

Faculty 180 – Submitting your FAR and Uploading Supporting Documentation

November 28th and 29th 2022



Faculty 180 – Submitting your FAR and Uploading Supporting Documentation

- ▶ This workshop is to introduce faculty to the Faculty 180 (F180) and Review, Promotion and Tenure (RPT) sides of Interfolio. Interfolio is the online platform the campus uses for review purposes. We will walk through navigating the system, preparing your FAR, uploading supporting documentation/attachments and submitting your Case file for review. Your FAR will include narratives, JARS, Index of Attachments, and attachments.

You will start with a blank canvas and end with a completed report. This is the report that reviews will use to evaluate your work.

▶ Initial

Rosie Torres
Fall 2021 - Spring 2022
Faculty Annual Activities Report
 Assistant Professor
 rtorres1@csusb.edu

I. TEACHING

No activities entered.

A. Teaching and Instructionally Related Assignments: 1. Courses taught (indicate course number and title; for courses taught for first time or those that have changed significantly, submit copy of syllabi).

Term	Course Prefix	Course Number	Section	Course Title

A. 2. Teaching and Instructionally Related Assignments: 2. Other (direction of MA theses, independent studies, internships, special examinations, etc.).

No activities entered.

B. Development of new courses and programs and/or innovative approaches to standard courses.

No activities entered.

C. Participation in conferences and seminars on instruction; special preparation for courses and other activities.

No activities entered.

D. Other information that will be of assistance in the evaluation of your teaching effectiveness

No activities entered.

II. RESEARCH, SCHOLARLY, OR CREATIVE CONTRIBUTIONS

No activities entered.

A. Research, Scholarly, or Creative Contributions

No activities entered.

Research, Scholarly, or Creative Contributions in progress

No activities entered.

Research, Scholarly, or Creative Contributions Citations

No activities entered.

Research, Scholarly or Creative Contributions Grants

No activities entered.

▶ Completed

Rosalinda Torres
Fall 2021 - Spring 2022
Faculty Annual Activities Report
 rtorres1@csusb.edu

I. TEACHING

Fall 2021 - Ongoing

Attached is my narrative for Teaching.

Fall 2015 - Ongoing

FACULTY ACTIVITIES REPORT

1. TEACHING

- Teaching and Instructionally Related Assignments
- Courses taught (indicate course number and title; for courses taught for first time or those that have changed significantly, submit copy of syllabi).
- Other (direction of MA theses, independent studies, internships, special examinations, etc.).

1. Development of new courses and programs and/or innovative approaches to standard courses.

1. Participation in conferences and seminars on instruction; special preparation for courses and other activities.

1. Other information that will be of assistance in the evaluation of your teaching effectiveness, with specific regard to the areas of evaluation utilized (command of subject matter, organization of instructional materials, effectiveness in instruction, and academic assessment of students).

1. PROFESSIONAL ACTIVITIES (Attach supporting evidence.)

2. See Chapter 2, Section II.B.6 of the "Procedures and Criteria for Performance Review and Periodic Evaluation of Faculty" for examples of professional growth activities and organize your description according to your sense of their relative importance. Be sure to include a Joint Activities Report for each joint project listed (Appendix 2).

1. Professional activity in progress. List and briefly describe professional activities that you are currently working on, and indicate roughly how close they are to completion

A. Teaching and Instructionally Related Assignments: 1. Courses taught (indicate course number and title; for courses taught for first time or those that have changed significantly, submit copy of syllabi).

Term	Course Prefix	Course Number	Section	Course Title

A. 2. Teaching and Instructionally Related Assignments: 2. Other (direction of MA theses, independent studies, internships, special examinations, etc.).

Fall 2021 - Ongoing

Logging into Interfolio:

To log-in: [SSO Login \(interfolio.com\)](https://account.interfolio.com/sso) or myCoyote – Employment



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.



Sign In

[Sign in with an Interfolio account >](#)

Don't have an account? Sign up now.

Use Interfolio's suite of services to simplify your academic life.

Sign Up

interfolio

Sign in through your institution

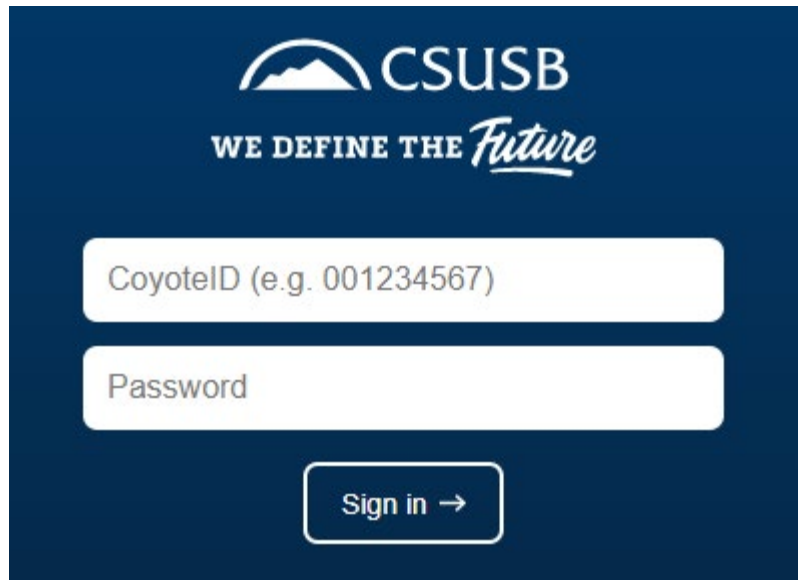
If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.



Sign In

[Sign in with an Interfolio account >](#)

You will be taken to your SSO account. After you enter your credentials you will be redirected to the welcome window.

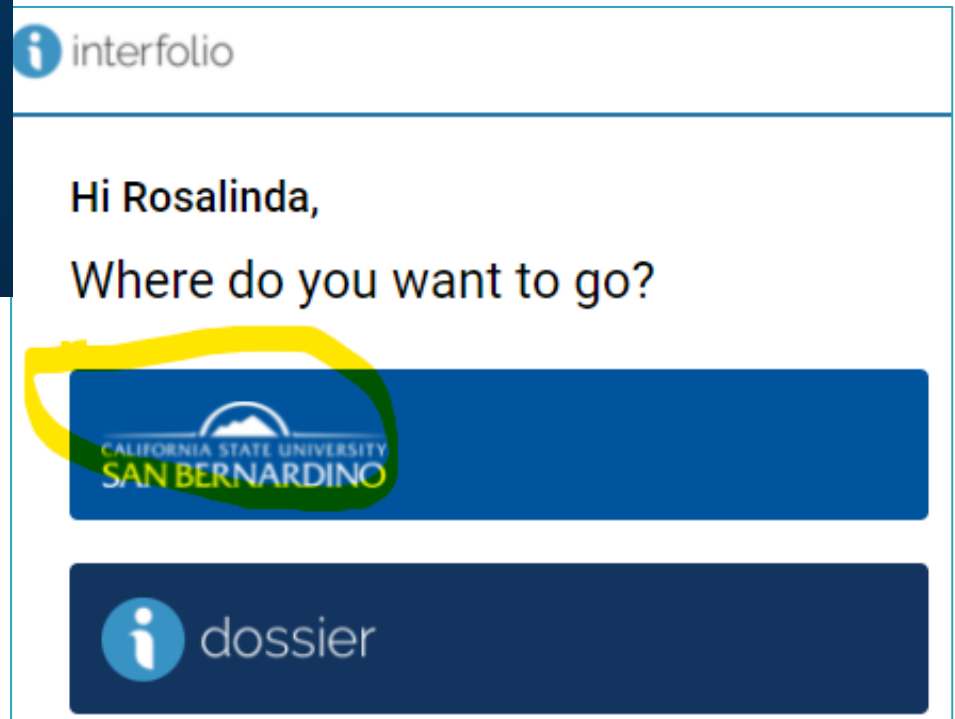


CSUSB
WE DEFINE THE *Future*

CoyoteID (e.g. 001234567)


Password

Sign in →



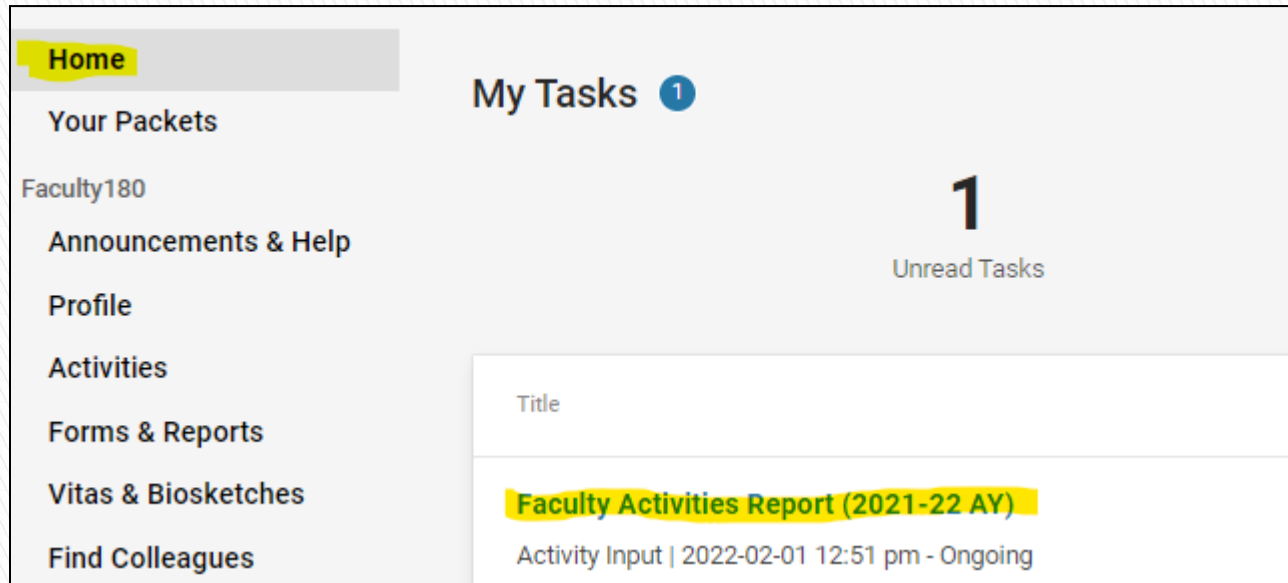
i interfolio

Hi Rosalinda,
Where do you want to go?

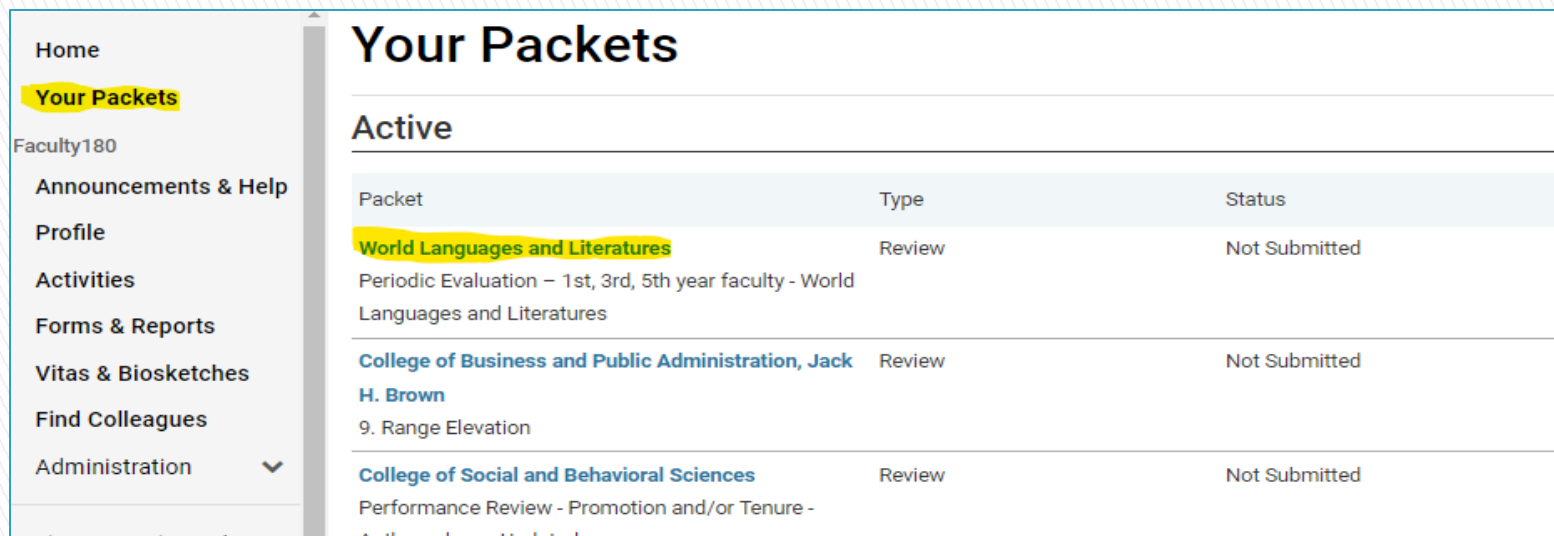
 CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

i dossier

Since you are currently under review you will have access to the Faculty Activity Report workflow (F180) and your Packet (RPT)



The screenshot shows a user interface with a sidebar on the left and a main content area. The sidebar contains the following menu items: Home (highlighted), Your Packets, Faculty180, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, and Find Colleagues. The main content area is titled 'My Tasks' with a notification icon '1'. Below this, it says '1 Unread Tasks'. A task card is visible with the title 'Faculty Activities Report (2021-22 AY)' (highlighted) and the subtitle 'Activity Input | 2022-02-01 12:51 pm - Ongoing'.



The screenshot shows a user interface with a sidebar on the left and a main content area. The sidebar contains the following menu items: Home, Your Packets (highlighted), Faculty180, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, and Administration. The main content area is titled 'Your Packets' and has a sub-section 'Active'. Below this is a table with the following data:

Packet	Type	Status
World Languages and Literatures Periodic Evaluation – 1st, 3rd, 5th year faculty - World Languages and Literatures	Review	Not Submitted
College of Business and Public Administration, Jack H. Brown 9. Range Elevation	Review	Not Submitted
College of Social and Behavioral Sciences Performance Review - Promotion and/or Tenure - Anthropology - Updated	Review	Not Submitted

To begin working on your file, you will click on the Activities tab. There is a section for Teaching, Research and Service

California State University San Bernardino

Home
Your Packets
Faculty180
Announcements & Help
Profile
Activities
Forms & Reports
Vitas & Biosketches
Find Colleagues
Administration

Review, Promotion and Tenure
Cases
Templates
Administration
Reports
Users & Groups

Activities

Are you looking for your open activity request?

This page is the general activity form that has all the information you've entered. You also have open requests from your institution to submit information about your activities.

[Go to Activity Input Request](#)

Jump to Section

- I. TEACHING
 - A. 1. Teaching and Instructionally Related Assignments: 1. Courses Taught at CSUSB
 - A. 2. Teaching and Instructionally Related Assignments: 2. Other (direction of MA theses, independent studies, internships, special examinations, etc.).
 - B. Development of new courses and programs and/or innovative approaches to standard courses.
 - C. Participation in conferences and seminars on instruction; special preparation for courses and other activities.
 - D. Other information that will be of assistance in the evaluation of your teaching effectiveness
- II. RESEARCH, SCHOLARLY, OR CREATIVE CONTRIBUTIONS
 - Research, Scholarly, or Creative Contributions in progress

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▶ II. RESEARCH, SCHOLARLY, OR CREATIVE CONTRIBUTIONS

▶ Research, Scholarly, or Creative Contributions in progress

▶ Research, Scholarly or Creative Contributions Citations

▶ Research, Scholarly, or Creative Contributions Grants

▶ III. UNIVERSITY AND/OR COMMUNITY SERVICE

▶ A. Community Service

▶ B. Student advisement (including academic advisement and counseling).

▶ C. Service to programs, departments, the college, the University, and the CSU system.

▶ D. Other activities, such as performance of classroom visitations and sponsorship of student groups.

▶ Professional Development

▶ Professional Service

▶ Honors

▶ Membership

▶ Consulting

▶ IV. Other Information Appropriate To The Evaluation Criteria

To begin adding materials, such as the narrative or attachments, to your files click on the “Add” button

CSUSB >

Home

Your Packets

Faculty180

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches

Find Colleagues

CSUSB >

Activities

Quicklinks ▾

Are you looking for your open activity request?

This page is the general activity form that has all the information you've entered. You also have an open request from your institution to submit information about your activities for "Fall 2021 - Spring 2022"

Go to Activity Input Request ▶

Jump to Section ▾

Show All | Hide All

I. TEACHING

Help

Please enter a narrative regarding your teaching to appear in your **Faculty Activities Report**. This will populate the I. Teaching section of your **Faculty Activities Report**.

Please use Start and End Terms to capture the full time period for this Activities Report.

Narrative	Start Term	End Term	Actions
No data available in table			

Add

You will need to update the start term (Fall 2021) and add your narrative. Then save.

CSUSB > Activity Input >

Activity Input

I. TEACHING

Please enter a narrative regarding your teaching to appear in your **Faculty Activities Report**. This will populate the I. Teaching section of your **Faculty Activities Report**.
Please use Start and End Terms to capture the full time period for this Activities Report.

** Indicates required field*

A Input Form

Start Term*	Fall	2021
End Term*	Ongoing	Ongoing

Narrative*

+ 11pt B I U [List Icons] [Link Icon] <>

0 WORDS

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Save **Save and Add Another** **Save and Go Back** **Cancel**

To add supporting documents to each section, click the “Add” button, then complete sections A, B and C. Be sure to “Save”.

▼ **B. Development of new courses and programs and/or innovative approaches to standard courses.**

Information entered here will populate **Faculty Activity Report's** section:

I. Teaching:

B. Development of new courses and programs and/or innovative approaches to standard courses.

Course	Start Term	End Term
No data available in table		

Add

A Input Form

Start Term*	Fall	2021
End Term*	Ongoing	Ongoing
Type of Other Teaching and Instructionally Related Assignments*	Other	Syllabi
Student Information	<input type="text"/>	
Student Home	<input type="text"/>	
Course Information*	Art 1001	
Title	Painting for beginners	
Description	<p>+ - 11pt - B <i>I</i> <u>U</u> </p> <p><></p> <p>This course is to introduce student to the various technics of painting.</p>	
	P 12 WORDS	
Sponsoring Organization	<input type="text"/>	
Audience	<input type="text"/>	
Number of Participants	<input type="text"/>	

B Activity Classifications

Credit Hours ?

Include in FAR?* ?

Yes, Include in FAR ▼

Method of Delivery ?

Select ▼

Non-Credit Instruction Type ?

Select ▼

Other Teaching Role ?

Select ▼

Stage of Completion ?

Select ▼

Student Collaborators ?

Select ▼

Teaching Level ?

C Attachments ?

Attachment Type

Attachment

File ▼

Upload File

test.docx

Add Another

Save

Save and Add Another

Save and Go Back







Cancel

I. Teaching

A. Teaching and Instructionally Related Assignments

2. Other (direction of MA theses, independent studies, internships, special examination, etc.).

***Courses not taught at CSUSB may be added manually in this section to populate on the Faculty Activities Report.**

Type of Other Teaching and Instructionally Related Assignments ^	Student Information ^	Title ^	Description ^	Start Term ^	End Term ^	Actions
Syllabi		Painting for beginners	This course is to introduce student to the various technics of painting.	Fall 2021	Ongoing	  
Supervised Teaching Activity		Introduction of How to Draw	<p>TEACHING</p> <ol style="list-style-type: none"> Teaching and Instructionally Related Assignments Courses taught (indicate course number and title; for courses taught for first time or those that have changed significantly, submit copy of syllabi). Other (direction of MA theses, independent studies, internships, special examinations, etc.). <ol style="list-style-type: none"> Development of new courses and programs and/or innovative approaches to standard courses. 	Fall 2021	Ongoing	  

In section A.1., you will be able to access your SOTEs. Click “View Teaching”. Be sure to update the start term.

The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes: Home, Your Packets, Faculty180, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, and Find Colleagues. The main content area features a 'Jump to Section' dropdown menu, a section for 'I. TEACHING', and a sub-section for 'A. 1. Teaching and Instructionally Related Assignments: 1. Courses Taught at CSUSB'. Below this, there is explanatory text: 'Information entered here will populate Faculty Activity Report's section: I. Teaching A. Teaching and Instructionally Related Assignments 1. Courses taught (indicate course number and title; for courses taught for first time or those that have changed significantly, submit copy of syllabi). This section only displays courses taught at CSUSB. If there is a discrepancy, i.e. missing courses, please contact Faculty Affairs and Development.' A prominent 'View Teaching' button is located at the bottom of the main content area.

The 'Activity Input' form is shown with a title and a 'View Teaching' link. It contains two dropdown menus for filtering: 'Start Term' set to 'Fall' and '2021', and 'End Term' set to 'Spring' and '2022'. A 'Refresh' button is positioned below the filters. Below the filters, there is a section of text: 'Information entered here will populate Faculty Activity Report's section: I. Teaching A. Teaching and Instructionally Related Assignments 1. Courses taught (indicate course number and title; for courses taught for first time or those that have cha This section only displays courses taught at CSUSB.'

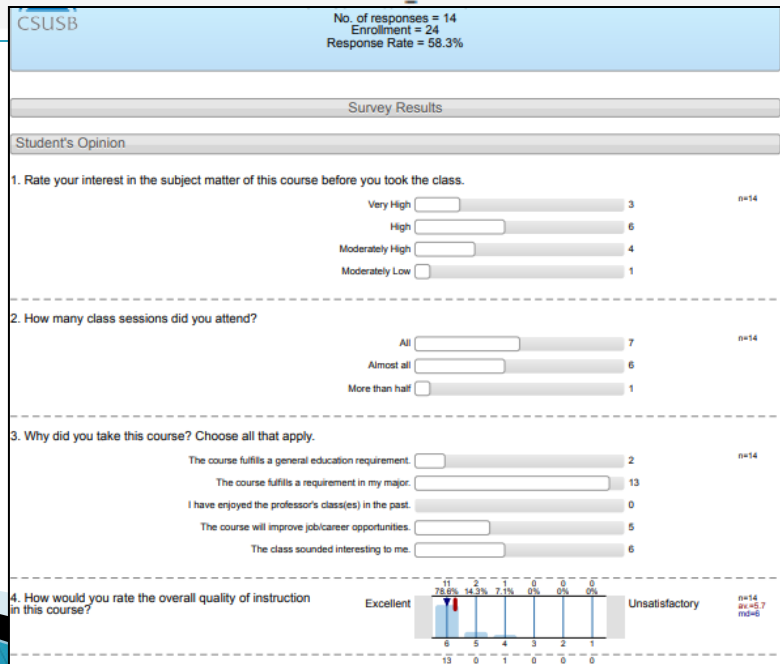
A Fall 2021

Course	Course Title	Enrollment	Credit Hours	Teaching Load	Additional Course Data
PHYS 3200 1 01	CLASSICAL MECHANICS	10	0	0	Incomplete View
PHYS 3600 1 01	DATA ACQUISITION & CONTROL	12	0	0	Incomplete View
PHYS 3600 1 02	DATA ACQUISITION & CONTROL	12	0	0	Incomplete View
Totals		34	0	0.00	

B Course Attachments

Fall 2021

Course	Syllabus	Course Evaluation
PHYS 3200 1 01	-	
PHYS 3600 1 01	-	



After you have uploaded your materials, you can preview and add your report to your Case file (RPT side)

CSUSB >

Forms & Reports

▼ Forms

Custom Input Forms - None Available

Printable Classification Forms - None Available

▼ Initiated Activity Input Forms

Initiated process	Status
Faculty Activities Report (2021-22 AY)	Pending

▼ Reports

Prior Activity Input Forms

"My Activities" Reporting

Home

Your Packets

Faculty180

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches

Find Colleagues

Forms & Reports

Activity Input

Faculty Activities Report (2021-22 AY)

Activity Period

Fall 2021 - Spring 2022

Status

Not Submitted, Last updated on Feb 1, 2022

Preview

Preview

Submit For Review

Save and Go Back

Cancel

Jump to Section ▾

▶ Instructions

▶ I. TEACHING

▶ A. 1. Teaching and Instructionally Related Assignments: 1. Courses Taught at CSUSB

▶ A. 2. Teaching and Instructionally Related Assignments: 2. Other (direction of MA theses, independent studies, internships, special examinations, etc.).

▶ B. Development of new courses and programs and/or innovative approaches to standard courses.

▶ C. Participation in conferences and seminars on instruction; special preparation for courses and other activities.

Preview Vita



Template

Faculty Annual Activities Report (University) ▾

Start

Fall ▾

2021 ▾

End

Spring ▾

2022 ▾

Preview

Print & Preview

Cancel

I. TEACHING

Fall 2021 - Ongoing

Attached is my narrative for Teaching.

Fall 2015 - Ongoing

FACULTY ACTIVITIES REPORT

1. TEACHING

- Teaching and Instructionally Related Assignments
- Courses taught (indicate course number and title; for courses taught for first time or those that have changed significantly, submit copy of syllabi).
- Other (direction of MA theses, independent studies, internships, special examinations, etc.).

- Development of new courses and programs and/or innovative approaches to standard courses.

- Participation in conferences and seminars on instruction; special preparation for courses and other activities.

- Other information that will be of assistance in the evaluation of your teaching effectiveness, with specific regard to the areas of evaluation utilized (command of subject matter, organization of instructional materials, effectiveness in instruction, and academic assessment of students).

1. PROFESSIONAL ACTIVITIES (Attach supporting evidence.)

- See Chapter 2, Section II.B.6 of the "Procedures and Criteria for Performance Review and Periodic Evaluation of Faculty" for examples of professional growth activities and organize your description according to your sense of their relative importance. Be sure to include a Joint Activities Report for each joint project listed (Appendix 2).

- Professional activity in progress. List and briefly describe professional activities that you are currently working on, and indicate roughly how close they are to completion

A. Teaching and Instructionally Related Assignments: 1. Courses taught (indicate course number and title; for courses taught for first time or those that have changed significantly, submit copy of syllabi).

Term	Course Prefix	Course Number	Section	Course Title
------	---------------	---------------	---------	--------------

A. 2. Teaching and Instructionally Related Assignments: 2. Other (direction of MA theses, independent studies, internships, special examinations, etc.).

Fall 2021 - Ongoing

To add your report for review, click on “Submit For Review” in the Forms & Reports section.

[CSUSB](#) > [Forms & Reports](#) >

Forms & Reports

Activity Input

Faculty Activities Report (2021-22 AY)

Activity Period

Fall 2021 - Spring 2022

Status

Not Submitted, Last updated on Feb 1, 2022

Submit For Review

Save and Go Back

Cancel

Jump to Section ▼

▶ [Instructions](#)

After you submit your report for review, you will need to go to your Case/Package. This is the RPT side of Interfolio.

The screenshot shows the 'Your Packets' page in Interfolio. The left sidebar contains navigation links: Home, Your Packets (highlighted), Faculty180, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, Administration, Review, Promotion and Tenure, Cases, Templates, Administration, Reports, and Users & Groups. The main content area is titled 'Performance Review - Promotion and/or Tenure - Anthropology - Updated' and includes a 'Preview Packet' button. Below the title, it shows 'Unit: College of Social and Behavioral Sciences' and 'Type: Review', with a 'Candidate Instructions' section containing a 'View Instructions' button. A tabbed interface shows 'Overview' and 'Packet' (highlighted). A text block states: 'Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. To learn more, read the Candidate's Packet Guide.' Two sections are visible: 'Faculty180 Vita' (Unlocked) with an 'Edit' button and a table showing 'Faculty Annual Activities Report' (checked); and 'Faculty Activity Report' (Not Yet Submitted Unlocked) with an 'Edit' button and a table showing requirements for 'Faculty Activity Report' (1 required, 0 added) and 'Faculty Data Form' (5 required, 0 added). A circular progress indicator is on the right.

California State University-San Bernardino > Your Packets >

Performance Review - Promotion and/or Tenure - Anthropology - Updated

[Preview Packet](#)

Unit: College of Social and Behavioral Sciences Type: Review Candidate Instructions: [View Instructions](#)

Overview **Packet**

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. To learn more, read the Candidate's Packet Guide.

Faculty180 Vita

Unlocked [Edit](#)

Type
<input checked="" type="checkbox"/> Faculty Annual Activities Report

Faculty Activity Report

Not Yet Submitted Unlocked [Edit](#)

Type	# Required	# Added
<input type="checkbox"/> Faculty Activity Report	1 required	0
<input type="checkbox"/> Faculty Data Form	5 required	0

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Please note that your FAR will come across to RPT side in the Faculty 180 Vita section.

California State University-San Bernardino > Your Packets >

Performance Review - Promotion and/or Tenure - Anthropology - Updated

Unit: College of Social and Behavioral Sciences | Type: Review

Candidate Instructions: [View Instructions](#)

Overview **Packet**

Expand All Collapse All

- Faculty180 Vita
Not Yet Submitted **Unlocked** [Submit](#)


Title	Details	Actions
Faculty Annual Activities Report	Generated Feb 1, 2022	Regenerate

Fall 2019 - Spring 2021 | 22 attachments included, 20 errors

- > Faculty Activity Report
Not Yet Submitted **Unlocked** [Submit](#) 0 of 1 Required Files
- > Joint Activity Report (JAR)
Not Yet Submitted **Unlocked** [Submit](#) 0 of 0 Required Files
- > Index of Attachments [Submit](#) 0 of 1

[Home](#)
[Your Packets](#)
Faculty180
[Announcements & Help](#)
[Profile](#)
[Activities](#)
[Forms & Reports](#)
[Vitas & Biosketches](#)
[Find Colleagues](#)
[Administration](#) ▾

Review, Promotion and Tenure
[Cases](#)
[Templates](#)
[Administration](#)
[Reports](#)
[Users & Groups](#)

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[Program Policies](#)

After you have added your report to the Vita Section, click on the FAR section. You will need to fill out the Faculty Data Form before you can submit your packet.



Faculty Activity Report

Not Yet Submitted **Unlocked**

Submit

0 of 1

Required Files

Faculty Activity Report 1-4 required, 0 Added

Add

Faculty Activities Reports (FARs) FARs shall be submitted by all faculty members subject to performance review and by probationary faculty members subject to periodic evaluation. These shall cover all three areas of evaluation: teaching, research, scholarly or creative contributions, and University and/or community service.

The Faculty Activities Report should cover the following periods of time:

- For all probationary faculty being considered for retention or tenure, the FAR should be cumulative since appointment.
- For faculty applying for promotion, the FAR should be cumulative since the last promotion or since initial appointment, whichever is most recent. (NOTE: The FAR should include activities since the FAR submission date for the last successful promotion.)
- For all others (e.g., tenured faculty subject to periodic evaluation and full-time temporary faculty), the FAR should be cumulative since the submission of the most recent FAR.

You can find the FAR template [here](#)

No files have been added yet.

Faculty Data Form 5 required questions,

Fill Out Form

This form has not been complete.

Once the Faculty Data Form is complete, click on the highlighted box which will check all sections.

California State University-San Bernardino > Your Packets >

Performance Review - Promotion and/or Tenure - Anthropology - Updated

[Preview Packet](#)


Unit: College of Social and Behavioral Sciences | Type: Review | [Candidate Instructions](#) | [View Instructions](#)

Overview **Packet**

[Expand All](#) [Collapse All](#)

- Faculty180 Vita** Not Yet Submitted Unlocked [Submit](#)

Title	Details	Actions
Faculty Annual Activities Report Fall 2019 - Spring 2021 22 attachments included, 20 errors	Generated Feb 1, 2022	Regenerate
- Faculty Activity Report** Not Yet Submitted Unlocked [Submit](#) 0 of 1 Required Files
- Joint Activity Report (JAR)** Not Yet Submitted Unlocked [Submit](#) 0 of 0 Required Files
- Index of Attachments** [Submit](#) 0 of 1

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Overview Packet



Preview Sections

Submit Sections



Expand All



Collapse All

Overview Packet



Expand All



Collapse All

> Faculty Activity Report

Locked

Preview

> Joint Activity Report (JAR)

Locked

Preview

> Index of Attachments

Locked

Preview

> I. Teaching

Locked

Preview

> II. Research, Scholarly, or Creative Contributions

Locked

Additional Resources:

Faculty Affairs and Development

909-537-5029

<https://www.csusb.edu/faculty-affairs-development>

Interfolio Help Center

1-877-997-8807

<https://product-help.interfolio.com/>

Faculty Mentoring Network

909-537-7040

<https://www.csusb.edu/faculty-mentoring-network>