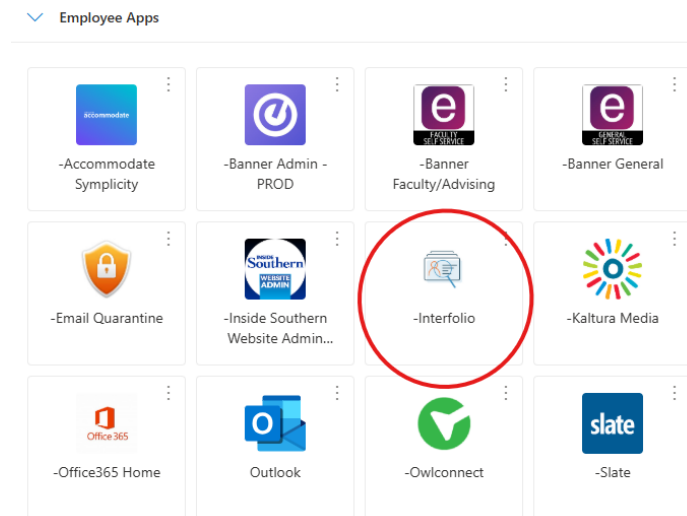




## Navigating Profile and Activities

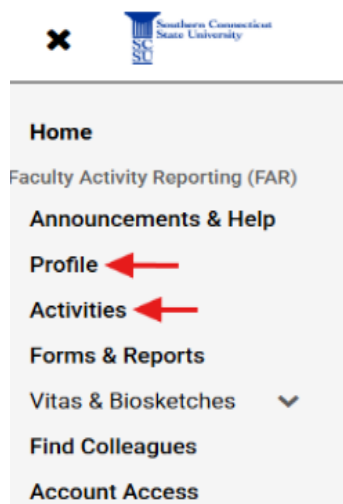
*This Quick Guide will review the “Profile” and “Activities” sections in your Faculty Activity Reporting (FAR) Interfolio Account.*

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.



Having Trouble logging in? Contact Us at: [assessment@southernct.edu](mailto:assessment@southernct.edu)

Once logged into Interfolio, use the “Profile” and “Activity” tabs on the far left of your screen to view and edit your information.



## Overview:

To access a category, click its name. This will open a dropdown spreadsheet-style view that provides a condensed summary of your records. From here, you can quickly verify the completeness of your entries.

**Help ?** If you have a question, click the help question mark icon on the right side of each section. This will display helpful information about the type of data housed in that section, along with a note indicating whether or not the data will appear on your Web Profile.

There are 4 possible actions that you can take from the resulting screen, although not all these actions will always be available.

### 1. **Add a New Record**




To add a new record, click the ‘Add’ button. This will open a blank form with instructions on the top of the page and various fields that need to be completed. These fields may include drop-down menus, yes/no questions, and open text boxes where you can type your response.

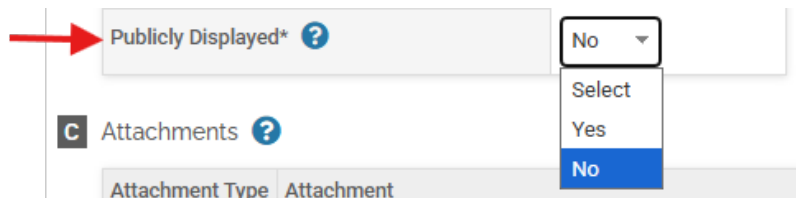
- For open text fields, the box will automatically expand as you type. Simply select or enter the appropriate response for each item.
- Your entry will not be saved unless all required fields (marked with an asterisk \*) are completed.
- If any required fields are left blank, a pop-up message will prompt you to complete them before proceeding.
- Be sure to save your work by clicking one of the save options at the bottom of the screen: Save And Add Another/ Save Changes/ Save and Go Back.

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<b>SAVE AND ADD ANOTHER</b>	<b>SAVE CHANGES</b>	<b>SAVE AND GO BACK</b>	<b>CANCEL</b>
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### 2. **Edit or View a Record** – select the pencil icon on the far-right side of the entry to view or edit each record. You will see additional data when you open each record, along with instructions at the top of the entry form.

3.  **Delete a Record** – select the  icon on the far-right side of the entry to delete the record.  Important: Deleted records **cannot** be recovered. Only delete a record if you are certain the information is no longer needed in Interfolio. If you do not want data in Interfolio to show on your Web Profile, simply go into that data entry and select no for the Publicly Displayed question.



Attachment Type	Attachment
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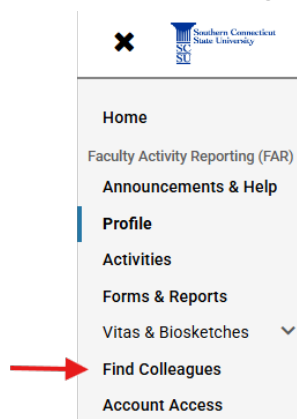
4.  **Copy a Record** – select the square icon on the far-right side of the data entry. The page will refresh and bring you into the copied data entry.

Please be aware that some sections are restricted and cannot be modified directly. If you need to request changes to a locked field, please contact the Office of Institutional Research and Assessment (OIRA) at [assessment@southernct.edu](mailto:assessment@southernct.edu).

## Connecting with Colleagues

*Interfolio includes a powerful built-in feature that makes it easy to connect with fellow SCSU colleagues. Use this tool to discover others with similar research interests, grant activity, academic focus areas, and more. Follow the steps below to get started!*

**In Interfolio**, use the “Find Colleagues” tab to find faculty via administrative assignments, interests, or Orcid ID. Then, enter a keyword (example: “research”). Once you search your keyword, matching records will show directly below your search. You can then connect with SCSU colleagues by clicking the “Contact” button, which will provide you with the colleagues' Office Phone number, Office address, and SCSU email.



## ***Navigating Your Profile***

This section of Interfolio contains key components of your professional profile. A summary of the information included is provided below.

**\*Personal Information:** *Your name has been uploaded using a file, but you may make edits to your “Country of Origin” and “Languages”. You can also upload your SCSU Professional Photo here. Please note, this photo has a maximum size limit of 1mb, and the photo will also be available on the Web Profile portal.*

**\*Contact Information:** *This section shows your Office Address, SCSU Email, and Phone Number. You may manually edit everything except your email address. This section appears on the Web Profiles Portal.*

**Current Position:** *This section shows your Current Academic Rank and Current Position Title. If this section looks incorrect, please email OIRA, as it cannot be manually changed.*

**\*Education:** *List completed formal education resulted in a degree, and degrees in progress.*

**Licensures and Certifications:** *List type(s) of licenses and certifications granted, date obtained, scope, sponsoring organization, and expiration date(s).*

**Academic/Professional Work Experience:** *List your Academic Professional work, corresponding Institution/Organization, Title/Role, and description of the Position(s) here.*

**Rank and Promotion History:** *Indicate your Faculty Rank and effective date of rank.*

**Administrative Assignments:** *Include leadership roles such as Director, Dept. Chair, Committee Chair, Dean, Etc., duration, and brief description of the role and its responsibilities.*

**Interests:** *List your Teaching Interests, Research Interests, Service Interests, and Clinical Interests here. It is great to share your interests in this section because the data you enter can help fellow SCSU faculty connect with you. Use the “Find Colleagues” tab in Interfolio, select “Interests” and enter a keyword to find fellow faculty members who share similar interests.*

**\*Biography:** *Use this section to provide a brief, professional overview of your academic and professional background. This biography will appear on Web Profiles and should help students, colleagues, and external visitors get to know your current role, educational background, research interests, teaching focus, and any notable accomplishments. You may also include previous positions or relevant experience, as well as brief personal interests if appropriate.*

**Note:** To create your Web Profile, please review and add information into the four categories: Personal Information, Contact Information, Education, and Biography. These categories with an asterisk will appear in your Web Profile. For additional information, please refer to the [Web Profiles Quick Guide](#).

## ***Navigating Your Activities***

This section of Interfolio contains key components of your activity. A summary of the information included is provided below.

**\*Scheduled Teaching:** *This section provides you with a list of courses taught and the teaching load credit you received. During the full-time faculty workload verification process, you will be prompted via email to review the data in this section for each Fall and Spring semester. This data is uploaded with a file and can only be edited with department chair approval.*

**Non-Teaching Workload (Reassigned time, Sabbatical):** *This section provides you with the AAUP code and credit received for any non-teaching workload such as sabbatical, medical leave, research reassigned time, etc. Manual edits cannot be made and require approval from your department chair. Similarly, full-time faculty will be prompted to review this section each Fall and Spring semester, as it is part of the workload verification process.*

**Credit Load History and Remainder:** *This section provides you with your Accrued Workload Remainder. This is the overload or underload credit, and it is also calculated every Fall and Spring semester, as part of the faculty workload verification process. Manual edits cannot be made to this section and require approval from both the department chair and the Dean.*

**\* Contracts, Grants, and Sponsored Research:** *Manual entries can be made in this section for non-sponsored grant and contract information (federal, local government, foundation, etc.). Be sure that manual entries identify by type (research, service, training, etc.) These entries can be updated or deleted when necessary. Remember fields marked with an asterisk (\*) are required.*

**\* Scholarly Contributions and Creative Productions:** *Manual entries can be made in this section. Include any Artistic and Processional Performances, Books, Book Chapter(s), Case Study, Conference Proceedings, Creative Publications, Datasets, Digital and Electronic Media, Journal Articles, Patent and Intellectual Property, Presentations, Review, Other Teaching Materials, and Other Scholarly Work(s).*

**Honors and Awards:** *Use this section to record honors, awards, fellowships, scholarships, or other recognitions, whether or not they include monetary support. For each entry, include the title, the type of recognition (e.g., honors, awards, scholarships), the purpose or reason for the recognition (such as academic achievement, research excellence, or service), and the scope (institutional, regional, national, or international). Also include the name of the awarding organization and the date received. You may add a brief description for context, especially if the recognition is not widely known. Please note that grants and contracts should not be entered in this section; they belong in the appropriate Grants and Contracts section.*

**Professional Membership:** *This section includes any formal membership with professional/academic or community/civic organizations. Include the name of the organization,*

*the start date, your role within the organization, and a brief description of the Organization. Please **do not** list services or offices held within professional/academic organizations here.*

**Academic Advising:** *This section allows you to include the number of students you have academically advised on within a semester/ academic year, the approx. number of hours spent, and a description of advising activities.*

**Mentoring:** *This section provides a space for documenting mentoring a faculty member, fellow, graduate student, medical student, resident, and/or undergraduate student(s). Each entry will indicate the mentee's level, the start date, and a description of the mentoring activity.*

**External Service:** *This section indicates any external service. Begin by selecting the start and end semester/year of the service (or mark it as "Ongoing"). Choose the appropriate external service type (Public or Professional) and indicate whether students or student organizations were involved. Specify if the service is related to your SCSU role or was unrelated to volunteer work. Enter the name and location of the organization, your role, the approximate number of hours per year, and whether you were elected, appointed, or volunteered. Indicate if the role was compensated or pro bono. Briefly describe your responsibilities and the committee's key accomplishments. If applicable, note if you served as an external reviewer, participated in a conference, or contributed to accreditation efforts. Include the name of the journal if relevant, and select the scope (local, national, etc.) and whether the activity should be publicly displayed.*

**\* Internal Service:** *This section should include only internal service types such as Internal Service: University, Internal Service: College/School, or Internal Service: Department. Specify whether the service was related to your SCSU faculty role or unrelated volunteer work. Enter the name and location of the organization or committee, your position or role, estimated hours per year, and whether you were elected or appointed. Indicate if the role was compensated or pro bono. Provide a brief description of your responsibilities and the committee's key accomplishments. If you served as a faculty advisor or mentor, include the name and purpose of the student organization. If relevant, list any subcommittees, student clubs, or external reviewer roles. Finally, choose whether the service should be publicly displayed.*

**Faculty Development and Activities Attended:** *This section should include any other Professional Development Activities (other than attendance at a conference) such as a College/University Course, Conference, Continuing Education Course/ Program, Faculty Development Workshop, Faculty Fellowship, Faculty Internship, Professional Association Development Meeting, Self- Study Program, Seminar, Think Tank, Tutorial, Webinar, or Workshop.*

**Consulting:** *This section will include paid/unpaid consulting engagement requiring professional expertise in support of a client. Include details of the client/organization, location, compensation type, approximate numbers of hours spent per year, start and end date, and a brief description.*

**Workshops and Other Non-Credit Instruction:** *This section is intended to document teaching activities that are not covered in Scheduled Teaching where you are the primary instructor or co-instructor. This includes courses taught at other institutions, as well as workshops and clinical/practicum/internship supervision and instruction in a group setting.*

**Directed Student Learning (e.g., theses, dissertations):** *This section is for specific students who you mentor on a regular basis. This includes, for example, undergraduate students who work in your research lab, undergraduate students working on a thesis under your direction, as well as master's and doctoral students working on thesis and dissertation under your director and advising. You can include students at another institution who you may be advising for a dissertation, etc.*

**Media Contribution:** *This section is to document the date and brief description of any media i.e. TV, Radio, Newspaper, Magazine, or Internet contributions. If applicable, you may upload a file to each entry in this section.*

**Teaching Innovation and Curriculum Development:** *This section is used to indicate the creation, enhancement, or redesign of teaching methods, courses, or academic programs to improve student learning, engagement, and outcomes.*

**Reflections on Teaching:** *This section is an opportunity for faculty to reflect on their teaching with a series of open-ended questions intended for reflection. Report the number of distinct course preparations you had this academic year. If you taught multiple sections that required different approaches, count each separately. Reflect on your teaching by highlighting successful strategies, new methods, or course revisions you implemented. Indicate how many brand-new courses you created and delivered, and provide a brief description.*

**Goals and Accomplishments:** *This section is intended for you to reflect on your accomplishments each year by highlighting your most significant achievements and progress toward your professional goals. It is also a space to outline your goals for the upcoming academic year and describe how your activities and accomplishments support the goals and expectations of your department.*

**Note:** *To create your Web Profile, please review and add information into these additional four categories: Scheduled Teaching, Contracts, Grants, and Sponsored Research, Scholarly Contributions and Creative Productions, and Internal Service. These categories with an asterisk will appear in your Web Profile. For additional information, please refer to the Web Profiles Quick Guide.*