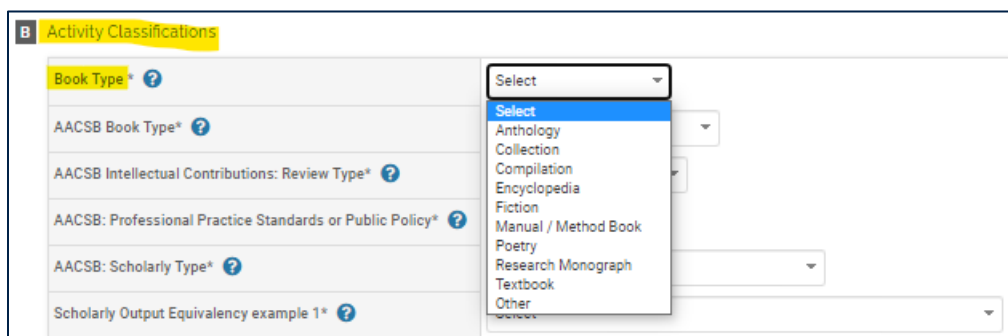


Then use the “Manage Status” button to update an existing entry.



Activity Classifications

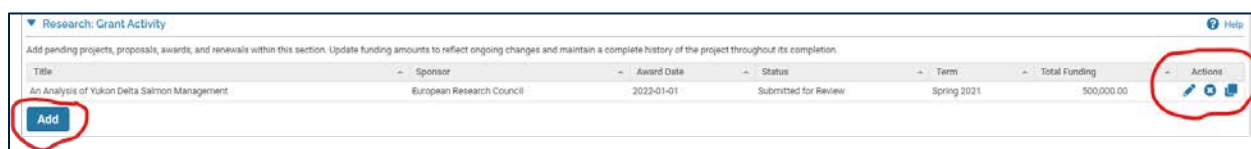
Activity Classifications are found throughout F180 and play an important role for accreditation reporting and other clarifying attributes of activities. Highlighted below is an example of the Activity Classifications for “Book Type”. Activity Classifications will vary depending on the user’s affiliation to accreditation and other needs in a given department and/or college. The example below shows AACSB classifications indicating what a faculty member in the College of Business would see when entering scholarly works. Most Activity Classifications are required.



Research: Grant Activity

A help video demonstrating Grant Activity method can be found [HERE](#)

Add pending projects, proposals, awards, and renewals within this section. Update funding amounts to reflect ongoing changes and maintain a complete history of the project throughout its completion. To add a new entry, use the “Add” button on the left. To edit, remove, or clone a previous entry, use the action buttons on the right. If a funding amount changes or needs to be added use the pencil icon on the right to update.

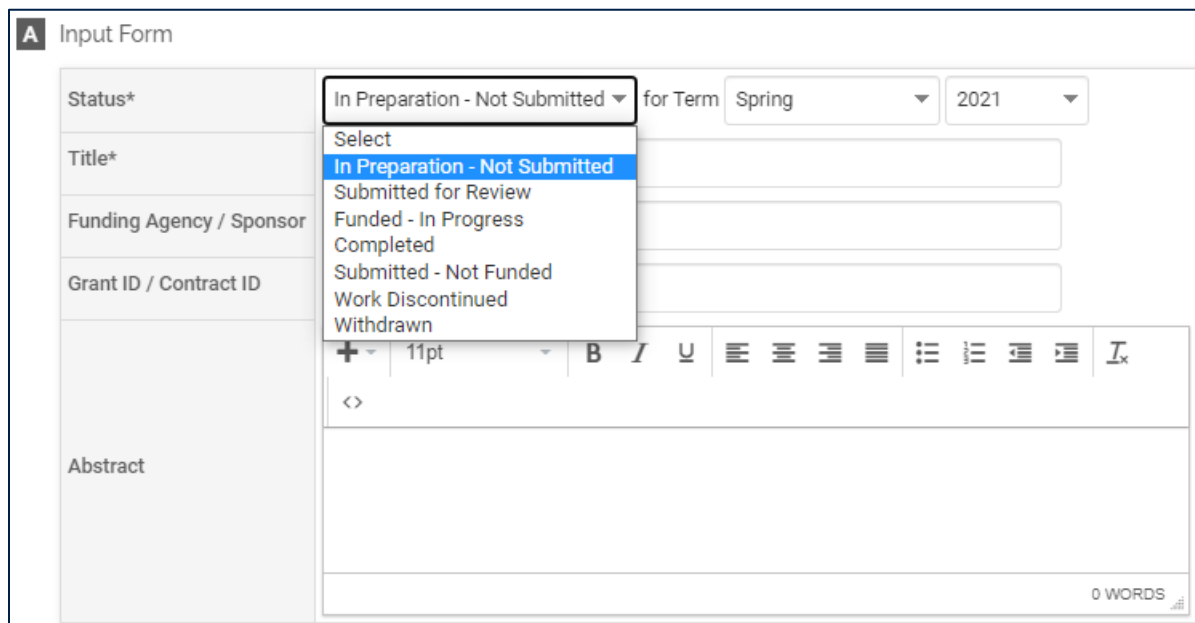


How to add a new grant entry

Select “Add” to enter a new entry and follow prompts below.

Status is a required field and should reflect the status of the project when adding the entry. It can be updated anytime in the future as the status changes. The term and year correspond to the status selected. For example, at first, an entry might be “In Preparation” in Spring 2021 but then changed to “Submitted for review” in Summer 2021. Both the status and term and year will have to be adjusted as the project status changes over time.

To update the Status, Term and Year for a prior entry use the pencil icon on the right shown on the image above.



Adding award dates and funding periods in part “B” reflect the expected award dates. The funding amounts in part “C” reflect the awarded amounts received, not future expected amounts. As funding amounts are awarded, the amounts can be added to the period. The example below shows a grant with 4 expected award periods where only the first period has been received. As the future installments are awarded, they can be updated in the subsequent periods.

B Dates & Funding Periods

Award Date	2020-02-01
Start Date*	2021-03-01
End Date	2021-06-26
Number of Periods*	4 each composed of* 1 Months

C Funded Amounts

Indirect Funding Yes No

Currency

Period	Start Date	End Date	Total Funding*
1	2021-03-01	2021-04-01	10,000
2	2021-04-01	2021-05-01	0
3	2021-05-01	2021-06-01	0
4	2021-06-01	2021-07-01	0
Total			10,000

Research: Intellectual Property

A help video demonstrating **Intellectual Property** and **Student Research Projects** files can be found [HERE](#)

List intellectual property developed since your initial appointment at URI or last promotion, such as inventions, patents, software, research instruments, licensing agreements, etc. Specify co-developers, if applicable. Research: Student Research Projects

Research: Student Research Projects





List research projects in which students were engaged as externally funded research assistants or on research projects for independent study since your initial appointment at URI or last promotion.

Teaching Sections

Teaching: Courses Taught

Courses listed in the section have been brought over from the University's official student system. If there is an error, please contact Sean Krueger at uri_faculty180@etal.uri.edu.

The two editable fields in the Courses Taught section are Co teaching and Team Taught. To edit, use the pencil icon.

Term	Course	Course Title	Credit Hours	Enrollment	Co teaching	Team Taught	Actions
Fall 2020	NFS 207 Lecture 2	General Nutrition	3	100	2	1	
Fall 2020	NFS 207 Lecture 200	General Nutrition	3	31	No	No	
Fall 2020	NFS 207 Lecture 3	General Nutrition	3	100	No	No	
Fall 2019	NFS 207 Lecture 1	General Nutrition	3	100	No	No	

Teaching: Independent Studies and Other Learning Projects

Other teaching assignments since your initial appointment at URI or last promotion (e.g., directed or independent study; experiential learning project).

Teaching: Student Advising

Student advising since your initial appointment at URI or last promotion.

Teaching: Student Mentoring (graduate)

List graduate students and your advising role for each (i.e. Major Professor, Committee Member, Defense Chair) since your initial appointment at URI or last promotion.

Teaching: Workload Adjustments

Teaching: Non-Credit Instruction

Teaching: Course/Curriculum Developments and Revisions



Service Sections

Service: Institutional Committees

Service: Other Institutional Service

Service: Professional

Service: Community