

Interfolio (Fac180) Quick Start Guide

The office of Faculty Affairs and Professional Development oversees the School of Medicine's Interfolio (Fac180) system. This is where faculty related activities are maintained, reported, and used to conduct annual evaluations and career advancement through the promotion/tenure processes. We hope this Quick Start Guide will help introduce you to the product and provide you the information you need to begin reporting your data in your Profile and Activities sections. Check our website for more resources and trainings opportunities as they become available:

<https://www.utt Tyler.edu/academics/colleges-schools/medicine/faculty-affairs/>

What is it?

Fac180/Faculty Activity Reporting (FAR)

- Central repository for reporting teaching, scholarship, and service contributions. Produces CV and data for various faculty and administrative needs. Connected to Interfolio Data Service to locate publications.

Review, Promotion, and Tenure (RPT)

- Creates unified, seamless work-flow process utilizing Fac180 reported data.

Why is it important?

- LCME Accreditation and AAMC Reporting
- Collaboration with our Main Campus
- Allows us to capture faculty output, expertise and impact.
- Improves CV maintenance and provides reliable data source for internal/external use, including annual evaluation and promotion/tenure processes.

Here are a few important details to be aware of before getting started.

1. **The videos linked below will provide detailed information and instructions. It is suggested you watch it/them before you begin entering data.**
2. Once logged-in, check the **Matched Activities** section on your **Home** screen, you may find you have data already awaiting your review. The system checks areas like PubMed for potential matches. You can verify them and it will add them to your Scholarly Contribution section within Activities. The system learns based on your action, so if you decline one it will not provide it as a potential match again. Be sure to complete the **Task** of classifying your imports. Also notice the Import Activities on the Home screen, you can use PubMed, Google Scholar, and other data tables to bring in your publications.
3. **The system is available year-round, you can log-in and update your Profile and Activity data at any time.** By maintaining it regularly, it will save you time during the evaluation and/or promotion/tenure cycle.
4. You should enter all relevant profile data, regardless of date (degrees, certifications, etc.). Activities should be dated back to your start date for evaluation purposes. For promotion/tenure purposes, it is advised that you enter all data back to your last promotion or term-tenure date. There is a Historical CV attachment option in Activities, please know this should be revised to reflect data NOT already entered

into the system. An uploaded CV is NOT data-minable and will NOT automatically populate to your records, it is simply a PDF of historical activities not reflected in the system. The upload should be dated as of the last data represented in the document. **For example, if you have entered your data back to September 2019, your Historical CV should only reflect items prior to September 2019 and the upload be dated as August 2019.**

5. Data entered in the Profile and Activity sections will be “captured” when case files are created for evaluation and/or promotion/tenure. You will be notified ahead of these dates to start reviewing and preparing your data for initial capture. You will have an opportunity to revise and regenerate it before submission if needed, but it is important to begin early to prevent frustrations and delays as deadlines are approaching. **Do not duplicate activities from one section to the next, pick the best fit.**
6. FAPD will host virtual training/support sessions each Fall and Spring for faculty to get a refresher and seek guidance. Current offerings can be found on our website under Professional Development.

TRAINING VIDEOS

Faculty Training Zoom:

https://interfolio.zoom.us/rec/share/E8zI003jThMb0c1G3rYnesFJWVkjThKVoL-L_EQxCrhNHcjIufP36uEac8_G_uKB.sqU44L-dMMEmOtJM?startTime=1712005418000

Passcode: N4t!03f^

Support Staff Training Zoom:

https://interfolio.zoom.us/rec/share/44FuZBVE7rJjUOnLRxD4nQknAcQ9PrUZrszVM-vl0T4KqoyjsU6FUuFarxddKZCG.imgcMYKRKuW_NzD9

Passcode: &P7^bqKg

LOG-IN

IMPORTANT - You must use your uthct.edu email address, the SOM instance is not connected to the UT Tyler instance, they are two separate systems. We do not use Single Sign-On (SSO), so do not select Sign in with a Partner Institution.

1. It is recommended that you use an Incognito window in Chrome to prevent the browser from identifying you with the wrong email/sign-in (if you are already logged-in to other platforms).
2. Paste this link: <https://account.interfolio.com/login> and bookmark it.
3. Click **Forgot Your Password**
4. When you get the password reset email, do not click on the link, paste it into your Incognito window.
5. Use your uthct.edu credentials to create a new password.
6. Log-in at the above url with uthct.edu and new password.

ASSIGNING SUPPORT STAFF

Several admins already have support accounts for use in assisting faculty within their department. To grant someone access (screen captures on next page):

1. Use the **Account Access** tab on the left-hand menu and **Add**.
2. Use the **Select Faculty** button, check box “**Show Support Accounts**” and type their last name in the **Search** field above Available.
3. Once they appear, highlight their name, move them to the right-hand box using the black arrow and then use the **Select Faculty** button at the bottom.

4. You will then indicate rights to **Emulate** and provide an **Expiration Date** in the smaller window and **Save**.
5. More detailed instructions are available in the video recording.
6. If you are unable to find your support staff, request they be added by emailing facultyaffairs@uthct.edu.

Assigning Support Staff – screen captures

Search

☒ Select Individual Faculty

Standard Filters

Unit
University

Change

Assigned To Unit As: Primary Unit

☒ Show Support Accounts

This tool filters all active accounts for the month/year selected below.

Begin: April 2024

End: April 2024

Available	Selected
Dickey, Grace ID: grace.dickey@uthct.edu grace.dickey@uthct.edu	

Select Faculty

Add Access

* Indicates required field

Faculty*

Select Faculty

Rights*

☒ Emulate

☐ My Evaluations (Requires Emulate)

Expiration Date*

4/30/2024

Notes

Save **Cancel**