

## Interfolio Faculty180 Faculty Quick Reference User Guide

### Introduction

Interfolio Faculty180 is a web-based faculty activity reporting system that provides a convenient, single place for faculty to record their contributions and accomplishments related to research/creative activity, teaching, credentials, and service.

### General Tips

#### Logging Into Interfolio Faculty180

**Preferred method:** Log into Interfolio Faculty180 via the Baruch College Quick Links page via Single Sign-On (SSO) Login, <https://account.interfolio.com/sso>

1. Type in Baruch under Institution
2. When you see "CUNY Baruch College" populate below the search box, click it and click "Sign In."
3. Use your Baruch Username and Password
4. Then click on the Faculty180 tab.

(If you previously had a personal Interfolio login, do not log in using that info.)

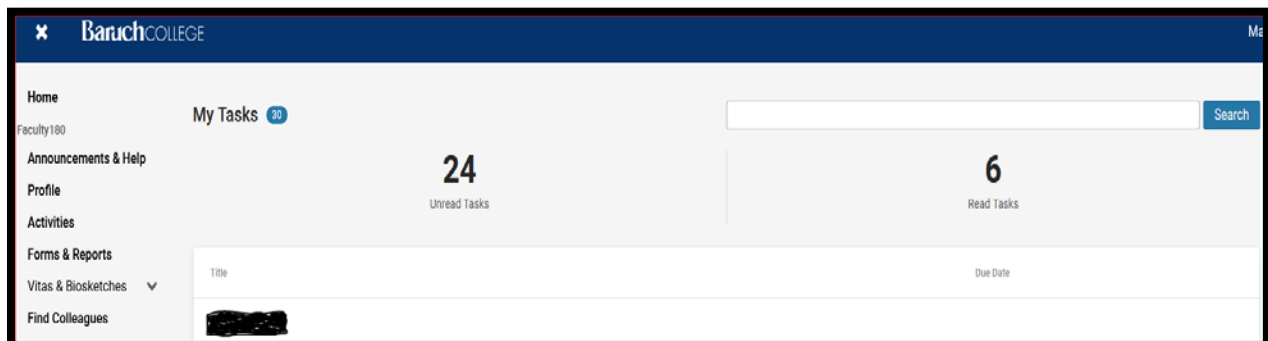
### Reviewing and Entering Your Data

#### Your Dashboard

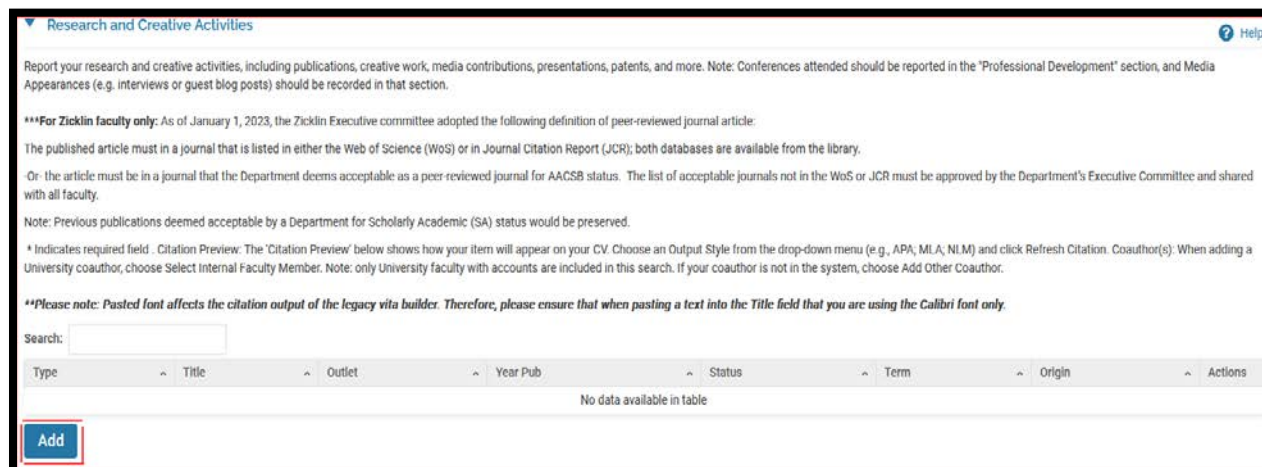
When you log into Faculty180, you'll be taken to your dashboard. The dashboard will contain actions items in a Your Action Items list for processes such as annual evaluation.

Depending on when you are opening Faculty180, you may or may not have items assigned to you in the "Your Action Items" area. If the review cycle has begun, you should see items in this area.

**Please Note:** You can enter your activities at any point of the year.

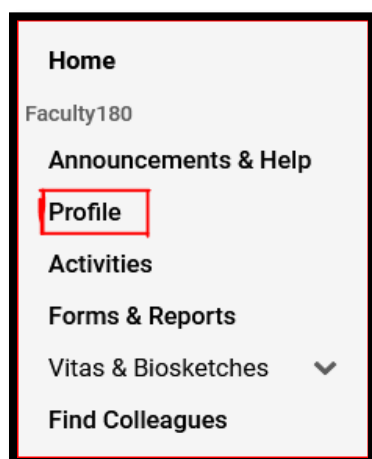


To add information, click the Add button in a particular category. If you do not see an Add button, you likely have not signed in correctly. Please see [how to sign in to Interfolio](#).



## Your Profile

The **Profile** provides basic information about you and your professional activities and interests (i.e. work and education history). Some of this information will be used to populate your Faculty Profile.

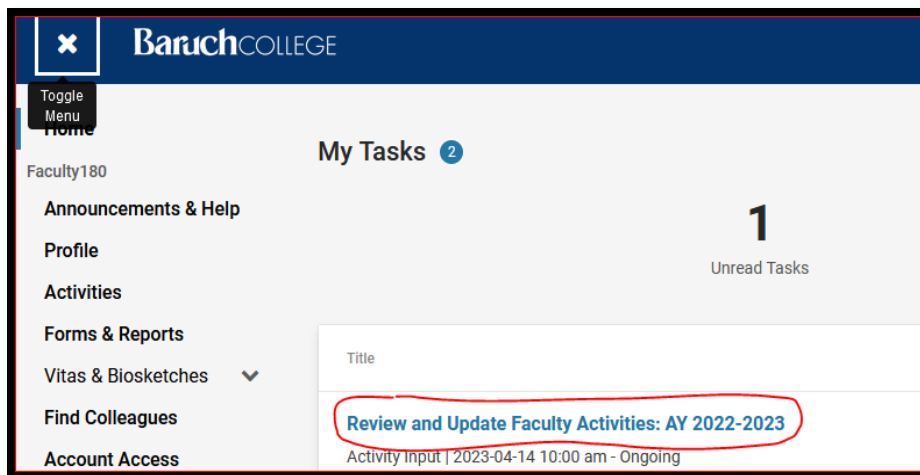


Click on **Profile** and make sure your information is correct and update anything that may have changed. Make sure your education details are included as this information is sometimes needed for things like accreditation reports.

You can update your profile at any time if any of this information changes.

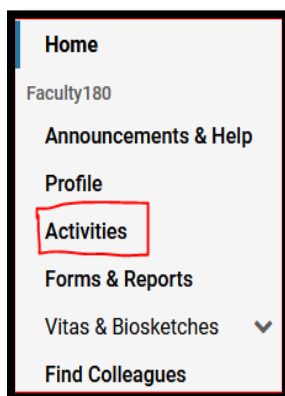
## Your Activities

You will spend most of your time in the **Activities** area of Faculty180. This is where you will enter the details of your activities. While you can enter your activities at any time of the year, you will need to enter your activities for the current review cycle before the Faculty Activity Input deadline. If the review cycle has begun, you will see an action item on your dashboard for Faculty Activity Input.



### Entering and reviewing your Activities

Select **Activities** to enter your activities for the current academic year.



The **Activities** sections allow you to record your accomplishments and activities as a teacher, scholar, colleague, as well as a member of your disciplinary association, profession, and community. These should be updated every semester to ensure that your Faculty Profile and your CV are current.

Enter activities in all of the relevant Categories:

1. **Scheduled Teaching:** the courses you have taught over the academic year (s) are automatically pulled from CUNYFirst. (If you do not see all of your courses, make sure the Start Semester and End Semester are on the correct dates and select Refresh.)
2. **Teaching Innovation and Curriculum Development**
3. **Workshop Facilitation and Other Non-Credit Instruction**
4. **Directed Student Learning (e.g., theses, dissertations)**
5. **Mentoring**
6. **Research and Creative Activities:** Report your research and creative activities, including publications, creative work, media contributions, presentations, patents, and more.

Any fields with an asterisk are required. In addition, the fields marked below in red will be displayed in the CV.

**A** Input Form

Status*	Completed/Published for Spring 2023 <span>Manage Status</span>
Type	Book Chapter
Chapter Title*	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>B</b> <i>I</i> <u>U</u> ×<sub>2</sub> ×<sup>2</sup> <i>I</i><sub>x</sub> Ω</p> <p>Believing in Students' and Teachers' Capacity for Excellence</p> </div>
Book Title	Leading in Urban Schools
Series Title	
Year	2023
Date Published	2023-04-03
Publisher	Teachers College Press
Publisher City and State	New York City
Edition	
Page Numbers	12 pages

**B** Activity Classifications

Accepted ?	<input type="text"/>
Audience ?	Select
Engagement ?	Select
Invited* ?	Accepted
Is this publicly available? ?	Select
Review Type ?	Select
Scope ?	Select
Synergistic Activity ?	Select
Type ?	<input type="text"/>
Was this peer-reviewed/refereed?* ?	Peer-reviewed/Refereed
Publicly Displayed* ?	Yes

### **How to Import Citations**

See the Interfolio guidance on [importing citations for Scholarly Contributions and Creative productions](#).

7. **Grants**
8. **Grant (Not via SPAR)**
9. **Media Appearances-** Use this space to record instances where you were interviewed or otherwise featured by the media in a news story, article, or online venue (e.g., a guest blog post). For activities where you are the originator (e.g., author, editor, producer, etc.) or host

(e.g., an academic blog that you manage), record under "Research and Creative Activities - Media".

10. **Service: Department/Program/School/College**
11. **Service: CUNY and CUNY Colleges**
12. **Service: Professional**
13. **Service: Community, City, and Public**
14. **Faculty Development Activities Attended**
15. **Honors and Awards**
16. **Professional Membership**
17. **Consulting**

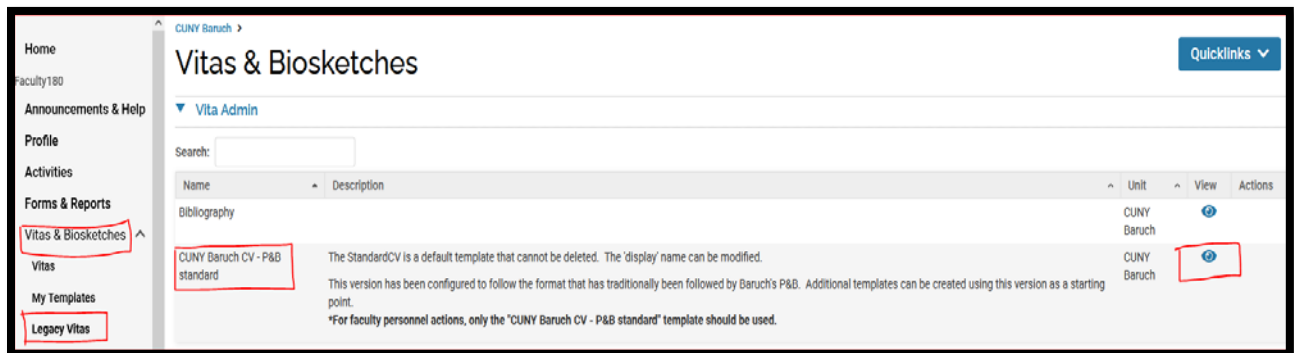
For more information about entering activities, including guidance on where to put certain activities, see the [Activity Input Form](#) section on the Interfolio website. Interfolio also has a [free training webinar](#) on Faculty Activity Input.

### **Generating and exporting a CV from Faculty180**

Faculty can export all of the data they've entered into Faculty180 by exporting their Vita through the **Vitas & Biosketches** section with the proper terms selected.

You may preview your CV from the **Vitas and Biosketches** link in the left menu. Click **Legacy Vitas** from the submenu, then click the eye icon for the **CUNY Baruch CV - P&B standard vita**. ***This template has been configured to follow the format that has traditionally been followed by Baruch's P&B.***

***Please note:*** By default, only items from the past year are displayed in your Legacy CV, so you will need to change the date range to include items from any previous years. If you have any works in progress dated at a future date, you must change the end range to include those as well. Please check off Date range: All. You can also hide the date range in vita output.



# Vitas & Biosketches

View Vita

Vita Options

Type\*  Institutional  Personal

CUNY Baruch CV - P&B standard\* (CUNY Baruch )

Date range\*  All  Custom

Begin\* Spring 2022 End\* Spring 2023

Hide date range in vita output

Note: date range only applies to items from activity input

**Refresh Vita** **Export/Share** **Print**

## Vita Certification

For faculty personnel action purposes, a faculty member and department chair must certify the CV in Faculty180 by going to the **Activities** section, click **Add** and checking off yes or no. Any fields with an asterisk are required.

### Faculty member Vita Certification Section

Vita Certification ? Help

I hereby certify that the information supplied in this CV is accurate and complete to the best of my knowledge. (Faculty Signature)

Yes/No	Date Certified	Semester	Start Semester	Actions
<b>Add</b>				

## Activity Input

Vita Certification

\* Indicates required field

**A** I hereby certify that the information supplied in this CV is accurate and complete to the best of my knowledge. (Faculty Signature)

Semester\* Spring 2023

Yes/No\* Select

Date Certified\*

Signature\*

**B** Activity Classifications

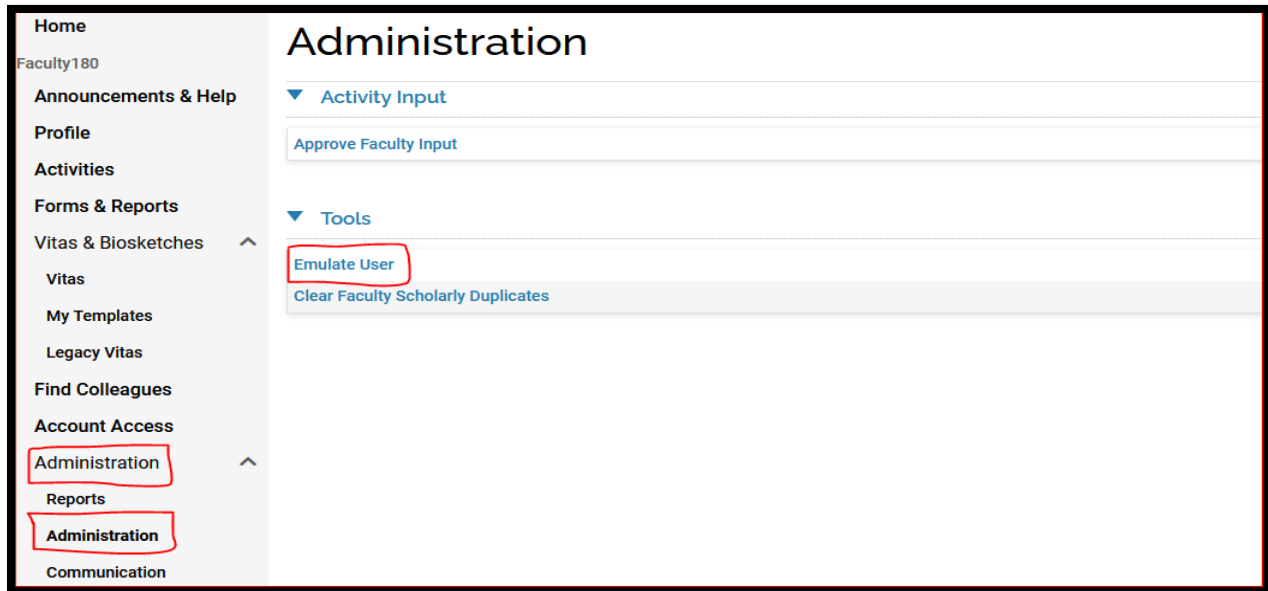
Publicly Displayed\* ? Yes

**Save** **Save and Add Another** **Save and Go Back** **Cancel**

## Department Chairs: Emulation with Full Admin Rights

Full Admin Rights allow you to see all users in a unit to which you have been given access.

1. Begin in the left navigation menu, and click on Administration > Administration > Emulate User.



2. On the table that opens, you will see counts of faculty in your department (and divisions, if applicable). By default, the counts are for active faculty with primary appointments in your unit.

The screenshot shows the 'Emulate User' page. It has a title 'Administration' and a subtitle 'Emulate User'. Below the subtitle is a section 'Count By Unit' with two filters: 'Employment Status' set to 'All Faculty' and 'Assigned To Unit As' set to 'Primary Unit'. Below the filters is a table with the following data:

Unit <input type="checkbox"/>	Total	Attached In			
		College	Division	School	Department
Philosophy	27	-	-	-	27

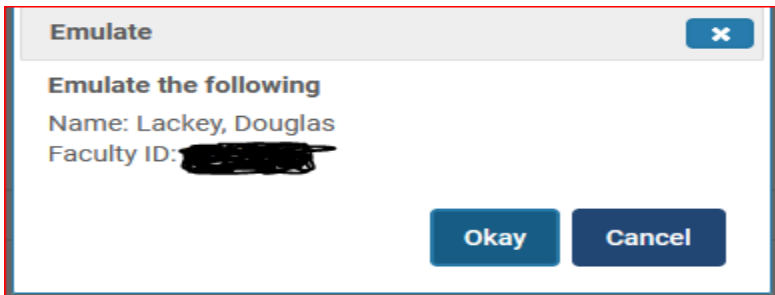
a. Use the **Employment Status** filter to focus on a different employment status (including inactive faculty). Change the **Assigned To Unit As** filter if you want to access faculty who have secondary appointments in your unit.

b. Click on one of the hyperlinked numbers to open a list of faculty included in that count.

3. A page opens that shows the names of faculty available for emulation.
  - a. Click on the name of the faculty member you wish to emulate.
  - b. If the list is long use the search bar to search for a specific faculty member.

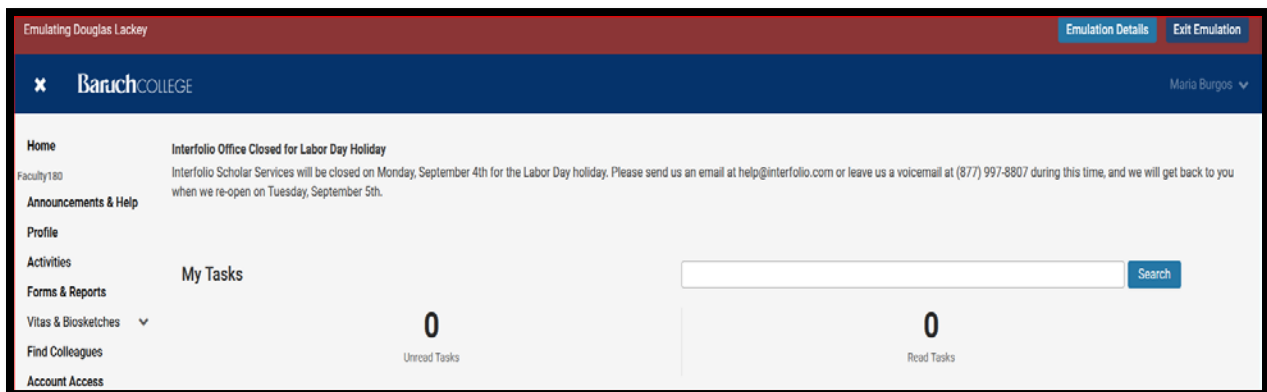


4. After clicking a faculty name, a confirmation pop-up window appears. Press Okay if you wish to proceed with emulation for that individual.



### During Emulation

1. Once you are in emulation mode, a red banner appears at the top of the screen confirming whom you are emulating.
2. The left navigation menu now matches what a faculty member sees. If you are emulating with Limited Rights, you will not see the **Account Access** option in the left navigation menu.
3. Press **Exit Emulation** in the upper right corner to exit the faculty member's account.

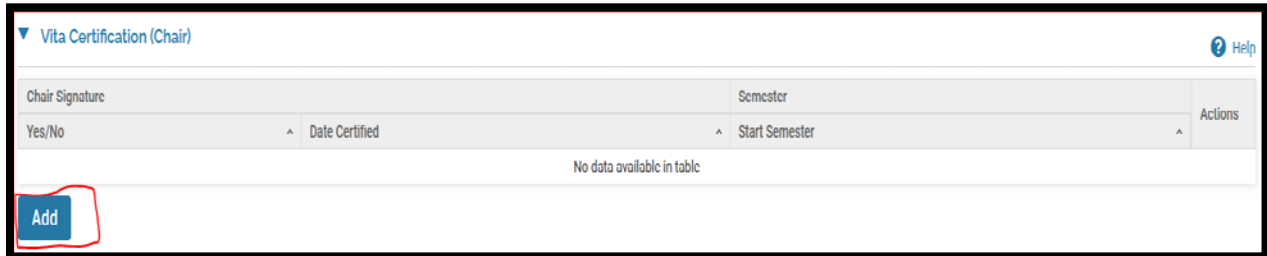




Department Chair who must certify CV:

1. Go to 'Activities' then scroll down to 'Vita Certification (Chair)'.
2. Once you select 'Vita Certification (Chair)', click the "Add" button.

**Department Chair Vita Certification Section**



3. Once you finish filling out the 'Vita Certification (Chair)', click the 'save' button.
4. Once complete, exit out of emulation.