

Interfolio

All information must be completed and submitted by February 15th 2020

Interfolio Website: tx.ag/agrilifeF180

Resources

-Website to access online training session and video overview from Dr. Gill.

<https://aglifesciences.tamu.edu/interfolio-faculty-180-support/>

-Please enter password to access training.

- Password is **INTFjf1** until February 29, 2020
- Password is **INTFma2** until April 30, 2020

-Utilize the Help icon on the far right next to each section when you enter Interfolio



-For questions related to Interfolio you can email agrilifef180help@ag.tamu.edu

Required Information

-Most of the information in your 'Profile' section should already be populated. Look over it and if anything is incorrect, please update it with the correct information.

-The 'Activities' section is where you need to manually input information. A good rule of thumb is if it's on your most current CV it should be entered into Interfolio.

-If there are any parts in the 'Activities' section that don't apply to you, leave them blank

***You will still need to complete forms AG-452, AG-453, AG-478 for your evaluation. ***

Helpful Tips

-If you are under another system member (02, 06, 28...) click on the drop-down arrow next to your name at the top right and click 'Switch Accounts'

-If you click 'Submit to Administration' and need to go back and add/delete something go back to the document you submitted add the item then resubmit it. **Your last submission overrides anything you previously submitted.**

-If you search for an article to add into your Activities section and it is crossed out, that means it is already populated.

FAQ

- 1. What should I do when I encounter the Internet Explorer message "Webpage has expired"?**
This message results from the browser needing additional information to generate your screen. If this occurs, click the refresh button (or F5) and then click the "Retry" button to make your page visible again.
- 2. The status options for my "Scholarly Contributions and Creative Productions" don't make sense because they are not traditional research activities. What field should I use to specify their status?** These are limitations of using a short list of terminology to reflect the breadth of work across all of AgriLife faculty. Consider using the status "Completed/Published" for any non-traditional activities that you have completed, and "Submitted" or "Accepted" for those non-traditional activities for which you hope to complete/publish/perform, but have not yet done so. Some examples might include a design show, symposium, performance, or media product.
- 3. I accidentally submitted my Activity Input Form prematurely. How can I add additional activities for my annual evaluation?** Navigate to the "Activities" tab on the left menu and click on the button that reads "Go to Activity Input Request." Doing so will bring you back to your input form. A second submission will override your original submission.
- 4. I teach courses outside of Texas A&M University. How can I include that information in my activity report?** The F180 system is intended to capture activities performed as an employee of AgriLife. Therefore, courses taught at other institutions are not likely to be relevant to your unit supervisor and would not be appropriate for the AgriLife F180 system. If your supervisor would like you to include those teaching roles, or if you teach courses for your AgriLife duties outside of a campus course, that information can be entered into the section entitled "Other Teaching and Instruction."
- 5. Can I give someone access to edit my profile and activities?** Yes, you can give any other faculty user or someone with a support account access to edit your profile and activities. To do so, click on the "Account Access" tab and choose "Add" at which point you can "Select Faculty" to whom you'd like to give access. In order to search for someone with a support account (who does not have a faculty profile), you'll have to select the option to include support accounts in your search.
- 6. What if I don't have course evaluation averages for each section?** You can leave those fields blank and submit your activity report without a value in that field. It appears to be required, but is not.

7. **Are activities appointed activities or actual? Is there an attachment that would be necessary for this?** – Appointed, no attachment is necessary.
8. **Typically, students in research hours do not submit course evaluations. It says this is “REQUIRED”, what do I put?** –This field is actually not required, so you can leave fields blank as needed.
9. **Is there some place to easily look up course evaluation statistics?** – Pica is the current tool that the university uses, but we will be moving to AEFIS in the near future.
10. **For Undergraduate advising I advise my undergraduate workers and serve as advisor to Agronomy Club. Does that count? Or is this under a different heading?** –Those are appropriate entries and you can use the advising type field to distinguish student workers from undergraduate scholars, etc. I would call the agronomy club “general”.
11. **Evaluations-PICA is only used for online evaluations. The in-person scantron evaluations are not recorded in PICA. Where do I get the in-class paper evaluation records? I’ve been told the Fall 2019 evaluations have not even been released yet. I was told hopefully next week. They didn’t answer as to whether they could get results from prior semesters.** I believe that results are typically mailed to someone in your department head’s office. I would also recommend that you reach out to Ms. Kimberlee Pottberg in the office of institutional effectiveness and evaluation who is our campus leader for course evaluations. As I mentioned below, course evaluation averages are not required to complete your form in Interfolio. The form can be submitted without them.
12. **All we need to attach is AG 452 and AG 453, correct? (Extension attach AG-478)**
Yes, only those
13. **Does our mentoring committee review information BEFORE we submit INTERFOLIO or AFTER? I know they review before the review with Baltensperger.**
If they can review it before Feb 15th, but if not, after the deadline is fine.
14. **The AG 452 form has much of that info already in interfolio. Do we have to include it or do we just include the information that isn’t in interfolio?**
Just include the information that isn’t in Interfolio. We will pull information from Interfolio and your attachments for your evaluation.

Activity Input

Activity Period

Spring 2019 - Fall 2019

Status

Not Submitted, Last updated on Jan 1, 2020

Preview

Preview

Submit to Administration

Save and Go Back

Cancel

Jump to Section ▾

▶ Instructions

▶ Activity Distribution

▶ Scholarly Contributions and Creative Productions