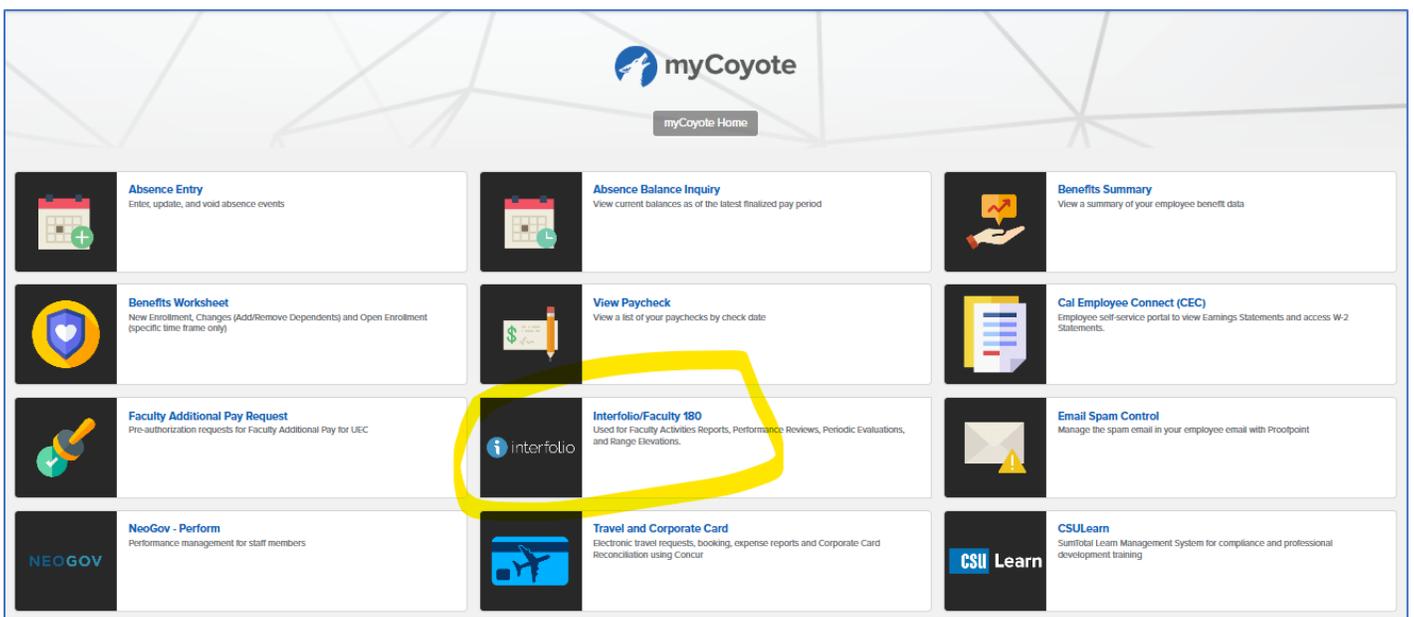
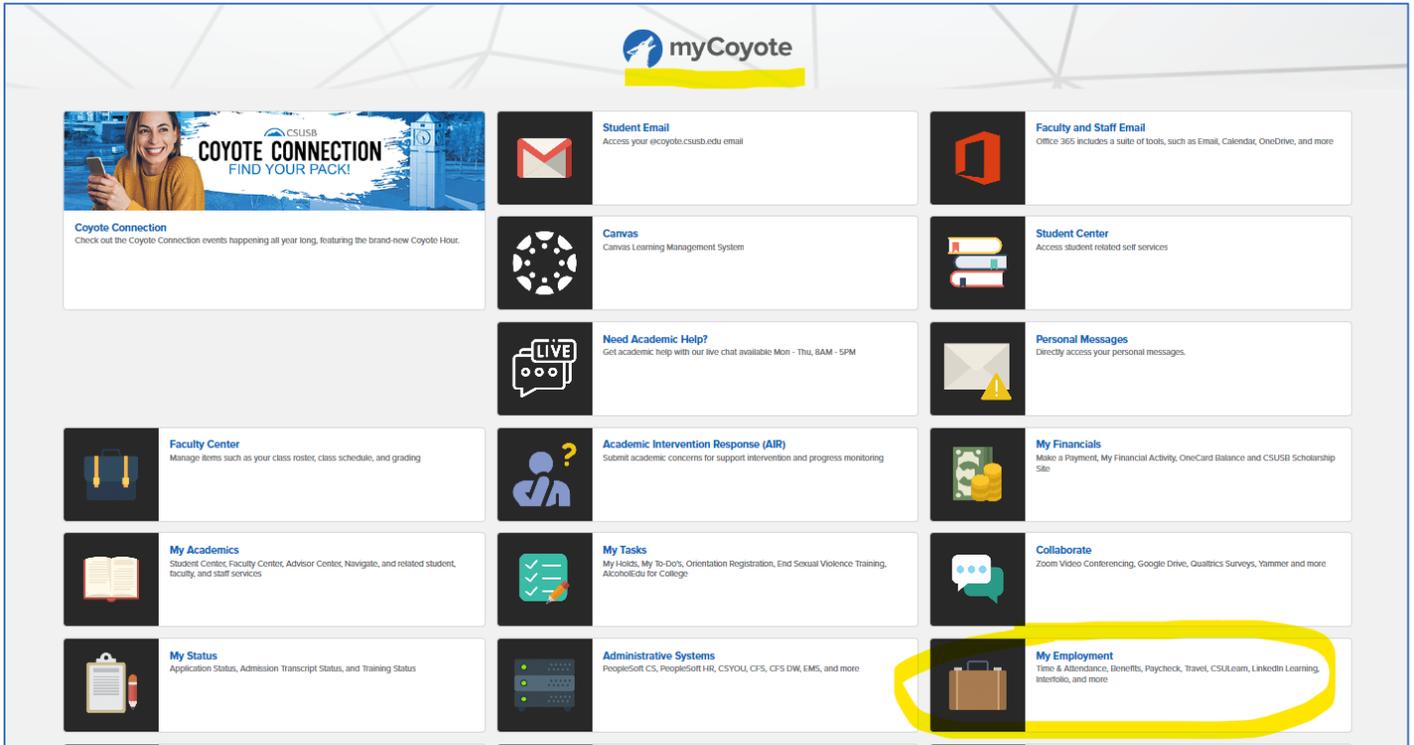


Step by Step guide on submitting your Faculty Activity Report from F180 to RPT to initiate your evaluation process

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.



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.

San Bernardino

California State University-San Bernardino

Sign In

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

You will then be redirected to Interfolio Portal

The screenshot displays the Interfolio Portal interface for California State University San Bernardino. The top navigation bar includes the university logo and name. A left sidebar contains navigation links: Home, Your Packets, faculty180, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches (with a dropdown arrow), and Find Colleagues. The main content area features a 'My Tasks' section with a notification badge (1). Below this, a large '0' indicates 'Unread Tasks'. A table lists tasks, with the first entry being 'Faculty Activities Report (2023-24 AY)' with a sub-entry 'Activity Input | 2023-05-01 12:00 am - Ongoing'.

Title
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.

CSUSB >

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. Teaching and Instructionally Related Assignments: 1. Courses Taught
- A. Teaching and Instructionally Related Assignments: 2. Other - Teaching Related Assignments
- B. Development of new courses/programs/innovative approaches to standard courses

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

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)	Submitted
Faculty Activities Report (2022-23 AY)	Submitted
Faculty Activities Report (2023-24 AY)	Pending
Test- Faculty Activities Report - Test	Submitted

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. Activities require your attention ? 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, effectiveness in instruction, and academic assessment of students).

Description	Start Term	End Term	Actions
Chart: Table Course Students	Summer 2019	Ongoing	<input checked="" type="radio"/> Ongoing Activity <input type="radio"/> Activity Ended
333 1			

Conference: Fall 2020 Ongoing Ongoing Activity Activity Ended

Yan, Z., Collins, K., Popescu, M., (2020). Building a Smart Parking System on College Campus. IEEE/ACM IoTDI 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".

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 >

Forms & Reports

Activity Input

Faculty Activities Report (2023-24 AY)

Activity Period: Fall 2020 - Spring 2024

Status: Not Submitted, Last updated on May 1, 2023

▼

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

Your Packets			
Active			
Packet	Type	Status	Due
World Languages and Literatures Periodic Evaluation – 1st, 3rd, 5th year faculty - World Languages and Literatures - F180 Updated	Review	Not Submitted	-
College of Business and Public Administration, Jack H. Brown 9. Range Elevation	Review	Last Submitted on Jun 7, 2023	-
College of Social and Behavioral Sciences Performance Review - Promotion and/or Tenure - Anthropology - F180 Updated	Review	Last Submitted on Apr 20, 2023	-
College of Business and Public Administration, Jack H. Brown Performance Review - 2nd year - Retention - Information and Decision Sciences - F180 Updated	Review	Not Submitted	-

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

[View Instructions](#) [Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
College of Business and Public Administration, Jack H. Brown	Review	Soft Deadline	

[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 checked="" type="checkbox"/> Faculty Activity Report	0 required	0
<input type="checkbox"/> 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.

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

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

View Instructions Preview Packet

Unit	Type	Packet Deadline Type	Packet Due Date
College of Business and Public Administration, Jack H. Brown	Review	Soft Deadline	

Overview **Packet**

Preview Sections **Submit Sections** Expand All Collapse 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 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: