



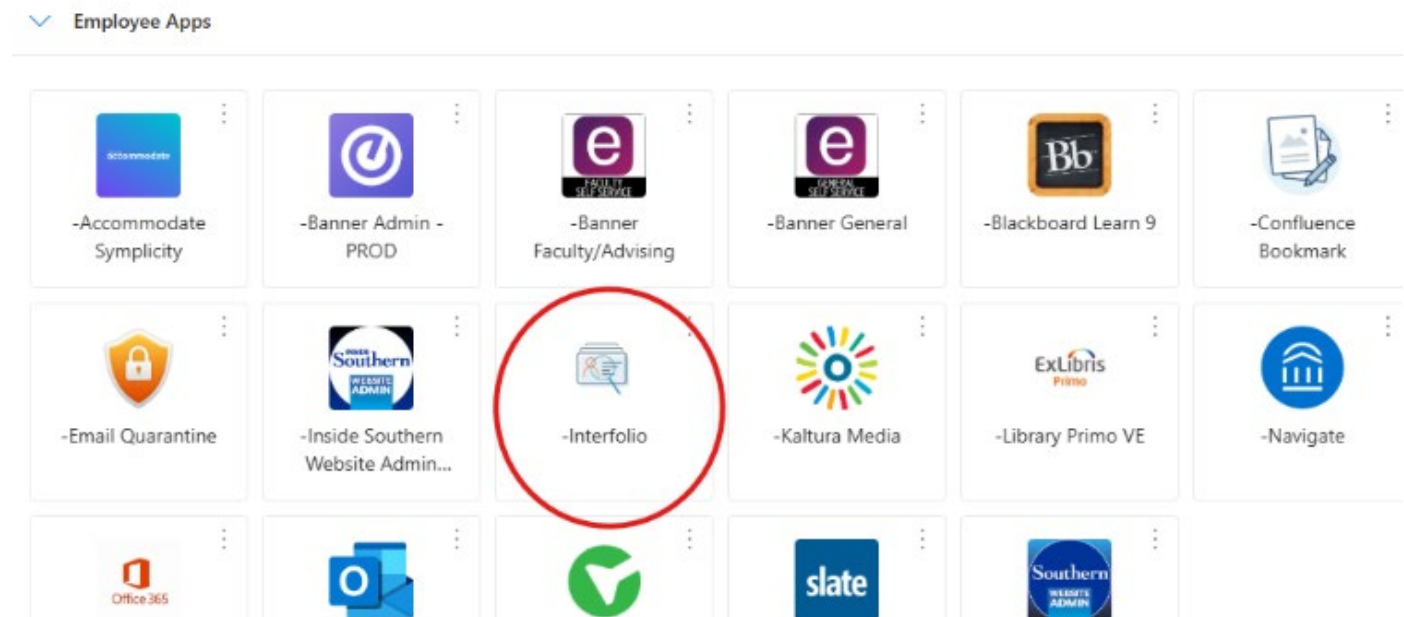
Faculty Workload Verification Guide for Faculty

Hello SCSU faculty! The Office of Institutional Research and Assessment (OIRA) thanks you greatly for your support in 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

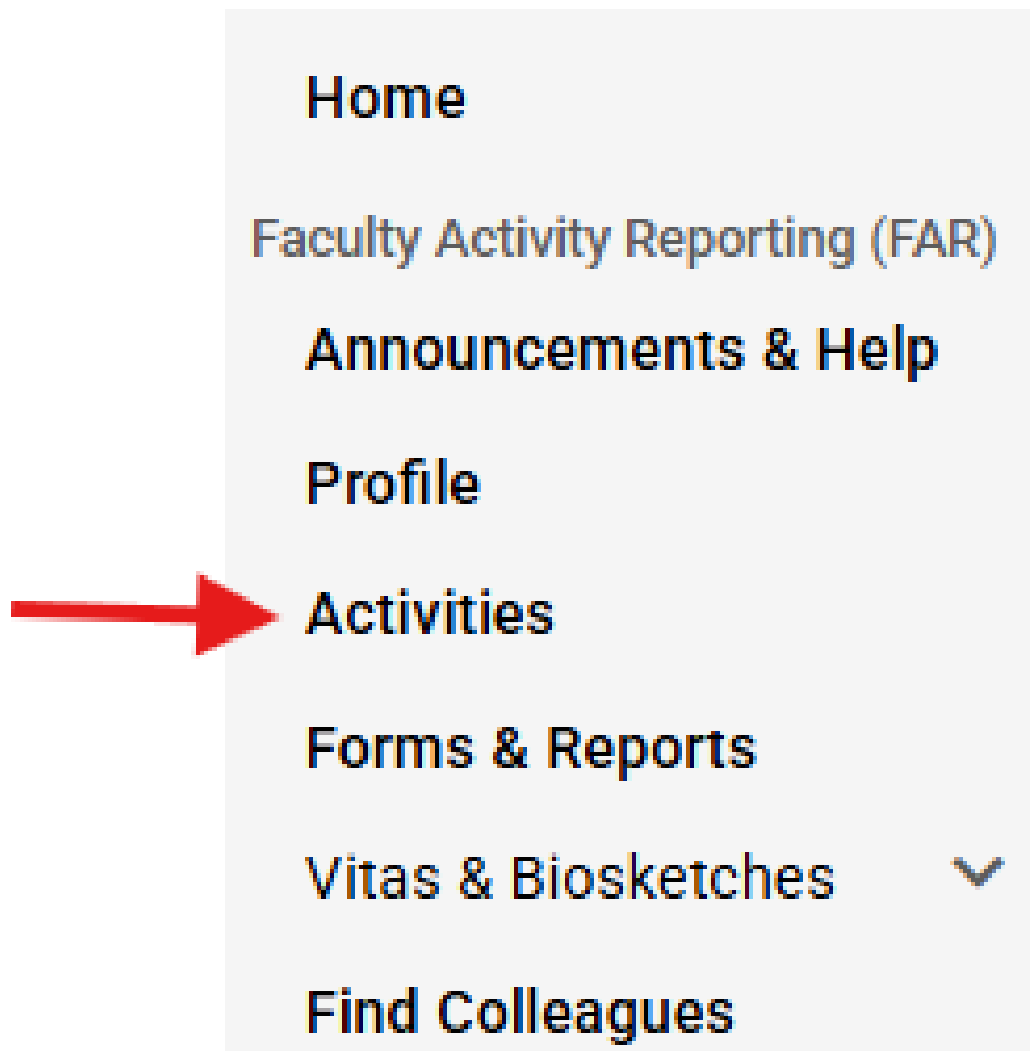
Interfolio uses Single Sign-On (SSO), so be sure you're signed in with your login@southernct.edu Microsoft account.

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:

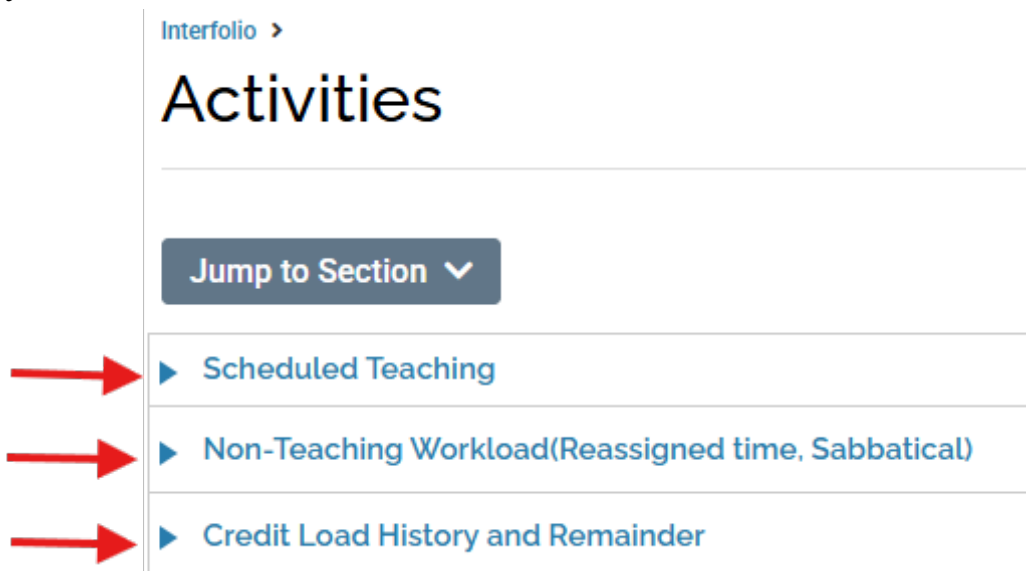
Use the Left-Hand Navigation and click on “**Activities**”. This is where you will go to find your workload data.



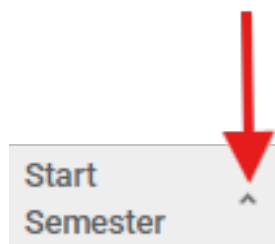
Step 3:

Review your workload using the “*Scheduled Teaching*”, “*Non-Teaching Workload (Reassigned time, Sabbatical)*”, and “*Credit Load History and Remainder*” tabs.

- “**Scheduled Teaching**” will provide you with the courses you have taught within each semester. Check if the course details and teaching load are accurate for this current semester.
- “**Non-Teaching Workload (Reassigned time, Sabbatical)**” will show you the type of non-teaching workload using AAUP codes and the credits received per semester.
- “**Credit Load History and Remainder**” will provide you with your accrued workload remainder.



Pro Tip: Double click the carrot drop-down symbol to arrange data in chronological order. See image below for guidance.



Reminder:

If there are any discrepancies in your workload, please email your department chair and cc OIRA at assessment@southernct.edu.

Please note, our team will seek approval from your department chair prior to making changes within Interfolio.

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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 at assessment@southernct.edu and we will gladly assist you!

Kindly,

[Krishna Soni \(she/her\)](#)

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