

## Interfolio

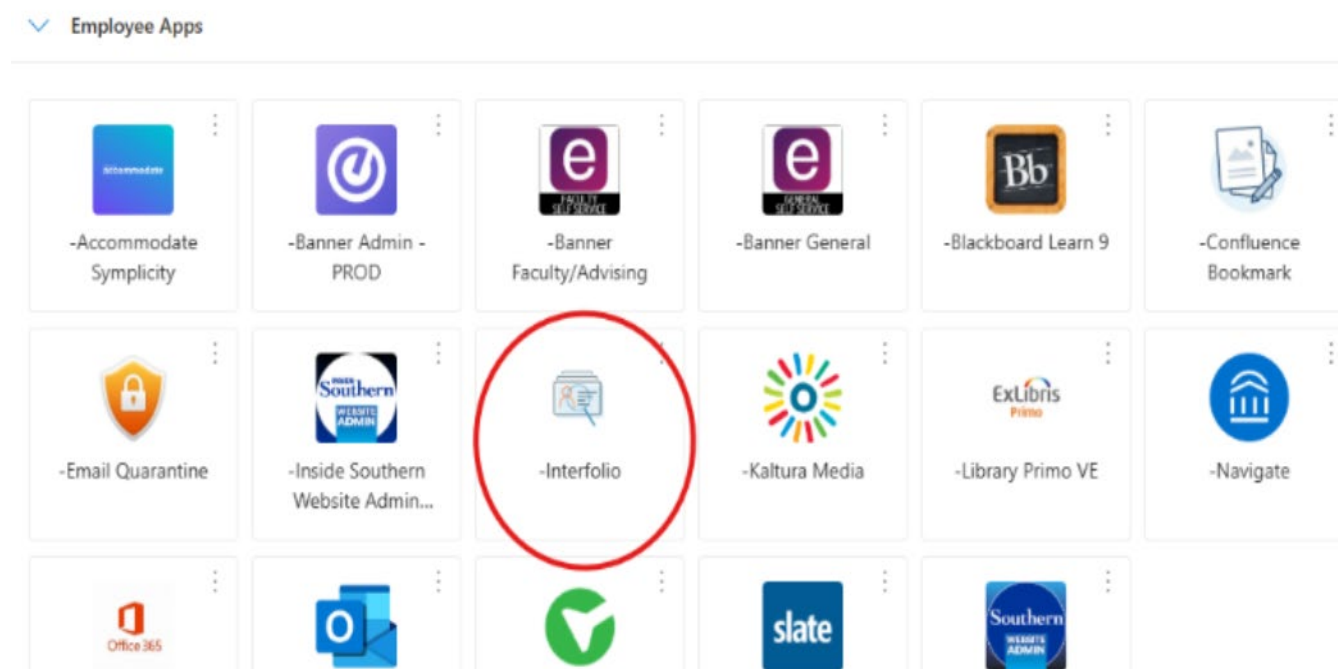
### Faculty Workload Verification Guide for Department Chairs

Hello Department Chairs. The Office of Institutional Research and Assessment (OIRA) thanks you greatly for your support in the accuracy of the faculty workload verification process! Please use this Quick Guide to navigate Interfolio (previously Watermark Faculty Success) and to access your account.

#### Step 1: Logging into Interfolio

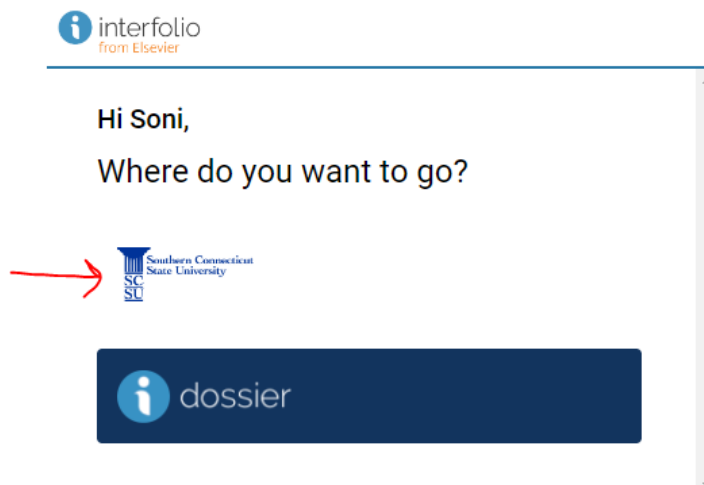
Interfolio uses Single Sign-On (SSO), so be sure you're signed in with your login@southernct.edu Microsoft account.

You can then access Interfolio directly through the “-Interfolio” application in your MyApps dashboard. Click the icon, and you will be brought into your Interfolio page.



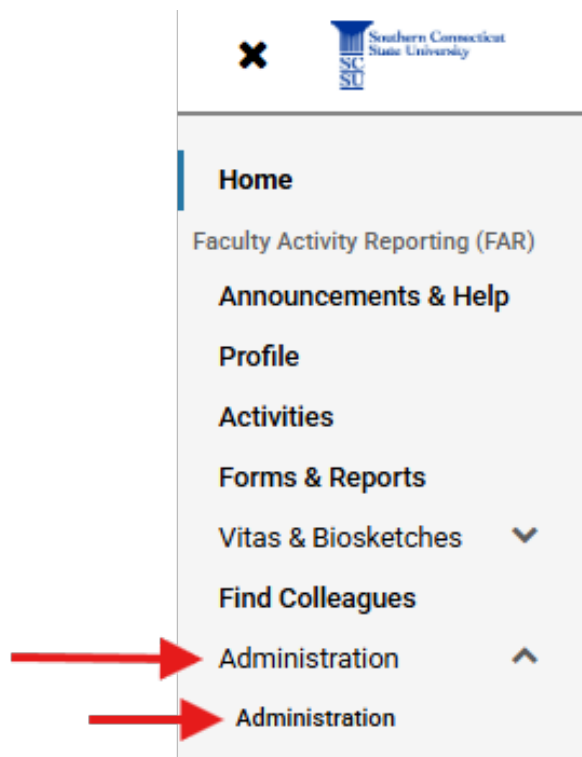
## Step 2:

If you see this screen, you'll want to **select** the option that is titled with the Southern Connecticut State University Logo. This will bring you into your Interfolio account.

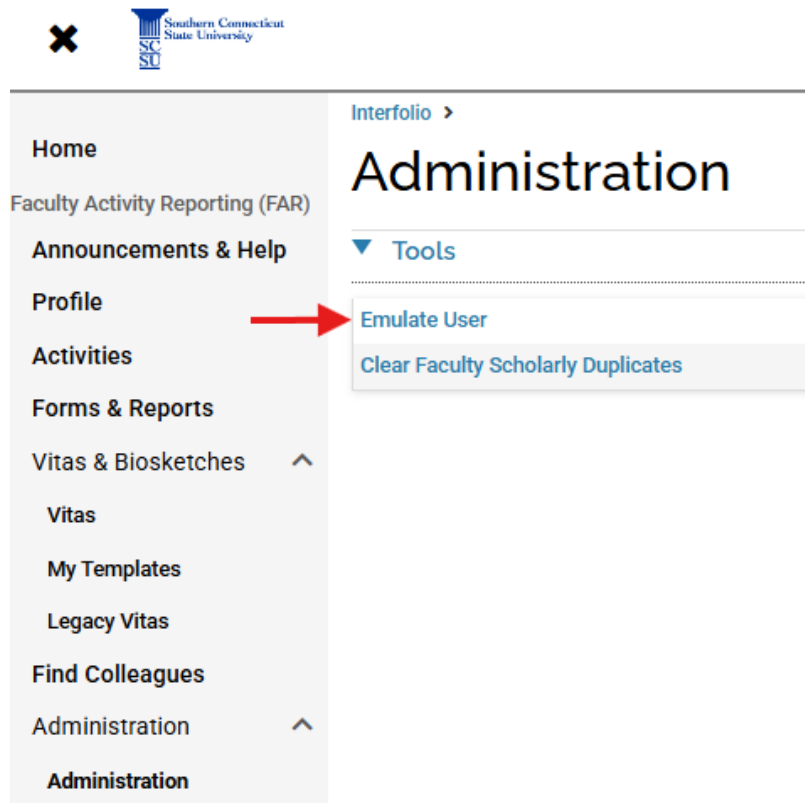


**Step 3:** The Left-Hand Navigation Item “Administration” is where you will go to find your department faculty’s information.

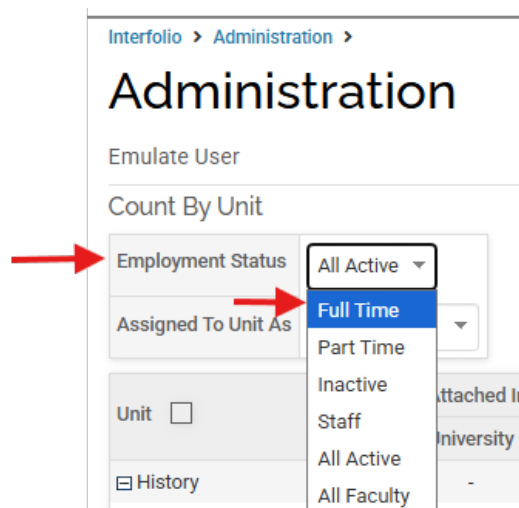
Click on “Administration”, then in the drop down, select “Administration” again.



**Step 4:** Select “Emulate User”. Then Click on the number underneath the department “Total”. This will give you a list of all the faculty within your department.



To narrow your view, click the drop down on Employee Status and select “Full Time”.



# Administration

Emulate User

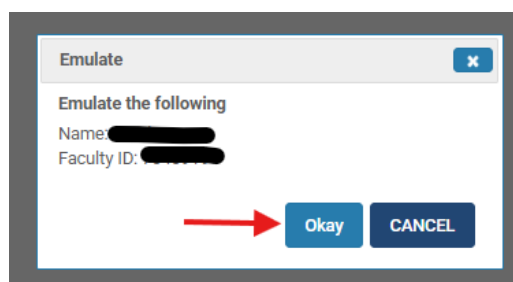
Count By Unit

Employment Status	All Active ▼
Assigned To Unit As	Primary Unit ▼

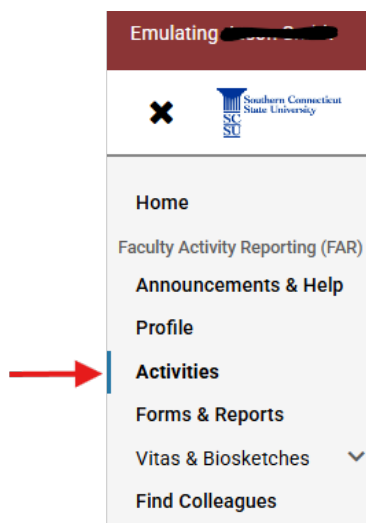
Unit <input type="checkbox"/>	Total	Attached In			
		University	College/School/Division	Department/Program	Concentration/Track
Educational Leadership & Policy Studies	7	-	-	7	-

**Step 5:** Now, you can emulate your department faculty and see their teaching load, non-teaching workload, and the credit load history and remainder.

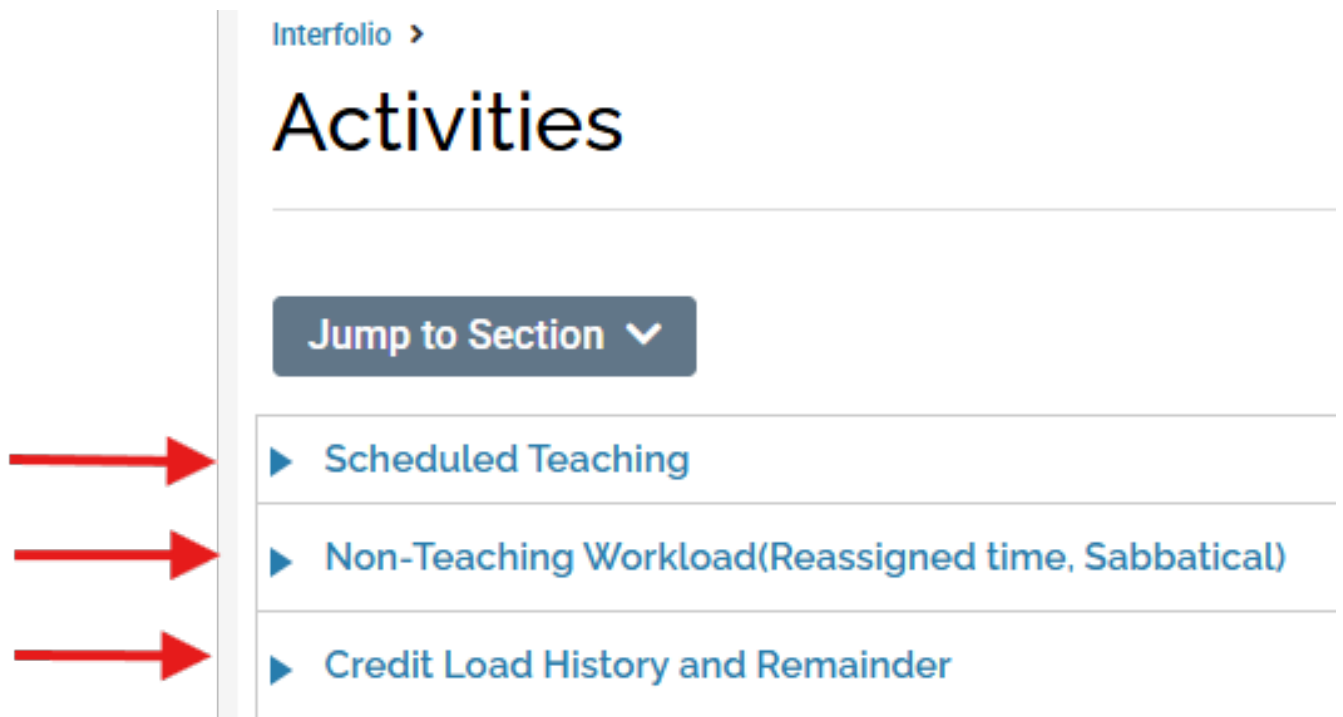
Simply select a faculty member you wish to emulate and select “Okay”.



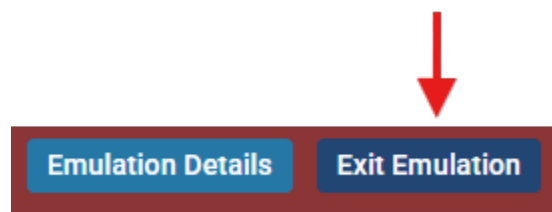
When emulating a faculty member, go to the left-hand side of your screen and select “Activities”.



- Select the drop-down arrow on “Scheduled Teaching” to view your faculty members' teaching load.
- Select the drop-down arrow on “Non-Teaching Workload (Reassigned time, Sabbatical)” to view your faculty members' reassigned time.
- Select the drop-down arrow on “Credit Load History and Remainder” to view your faculty members' accrued workload remainder.



When you are finished reviewing a faculty member's information, go to the top right-hand side of your screen and select “Exit Emulation”. This will bring you back to your Interfolio page, where you can choose to emulate the next faculty member. Simply repeat Step 5 of this guide to review another faculty member's workload.



## **Reminder:**

Please **DO NOT** make any changes to your department's data in Interfolio.

If there are any changes that need to be made to a faculty's **Scheduled Teaching AND/OR Non-Teaching Workload (Reassigned time, Sabbatical)**, please contact OIRA at [assessment@southernct.edu](mailto:assessment@southernct.edu) and our team will gladly make changes on your behalf.

If changes or updates need to be made to **Scheduled Teaching Workload**, please provide the following information:

- Department
- Faculty Name
- Semester/Year
- Course Prefix
- Course Number
- Course Title
- Number of Student Enrollment
- Teaching Load credit received

If updates or additions need to be made to **Non-Teaching Workload** (Reassigned time, Sabbatical, Medical Leave), please provide the following information:

- Department
- Faculty Name
- Semester/Year
- Type of Non-Teaching Workload Credit (AAUP code)
- Credit per semester

If there are any changes that need to be made for a faculty's **Credit Load History and Remainder**, please contact your Dean's office for approval and cc the approval to OIRA at [assessment@southernct.edu](mailto:assessment@southernct.edu) and our team will gladly make changes on your behalf.

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OIRA thanks you again for your support in the faculty workload verification process. If during this process you have any questions, please contact our office and we will gladly assist you!

Kindly,

[Krishna Soni, M.S.](#)

Pronouns – she/her/hers

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