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Approving the Faculty Member's Workload Plan in Interfolio

To comply with UNC Policy 400.3.4 (*Faculty Workload Policy*)¹ and 400.3.4[R] (*Regulation on Faculty Workload*)², N.C. A&T requests that faculty submit their workload plans through Interfolio. Doing so not only helps N.C. A&T meet its reporting requirements to the UNC System but also enables us to more effectively showcase the valuable contributions of our faculty to legislative stakeholders.

This document provides the steps for a Department Chair to approve faculty a member's workload plan.

1. Login into Interfolio via this link: <https://account.interfolio.com/login>
2. Select "Sign in with Partner Institution" button under the "Other Sign In Options"

3. Select "North Carolina A & T State University" from the drop-down menu
4. Select the "Sign In" button.

¹ <https://www.northcarolina.edu/apps/policy/doc.php?type=pdf&id=185>

² <https://www.northcarolina.edu/apps/policy/doc.php?type=pdf&id=186>

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5. Select “Administration” under “Administration” on the left side menu.

The screenshot shows the Faculty180 dashboard. On the left sidebar, under the 'Administration' section, the 'Administration' menu item is highlighted with a red box. The main content area shows a 'My Tasks' section with 1 unread task and 0 read tasks. Below this is a table with the following data:

Title	Due Date
Faculty Workload for Spring 2025	Dec 2, 2024
Activity Input 2024-10-16 12:00 am - 2024-12-02 12:00 am	

Below the table are two buttons: 'Add Activity' and 'Import Activities'.



6. Click on “Approve Faculty Input.”

The screenshot shows the 'Administration' page. In the left sidebar, the 'Administration' menu item is highlighted. The main content area shows the 'Administration' title and a 'Quicklinks' button. Below this is the 'Activity Input' section, which contains two links: 'Initiate Faculty Input Workflow' and 'Approve Faculty Input'. The 'Approve Faculty Input' link is highlighted with a red box.

7. This screen will provide you a dashboard of the number of faculty who have submitted their faculty workload plan as well as the number of workload plans that have been approved. Use the “email” icon to provide reminders to your faculty about completing their plans.

8. Click on “Eyeball” Icon under “Approve.”

The screenshot shows the 'Approve Faculty Input' dashboard. The left sidebar shows the 'Administration' menu item highlighted. The main content area shows the 'Administration' title and a 'Quicklinks' button. Below this is the 'Approve Faculty Input' section, which contains a 'General' form with fields for 'Start Date', 'End Date', and 'Workflow Form'. Below the form is a 'Refresh Report' button. Below the button is a message: 'The following input workflows are available based upon the faculty members appointed and your administrative rights.' Below the message is a table with the following data:

Title	Faculty Input Opens	Faculty Input Is Due	Count of Faculty	% of Faculty Who Have Submitted	# of Approval Steps	% Completed	Actions
Faculty Workload	2024-10-16 12:00AM	2024-12-02 12:00AM	13	7.7%	2	0%	 

The 'Eyeball' icon in the 'Actions' column is highlighted with a red box.

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9. Select “Eyeball” icon under “View and Approve” of the individual

Approve Faculty Input

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Administration

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Details

Process: Faculty Workload

Form: Faculty Workload

Start Date: 2024-10-16 12:00AM

Due Date: 2024-12-02 12:00AM

Refresh Report




Faculty

13 Faculty Members Have Been Individually Selected

13 Faculty Selected

The following input workflows are available based upon the faculty members appointed and your administrative rights.

Search:

#	Faculty ID	First Name	Last Name	Unit Assigned	Employment Status	Submitted Date	Department Chair Date	Email Faculty	View and Approve	Printable Version	CV Version
12				Chemical, Biological, and Bio Engineering	Full Time	2024-10-22 8:30AM Submitted	-				

10. Scroll down to the “Faculty Workload” section and review the workload plan. Ensure the activities sum up to 100.

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Reports

Administration

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Faculty Reviews




Jump to Section

Show All | Hide All

Future Submissions: Please note that in future semesters, faculty will be required to submit workload plans for the entire academic year. **Important:** Ensure that the workload plan always totals 100%.

Faculty Workload

Help

Teaching	Research/Creative Activity	Service	Extension	Total	Annual Faculty Workload Plan - Teaching	Annual Faculty Workload - Research/Creative Activity	Annual Faculty Workload - Service	Annual Faculty Workload - Extension	Start Month	End Month	Actions
40	40	20	0	100	Test	Test	Test	Test	January 2025	May 2025	  

Add View All

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11. Scroll back to the top and select either “Approve” or “Revise and Resubmit” depending on your decision on the individual’s faculty workload plan.

Interfolio > Forms & Reports >

Forms & Reports Quicklinks ▾

Activity Input

Faculty Workload

Activity Period
January 2025 - May 2025

Status
Submitted, Last updated on Oct 22, 2024

Preview
Preview

Approve Revise and Resubmit Cancel

Jump to Section ▾

Show All | Hide All

12. After selecting the action, you will return to the dashboard and see the “Department Chair Date” has been updated.

Refresh Report

The following input workflows are available based upon the faculty members appointed and your administrative rights.

Search:

# ^	Faculty ID ^	First Name ^	Last Name ^	Unit Assigned ^	Employment Status ^	Submitted Date ^	Department Chair Date ^	Email Faculty	View and Approve	Printable Version	CV Version
12				Chemical, Biological, and Bio Engineering	Full Time	2024-10-22 8:30AM Submitted	2024-10-22 9:14AM				