Interfolio Faculty 180 (F180)
User Guide – for Faculty

LOYOLA
UNIVERSITY CHICAGO
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Faculty Activity Reporting

Welcome to F180 at Loyola University Chicago!

Interfolio F180 (also known as Faculty 180) is the new university-wide faculty activity system. This system will capture the range and diversity of faculty scholarly, creative, teaching and service activities, including (but not limited to) journal articles, book chapters, videos, conference proceedings and computer science code.

F180 can also be used to create program reviews and departmental reports, university accreditation reports, and university-wide directories.

This manual will walk you through the basics of the Dashboard/Home page, the Announcement page, the Profile page, and the Activities form. The manual will be updated as the university creates additional features.

For questions/issues about Interfolio Faculty 180, email interfolio@luc.edu.

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Logging into F180
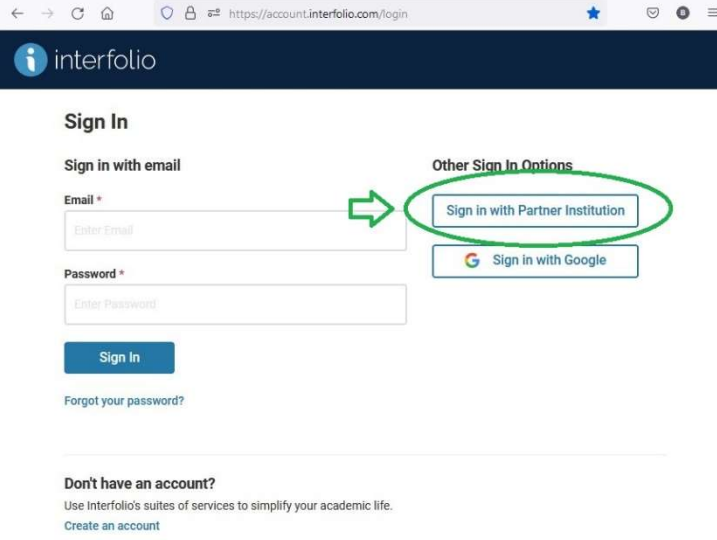
There are two ways to log into F180. The easiest way is to use the link on the Loyola Chicago F180 webpage: https://www.luc.edu/f180 and click this button:

LOGIN TO F180

After clicking on the link, skip to **Step 4** below.

The second method is to navigate to https://account.interfolio.com/login, and follow the steps below.

Step 1: Click on "Sign in with Partner Institution"

Step 2: In the space provided, begin to type "Loyola University Chicago" – the list will update with available institutions. Select "**Loyola University Chicago**".
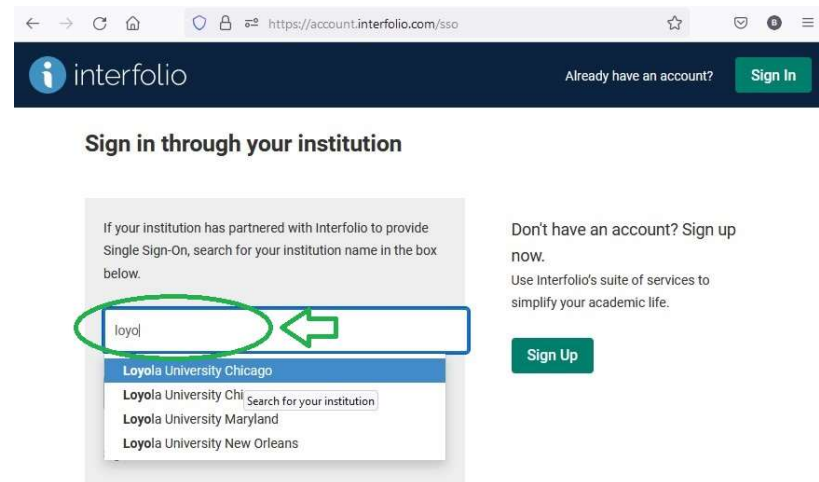
Step 3: Click "Sign in"
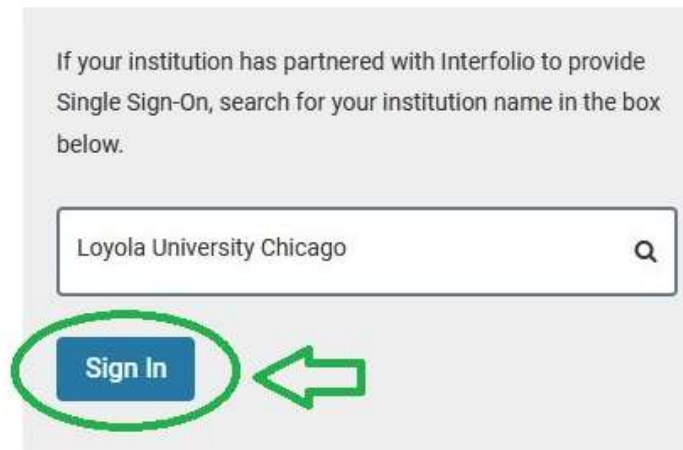
Step 4: The LUC SSO sign in page appears on the screen, enter your luc.edu email address, and click "Next".

**Step 5:** Enter your Loyola password and click "Sign in".

You should now be redirected to your personalized Interfolio F180 Homepage/Dashboard.

Navigating F180

This section of the manual offers some useful tips when navigating F180.

When you log into F180, one of the first things you will see is the menu bar on the left side of the screen. This menu allows you to navigate the different sections of F180. Each of these sections will be explained in later sections of the manual. Clicking the ✖ button collapses the menu bar so you can utilize more of the screen for your data entry. Clicking the hamburger (≡) button expands the menu again if it has been collapsed.
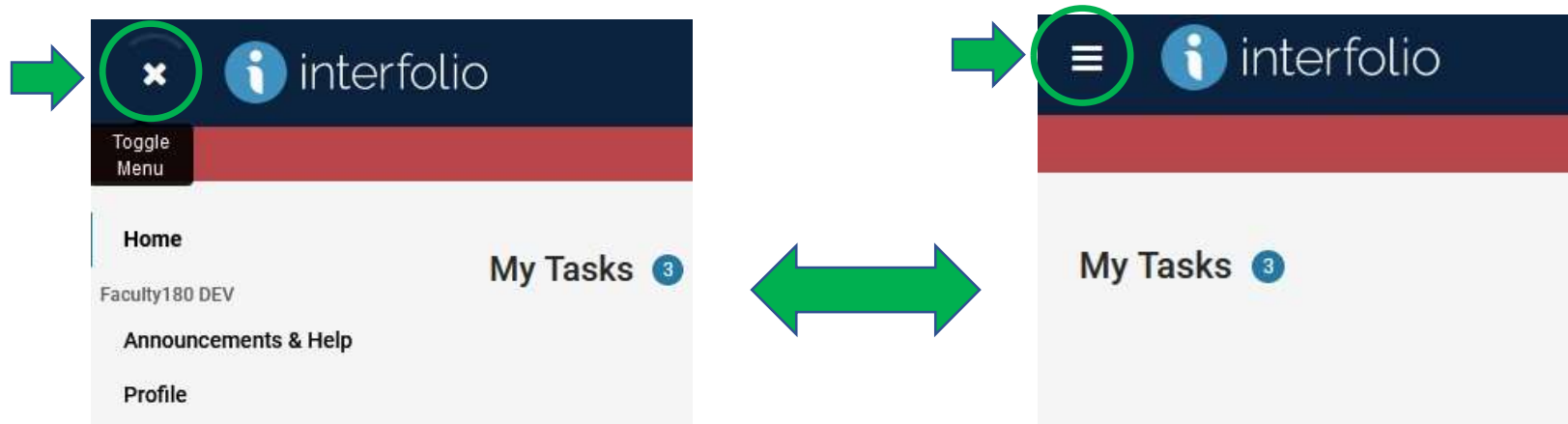
One of the most important sources of information when filling out activities or forms is the help text that is associated with a form or section. Whenever you click this button, a popup will appear that offers additional guidance and information.

F180 uses many buttons with icons to perform actions on data you have entered or when you are requested to enter data in a form. Below are some common buttons, as well as an explanation of the action that occurs when they are pressed.

Clicking on this icon allows you to edit a form or entry.

Clicking on this icon deletes the form or entry. CAUTION: This is permanent and can't be undone.

Clicking on this icon duplicates a section or entry to make it easy to enter similar actions entered previously.

Clicking on the icon allows you to "drill down" to view additional menus or forms in F180.

This icon on a field or section indicates it is locked and can't be altered.

F180 offers a few different options to save whenever activities are entered into the system. A good result to follow is to save your information often as you enter it, making note of the different save options. Below is a screenshot of the options and explanation of what each performs.

| Save | Save and Add Another | Save and Go Back | Cancel |

Save: Clicking this button will save your activity or form but remain on the page. If you click this button, then enter another form or activity and press this button a second time, your previous work will be overwritten.

Save and Add Another: Clicking this button will save your entered activity or form, and then clear the form for you to enter a new activity.

Save and Go Back: Clicking this button will save the activity or form and take you back to the main page for the section.

Cancel: Clicking this button clears the form and cancels anything you have entered into an activity or form.

At the top of every section page, there is a "Quicklinks" option.

Quicklinks ⌄

When you are on a page you use often, and would like to be able to go directly to that page quickly in the future, you can click on this dropdown and select "Add This Page as a Quicklink" - The page will then appear as an easy option in the drop down every time you log into in F180 and allow you to navigate to it directly.

Home Page / Dashboard

When you log into F180, the webpage directs you to your own personalized dashboard. Here, you will find notes from Interfolio as well as a section that directs you to your current assigned tasks. This is where Annual Reviews and other processes will be announced, and you will be given clickable links to complete the tasks.

These are clickable links, allowing you to directly go to a form that you are requested to complete.

In this example, there are 4 new (unread) tasks. Once a task is viewed, but still not completed, it will be added to the "Read Tasks" number.

Further down the homepage, F180 offers quick ways to add activities without having to navigate to a different page. The "Add Activity" section allows you to select an activity from a drop-down list, and then takes you to the form to enter the necessary information. The "Import Activities" button allows you to import citations from an established source. Once clicked, F180 will walk the user through the process.

Announcements & Help

The Announcements and Help page is where any announcements will be posted, as well as information about how to get assistance with F180 which will appear as a FAQ section at the bottom of the page. The FAQ section will be expanded as common issues or questions arise.

Profile

The *Profile* section includes your personal and contact information, as well as your position history, credentials, and professional references. When available, some of this information has been pre-loaded from a LUC system. When a section is opened for editing, some fields may be locked for editing. These are indicated with the lock icon (🔒), and/or the data within them may be grayed out. If any of those data show incorrect information, changes and edits should be made through Human Resources or the appropriate LUC office. When fields are editable, data will NOT flow back into any LUC system, but the information may appear when vitas and biosketches are created in F180. The help icon provides useful information about the types of information that should go into each section.

The **Personal Information** section is populated with data from campus systems. If any corrections are necessary to non-editable fields, please contact Human Resources. Suffix, Honorific, and Languages are editable.

The **Contact Information** section contains your university contact information and has been populated from campus systems or from the previous activity reporting system. Most of these fields are editable by you except for email address. F180 is not a source system for contact information, meaning that information added to F180 will not be transferred into other campus systems. Contact information entered here can be added to CV templates. Any secondary email addresses entered here will never be used for communication purposes from the university or F180.

The **Current Position** section has information on your current academic rank populated from campus systems. You should add any other your current position(s). To maintain your full history of position details, please see the *Academic and Professional Position History* and *Administrative Assignments* sections*.*

The **Academic and Professional History** section is intended to capture your full academic and professional work history, such as faculty, government, military, and industry roles. You may also use the *Consulting* section for work with clients requiring your professional expertise. You may use the *Administrative Assignments* section for faculty administrative roles.

The **Administrative Assignments** section should be used for administrative roles at the university. The Responsibilities/Description and Leadership Roles fields may be used to describe multi-faceted roles. Non-administrative faculty positions (e.g., your rank and promotion history) may be recorded under the *Academic and Professional Position History.*

The **Degree Granting Education** section should be used to identify any degrees you have earned. Please review and update any entries that are missing the Year Conferred (labeled as '9999'). You may relabel the entry as "In Progress" if applicable. Include non-degree credentials and certificates under the *Licensures, Certifications, and Certificates* section.

The **Licensures, Certifications, and Certificates** section is used to report non-degree credentials earned, including licenses granted by state regulatory bodies (e.g., license to practice law), certifications indicating a specific set of knowledge or abilities (e.g., certification in the computer industry), and program certificates. You may note the exact date that the license was obtained or will expire in the Description field if the month/date fields do not meet your needs. Use the *Degree Granting Education* section to record degrees in progress or received.

The **Personal References** section is used to add references you may wish to appear on a vita or biosketch.

Activities

The Activities section is where you will keep track of your teaching, research, and service activities. Data from the previous Faculty Activity System have been populated into the appropriate areas. Activities can be entered at any time – you are not required to wait for an annual review or other process to be initiated to keep your activities up to date. In fact, keeping your activities up to date will simplify the annual review process, as the activity data will already be entered into F180. Activities that have been historically difficult to classify are in a table at the end of this section with the appropriate section in which to enter them.

Please note: when entering activities, any field with an asterisk is a required field, and you will not be allowed to save the activity until all required fields are filled out.

The **Scheduled Teaching** section will be pre-populated with course data from LOCUS for courses with enrollment of at least one student. This data is refreshed every term. Course evaluation data is included as well and is loaded from Smarts Evals. Course data from before AY 2021-2022 were loaded from the previous faculty activity system. The IDEA course evaluation items contain historical data, where applicable. The Smart Evals platform is used to store the full course evaluation details (e.g., student comments). Smart Evals reports may be uploaded to F180 as attachments. The course schedule information and course evaluation scores are locked for editing. Any items phrased as a question can be edited (e.g., Honors course?).

Please see the optional items to provide details about the course (e.g., new format), your teaching (e.g., innovative practices), and the course evaluations (e.g., student response rate). Note that field names phrased as a question can be edited (e.g., *Honors course?*). You may wish to upload your course syllabus or full course evaluation report, found within the *Smart Evals* platform, as an attachment.

The **Program and Course Development** section is used to enter specific details pertaining to any program or course development in which you engaged this year. Please be sure to include the Month & Year you started, the Program/Course Title, and your role in development.

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

For the **Academic Advising** section, please select the Start and End Months for the current academic year and the total number of undergraduate and/or graduate students advised over the course of the year. Please refer to the *Mentoring* section for informal and formal mentoring of students, trainees, or faculty. Please see *Directed Student Learning* to name specific students who completed independent studies, research/lab work, dissertations, or theses under your direct supervision or guidance as a committee member.

The **Directed Student Learning (e.g., theses and dissertations)** section 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 a thesis and dissertation under your supervision or guidance as a committee member. You can include students at another institution who you may be advising for a dissertation, etc.

The **Mentoring** section is for other faculty mentoring activities. Please indicate each mentoring relationship during this academic year, specifying the start and end dates and the level of your mentee(s). Note: these individuals are different from students or other faculty you may advise. Please see the *Academic Advising* section for summary counts of formal undergraduate and graduate advisees per year. Please see *Directed Student Learning* to name specific students who completed independent studies, research/lab work, dissertations, or theses under your direct supervision or guidance as a committee member.

The *Summary of Professional Responsibilities* section summarizes your professional responsibilities as a faculty member, indicating the approximate number of faculty meetings, open houses, graduations, convocations, and other duties to which you attended.

In the *Scholarly Contributions and Creative Production* section, please report your scholarly contributions, including articles, books, creative work, presentations, patents, and more. The list of authors/contributors should include yourself and any co-contributors Specific conference presentations should be included in this section. Conference attendance, more broadly, can be reported under the *Faculty Development Activities Attended* section) section. Please include Proceeding Publications under the Conference Proceedings contribution subtype.

The *Contract and Grants* section is for applications for funding, as well as funded contracts and grants.

The *Service: University* section is for university-level committee work.

The *Service: College* section is for college-level committee work.

The *Service: Department* section is for department-level committee work.

The *Service: Professional* section should include service rendered to an academic/professional organization or the academic discipline more broadly (e.g., serving on a committee, holding a board position, or organizing a program). Please see *Editorial and Review Activities* for editor and reviewer roles. Please see *Non-Credit Instruction* if you delivered a workshop or professional development session.

The *Service: External* section is to note your service to external or community organizations. This section also includes any historical or current work conducted at external academic institutions.

The *Media Contributions* section is for any contributions to media (e.g., film, radio, internet, etc.).

The *Editorial and Review Activities* section is where you would log editorial or review positions, as well as time spent in those roles.

The *Professional Membership* section is used to indicate any affiliations or memberships with specific organizations.

The *Faculty Development Activities Attended (e.g. conferences, workshops)* section is to specify any conferences, trainings, or continuing professional education, etc. in which you participated. For remote Professional Development, please enter "Online" under City.

In the *Awards, Honors, and Professional Recognition* section you will list any honors, awards, or fellowships you have received.

In the *External Connections and Partnerships* section, describe relationships or partnerships that you have cultivated with external organizations (e.g., pipeline for student recruitment, funding/donor relations).

The *Consulting* section should include paid and unpaid consulting engagements requiring professional expertise in support of a client.

The table below contains historically difficult activities to classify in activities reporting as well as the section recommended to enter those activities.

Activity	Recommended Section for Entry
• Creating courses in new modalities (from in-person to online/hyflex) • Curriculum revision • Designing community-engaged courses	Program and Course Development
• Guest lectures • Master class or workshop	Non-Credit Instruction Taught
• Career counseling of graduate students • Care work with students (i.e. assistance with seeking accommodations, exposure to institutional DEI resources)	Academic Advising
• Professional mentoring/career counseling of alumni • Mentoring students outside of school/college • Faculty Advisor for student group • Faculty Advocate program mentor (1:1 mentorship for faculty seeking promotion to full professor)	Mentoring
• Independent Studies • Thesis or dissertation supervisor or committee member	Directed Student Learning
• Faculty Council • University Senate • University Rank and Tenure Committee	Service: University
• Gender/Diversity Task Force • Academic Programs/Curriculum Committee • Faculty Equity Workload project committee	Service: College
• Undergraduate Program Committee • Department Outreach Committee • Recruitment events/speaking with prospective students	Service: Department
• Editorial Board • Program committee (national conference for discipline/field)	Service: Professional
• Board of Directors for non-profit organization • NSF/NEH Review Panel	Service: External

Activity	Recommended Section for Entry
• Expert panelist on TV/radio • Op-eds	Media Contributions
• Anti-Racist STEM Pedagogy series • Faculty Mentorship training workshop	Faculty Development Activities Attended

Annual Reviews / Initiated Input Periods

Faculty will input data and other information into Interfolio F180 to complete Annual Review Processes, as well as other initiated input processes. When a user logs into F180, they will see a message similar to this, with a link to an annual review:
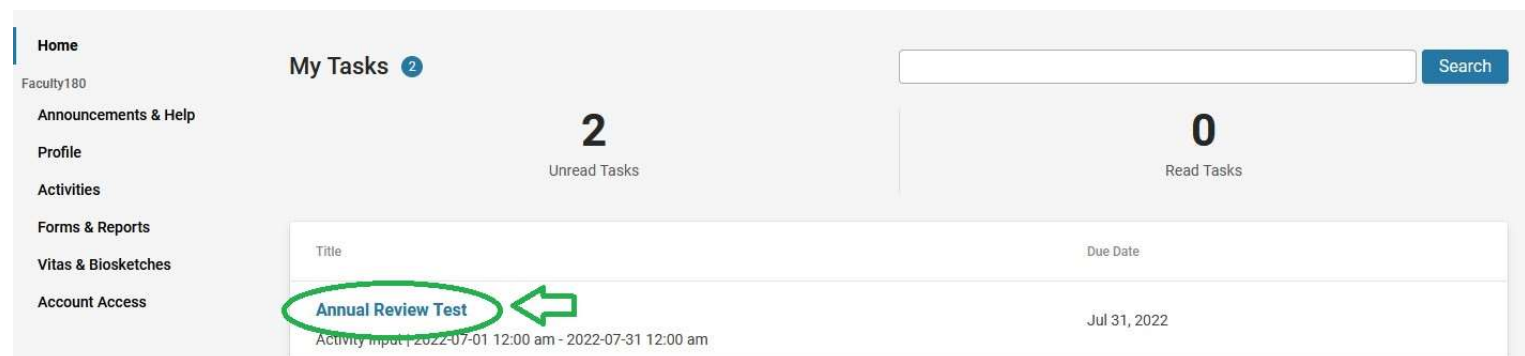
If you have kept your activities up-to-date in F180, the input activity part of the process will already be complete. One major difference you will notice when you are sent a request to perform an annual review (or initiated input period) is that the activities section will only show activities that were entered for specific time periods. For example, if your unit's annual review is from August thru July of a given academic year, then ONLY activities that were entered and identified to have happened during that time period will be visible. During an annual review process, any items in your activities list that are ongoing or not marked as completed during the time period assigned to the review will be flagged as needing attention – see "Activities require your attention" in the image below.

Contracts and Grants — Activities require your attention ← Item requires attention — ? Help

Please record applications for funding, in addition to funded contracts and grants.

Under **Collaborators/Roles**, please include your name, your collaborators (if any), and the corresponding roles (e.g., PI, Co-PI, Supporting, Other). *Example:* Jane C. Doe (PI), John A. Smith (Co-PI)

Title	Type	Status	Awarding Organization	Contributors/Roles	Amount	Start Month	End Month	Actions
CELTS Fellowship	Fellowship	Funded				January 2020	Ongoing	● Ongoing Activity ○ Activity Ended
NIH Fellowship	Grant	Application in Preparation	Federal			January 2022	Ongoing	○ Ongoing Activity ● Activity Ended August ▼ 2021 ▼

Add   View All   Update

① If this activity is still ongoing, you can keep the item marked as "Ongoing Activity"

② If the activity has ended, change the selection to "Activity Ended".

    ③ Once the selection changes, a month and year drop down will appear for you to indicate when the activity ended.

④ Once you have updated the activity or activities in the section, click on "Update" and the red alert will disappear.

You will need to go through all activities that require your attention.

Near the bottom of the annual review forms you will see a few new forms related to the annual review process. The Office of Institutional Effectiveness has worked with your unit to align the annual review processes with how they have been performed in the past. These typically have names like "Annual Faculty Review – CAS". These forms are your opportunity to rate yourself for the previous year's activity. Below this section, click on the "Add" button to enter your review. Only you have access to filling these specific faculty forms, Chairs and/or Deans will have their separate but very similar rating forms. The screens below offer some examples of how your annual review form may look:

A Faculty Information

Start Month*	Select Month ▾	Select Year ▾
End Month*	Ongoing ▾	Ongoing ▾
Faculty Rank	Select ▾	
Research Teaching Status	Select ▾	

Insert the start and end of the review period. Typically, this is from July 1 of the previous year through June 30 of the current year.

Select your Faculty Rank (i.e., Professor, Associate Professor, lecturer, etc.
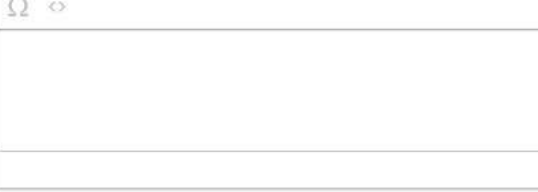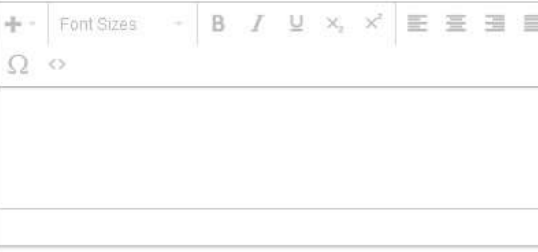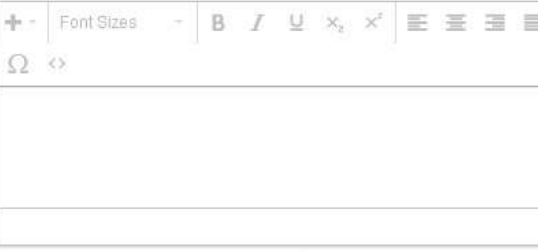
Select your research teaching status.

B Faculty Ratings

Teaching and Student Engagement*   Select ▾

Select
1- Needs Substantial Improvement
2 - Needs Improvement
3 - Meets Expectations
4 - Exceeds Expectations
5 - Substantially Exceeds Expectations

Select your ranking of your work in the previous year, this is the typical scale.

Teaching and Student Engagement Comments

Intellectual Contributions/Professional Development   Select ▾

Font Sizes   -   B   I   U   x₂   x²

These "comment" boxes are where you can give more information on your ratings.

Intellectual Contributions/Professional Development Comments

In this example above, note that "Teaching and Student Engagement" is a required rating (note the asterisk), whereas "Intellectual Contributions/Professional Development" is an optional rating (no asterisk). Notes on the forms are provided. Below is an example of another section that may be given to fill out during the Annual Review processes. In this example, faculty will provide a lot more narrative, because school/department's annual review form request the information in this format.

Teaching and Student Engagement: This Year's Goals

Teaching and Student Engagement: This Year's Performance (please provide short narrative)

[Optional Additional Narrative] How did you incorporate innovation into teaching practices? How did you incorporate mission-based teaching practices?

Teaching and Student Engagement: Goals for Next Year:

Teaching and Student Engagement Rating*

Select

These same forms will be sent on to your chair (and dean if applicable) to complete the process. Please keep in mind that not having filled out any item with an asterisk or not updating any activities that require attention will prevent forms from being saved and prevent you from submitting your review.

Once you have filled out all relevant forms and updated all activities, you can click the "preview" button to see a printout of the vita that is tailored to your unit's review process. Once you are satisfied with all the information, you may click the "Submit" button, this sends the review to your chair or dean to complete their part of the review. Any meetings or follow-ups will occur after they have filled out their versions of the forms.

Help and FAQs

The Loyola University Chicago Interfolio team can be reached at interfolio@luc.edu. Please email the team with any questions, recommendations, or comments so that we can make F180 work better for you, your colleagues, and the university.

In the future, Loyola University Chicago will have its own set of frequently asked questions. Once established, a link to that information will be placed here.

Links to sources of information:

A faculty user training video is available on the F180 website:

https://www.luc.edu/f180 - look under the "Faculty Users" section near the bottom of the page.

Interfolio Faculty User FAQs:

https://product-help.interfolio.com/m/68329/l/785022-faculty180-faqs

Interfolio Faculty Help website:

https://product-help.interfolio.com/m/68320