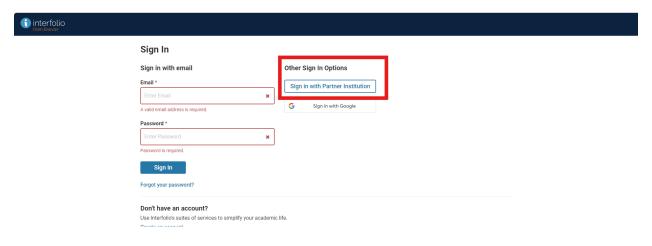
Approving the Faculty Member's Workload Plan in Interfolio

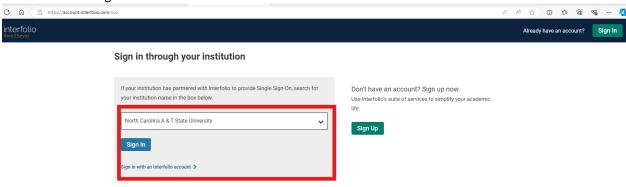
To comply with UNC Policy 400.3.4 (Faculty Workload Policy)¹ and 400.3.4[R] (Regulation on Faculty Workload)², N.C. A&T requests that faculty submit their workload plans through Interfolio. Doing so not only helps N.C. A&T meet its reporting requirements to the UNC System but also enables us to more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



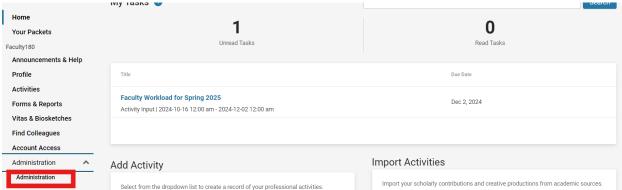
- 3. Select "North Carolina A & T State University" from the drop-down menu
- 4. Select the "Sign In" button.



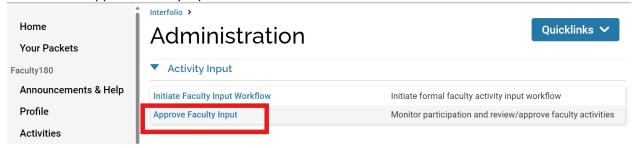
¹ https://www.northcarolina.edu/apps/policy/doc.php?type=pdf&id=185

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

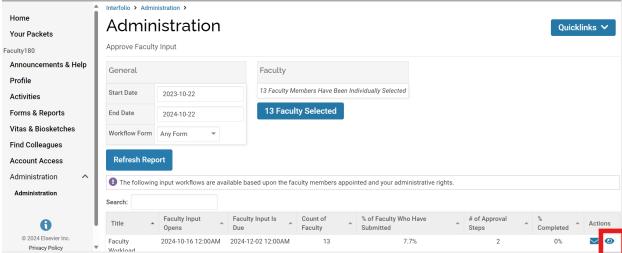
5. Select "Administration" under "Administration on the left side menu.



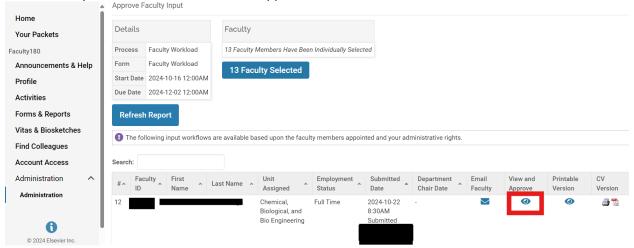
6. Click on "Approve Faculty Input."



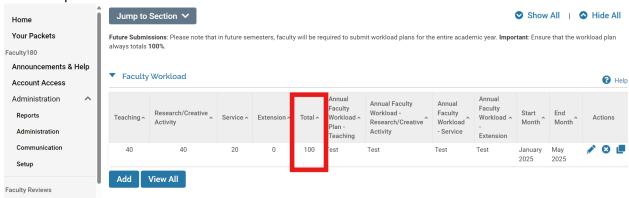
- 7. This screen will provide you a dashboard of the number of faculty who have submitted their faculty workload plan as well as the number of workload plans that have been approved. Use the "email" icon to provide reminders to your faculty about completing their plans.
- Click on "Eyeball" Icon under "Approve."



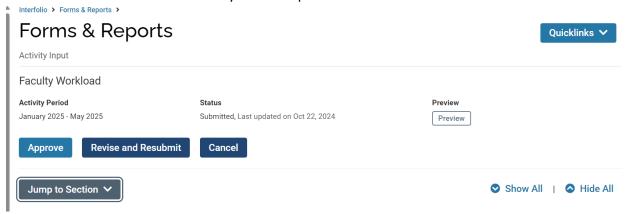
9. Select "Eyeball" icon under "View and Approve" of the individual



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



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.



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

