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.
You will then be redirected to Interfolio Portal
STEP 1: In Faculty 180, Add/Update your information in the ACTIVITIES section.

STEP 2: Review your 2023/24 FAR report in FORMS & REPORTS section.
Make any necessary changes and clear any “Activities that require your attention” (Notated in RED) by clicking 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.)
STEP 3: Now that your report is submitted to “Your Packets”, it will need to be regenerated to initiate the evaluation process.

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

Performance Review - 2nd year - Retention - Information and Decision Sciences - F180 Updated

Overview Packet

Preview Sections Submit Sections Expand All Collapse All

Faculty180 Vita

Faculty Activity Report

Submit

0 of 0
Required Files

Faculty Activity Report

Faculty Activity Report

Not Yet Submitted

Not Yet Submitted

Unlock

Unlock

Submit

Submit

0 of 1
Required Files

Faculty Activity Report 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 Activity 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.