## Step by Step guide on submitting your Faculty Activity Report

#### from F180 to RPT to initiate your evaluation process

Accessing Interfolio through myCoyote: Once you are logged into myCoyote, click on the My Employment Tile, then click on the Interfolio Tile. Then you will sign in through your institution.

	MyCoyote	
COYOTE CONNECTION FIND YOUR PACKI	Student Email Access your eccepter.csub.edu email	Control of the state of bods, such as Email, Calendar, OneDrive, and more
Coyote Connection Check out the Coyote Connection events happening all year long, iteaturing the brand-new Coyote Hour.	Canvas Canving Management System	Access student related set services
	Get academic Help? Get academic help with our live chat available Mon - Thu, BAM - SPM	Personal Messages Directly access your personal messages.
Faculty Contor Manage items such as your class roster, class schedule, and grading	Academic Intervention Response (AIR) Satemit academic concerns for support intervention and progress monitoring	Muse a Payment, My Financial Activity, OneCard Balance and CSUSB Scholarship Ser
My Academics Stacket Contex, Faculty Center, Advisor Center, Navigate, and restated student, buckty, and staff services	My Tasks My Holes, My To Dets, Ostentation Registration, End Sexual Violence Training, Accobilida for College	Zoom Video Contreening, Google Drive, Qualifics Surveys, Yammer and more
Application Status, Admission Transcript Status, and Training Status	Administrative Systems PeopleSoft HR, CSYOUL CFS, CFS DW, EMS, and more	My Employment Time & Allinetiance, Renettis, Psycheck, Tavet, CSULearn, Lakedin Learning, Interfalle, and more

	X	MyCoyote		
		myCoyote Home		
Enter, update, and void absence events		Absence Balance Inquiry View current balances as of the tatest finalized pay period		Benofits Summary View a summary of your employee benefit data
Benefits Worksheet New Enrollment, Changes (Add/Remove specific time trame only)	Popendentsj and Open Enrollment	View Paycheck View a list of your paychecks by check date		Cal Employee Connect (CEC) Employee self-service portal to view Earnings Statements and access W-2 Statements.
Faculty Additional Pay Request Pre-authorization requests for Faculty A	additional Pay for UEC	Interfolio/Faculty 180 Used for Faculty Activities Reports, Performance Reviews, Periodic Evaluations, and Range Elevations.		Email Spam Control Manage the spam email in your employee email with Proofpoint
NeoGov - Perform Performance management for staff men	Dots	Travel and Corporate Card Electronic travel requests, booking, expense reports and Corporate Card Reconciliation using Concur	<b>CSU</b> Learn	CSULearn Swittbiat Learn Management System for compliance and protessional development training

Sign in through your institution	
If your institution has partnered with Interfolio to provide Single Sign-On, sea your institution name in the box below.	rch for
San Bernardino California State University-San Bernardino Sign In Sign in with an Interfolio account >	

# You will then be redirected to Interfolio Portal

CALIFORNIA STATE UNIVERSITY SAN BERNARDINO	
Home Your Packets Faculty180 Announcements & Help Profile	My Tasks 1
Activities Forms & Reports	Title
Vitas & Biosketches 🔹 🗸 Find Colleagues	Faculty Activities Report (2023-24 AY) Activity Input   2023-05-01 12:00 am - Ongoing

**STEP 1:** In Faculty 180, Add/ Update your information in the ACTIVITIES section.

Home	Activities
Your Packets	
Faculty180	
Announcements & Help	Are you looking for your open activity request?
Profile	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.
Activities	Co to Activity Input Doquest
Forms & Reports	Go to Activity input request
Vitas & Biosketches	Jump to Section 🗸
Vitas	
My Templates	▶ I. TEACHING
Legacy Vitas	
Find Colleagues	A. Teaching and Instructionally Related Assignments: 1. Courses Taught
Administration	A. Teaching and Instructionally Related Assignments: 2. Other - Teaching Related Assignments
Reports	P Development of pow courses /programs /inpovative approaches to standard courses

### **STEP 2:** Review your 2023/24 FAR report in FORMS & REPORTS section.

	CSUSB >	
Home	Forms & Reports	
Your Packets		
Faculty180	▼ Forms	
Announcements & Help	Custom Input Forms - None Available	
Profile	Printable Classification Forms - None Available	
Activities		
Forms & Reports	Initiated Activity Input Forms	
Vitas & Biosketches 🔨 🔨	Initiated process	Status
Vitas	Faculty Activities Report (2021-22 AY)	Submitted
My Templates	Faculty Activities Report (2022-23 AY)	Submitted
Legacy Vitas	Faculty Activities Report (2023-24 AY)	Pending
Find Colleagues	Test- Faculty Activities Report - Test	Submitted
Administration 🔨		

Make any necessary changes and clear any "Activities that require your attention" (Notated in RED) by clicking update.

D. Other information to assist in evaluating teaching effectiveness.			🝞 Help
Information entered here will populate Faculty Activity Report's section: I. Teaching D. 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, effe	ctiveness in in	struction, and	academic assessment of students).
Description	Start Term	End Term	Actions
Chart: Table Course Students 333 1	Summer 2019	Ongoing	® Ongoing Activity 🔿 Activity Ended
Conference: Yan Z, Collins, K, Popescu, M, (2020). Building a Smart Parking System on College Campus: IEECAN ETD I 2020 The ACM/IEEE International Conference on Internet of Things Design and Implementation (IoTDI) is a premier venue on IoT, and was part of the ACM/IEEE CPS-IoT week of conferences. The conference became virtual due to the COVID-19 pandemic, it was reported to have "1,900 registrants from 60 countries, 1,400 unique Zoom attendees".	Fall 2020	Ongoing	® Ongoing Activity ○ Activity Ended
Add View All			Update

Then click on "Submit For Review". (Your report is now in "Your Packets" and ready to be regenerated so that the review process can be initiated.)

CSUSB > Forms & Reports >		
Activity input		
Faculty Activities Report (2023-24 AY)		
Activity Period	Status	
Fall 2020 - Spring 2024	Not Submitted, Last updated on May 1, 2023	
Submit For Review Save and Go Back Cancel		
Jump to Section 🗸		

**STEP 3:** Now that your report is submitted to "Your Packets", it will need to be regenerated to initiate the evaluation process.

Home	Your Packets			
Your Packets	Active			
Announcements & Help	Packet	Туре	Status	Duel
Profile Activities Forms & Reports	<b>World Languages and Literatures</b> Periodic Evaluation – 1st, 3rd, 5th year faculty - World Languages and Literatures - F180 Updated	Review	Not Submitted	-
Vitas & Biosketches	College of Business and Public Administration, Jack H. Brown 9. Range Elevation	Review	Last Submitted on Jun 7, 2023	-
Find Colleagues       Administration	College of Social and Behavioral Sciences Performance Review - Promotion and/or Tenure - Anthropology - F180 Updated	Review	Last Submitted on Apr 20, 2023	-
Review, Promotion and Tenure Cases Templates	College of Business and Public Administration, Jack H. Brown Performance Review - 2nd year - Retention - Information and Decision Sciences - F180 Updated	Review	Not Submitted	-

Performance Re	view - 2nd ye	ar - Retention - Inform	ation 🗾	iew Instructions			
and Decision Sc	and Decision Sciences - F180 Updated						
<b>Unit</b> College of Business and Public Administration, Jack H. Brown	<b>Type</b> Review	Packet Deadline Type Soft Deadline	Packet Due Date				
Overview Packet							
Below you will find an overview of the the Candidate's Packet Guide.	packet requirements outlined	by your institution. This page will be updated as you	make progress toward your packet. To I	earn more, read			
Faculty180 Vita			C	Edit			
Туре							
<ul> <li>Faculty Annual Activities Report</li> </ul>							
Faculty Activity Report				Edit			
Not Yet Submitted Unlocked							
Туре		# Required	# Added				
Faculty Activity Report		0 required	0				
Faculty Data Form		5 required	0				

## After clicking on regenerate, this may take a few moments to update.

Faculty180 Vita Not Yet Submitted Unlocked			Submit
Title	Details	Actions	
Faculty Annual Activities Report Fall 2019 - Spring 2021   14 attachments included, 11 errors	Generated Aug 16, 2023	Regenerate	

#### **STEP 4:** Be sure to complete the required Faculty Data form.



**STEP 5:** Submit your packet by checking the highlighted box located in the blue bar, then clicking on "Submit Sections". Once your packet is successfully submitted, you will see the word "unlock" change to "locked".

Per	for	mance Review - 2nd yea	r - Retention - Inforr	nation	View Instructions Preview Packet
Unit College Adminis	of Bus	Type iness and Public Review n, Jack H. Brown	Packet Deadline Type Soft Deadline	Packet Due Date	
	w Pa Previe	w Sections Submit Sections • Expand All	Ocollapse All		
	~	Faculty180 Vita Not Yet Submitted Unlocked			Submit
		Title	Details	Actions	
		Faculty Annual Activities Report Winter 2023 - Fall 2023   21 attachments included, 15 errors	Generated Aug 16, 2023	Regenerate	
	*	Faculty Activity Report Not Yet Submitted Unlocked		Submit	0 of 0 Required Files
		Faculty Activity Report 0 Added			Add
		Faculty Activities Reports (FARs) FARs shall be submitt members subject to periodic evaluation. These shall co University and/or community service.	ted by all faculty members subject to performa over all three areas of evaluation: teaching, rese	nce review and by probationary facult earch, scholarly or creative contributio	y ns, and
		The Faculty Activities Report should cover the following	g periods of time:		