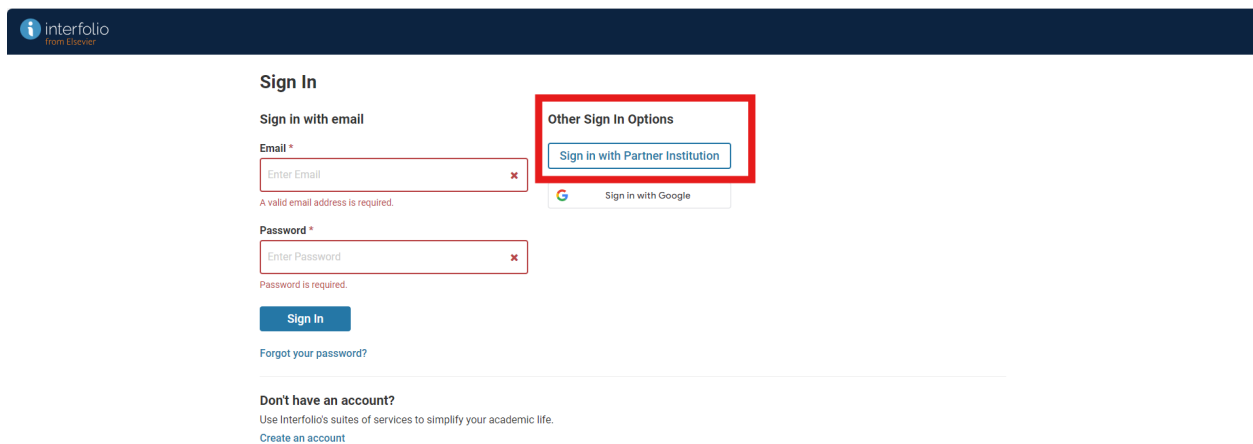


Completing the Faculty Workload Plan in Interfolio

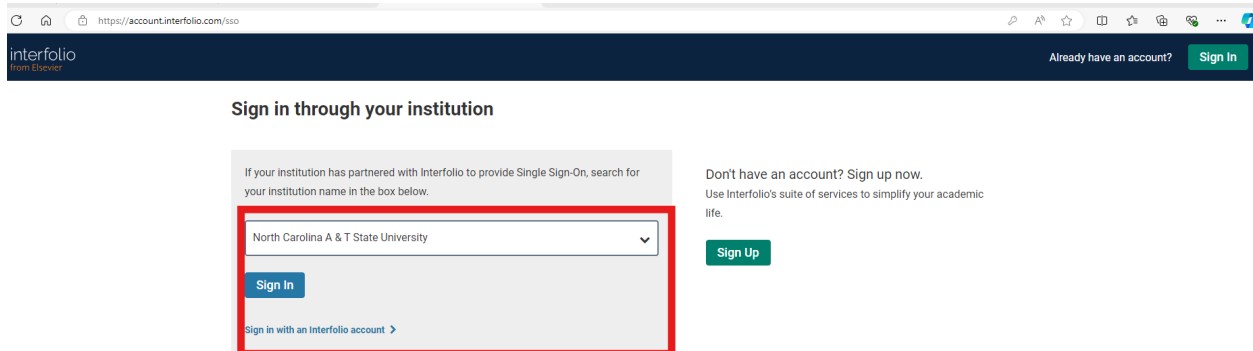
To comply with UNC Policy 400.3.4 (*Faculty Workload Policy*)¹ and 400.3.4[R] (*Regulation on Faculty Workload*)², and N.C. A&T AP321 Faculty Workload Policy³ N.C. A&T requests that faculty submit their workload plans through Interfolio. Doing so not only helps N.C. A&T meet its reporting requirements to the UNC System, but also enables us to more effectively showcase the valuable contributions of our faculty to legislative stakeholders.

Step-by-Step Instructions

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>

³ <https://hub.ncat.edu/administration/legal/policies/sec2-acad-affairs/index.php>

Date Created: 10/17/2024

5. Select “Faculty Workload for Spring 2025” link

Home

Your Packets

Faculty180

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches

Find Colleagues

Account Access

My Tasks 1

1 Unread Tasks

0 Read Tasks

Search

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

6. Scroll down to “Faculty Workload” section

7. Select the “Add” button

North Carolina Agricultural and Technical State University

Alexander Yin

Home

Your Packets

Faculty180

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches

Find Colleagues

Account Access

Jump to Section

Show All | Hide All

Instructions

Please submit your **Faculty Workload Plan** in the Activity Input form for the **Spring 2025** semester. Ensure that your workload plan totals **100%**.

Important Notes:

- In future submissions, faculty will be required to submit a workload plan for the entire academic year.
- For detailed guidelines on workload components, refer to the **College Workload Guidelines** [here](insert link).

Faculty Workload

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

No data available in table

Add View All

8. For Spring 2025, set “Start Month” to July 2025 (or current year) and “End Month” to June 2025 (or current year).

Home

Your Packets

Faculty180

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches

Find Colleagues

Account Access

Interfolio > Activity Input >

Activity Input

Faculty Workload

Quicklinks

* Indicates required field

A Input Form

Start Month*	Select Month	Select Year
End Month*	Ongoing	Ongoing
Teaching	40	
Research/Creative Activity*	40	
Service	20	
Extension		
Total	100	

9. Complete the Teaching, Research/Creative Activity, Service, and Extension with whole numbers. The workload should be based on the college guidelines.

Interfolio > Activity Input >

Activity Input


Faculty Workload

* Indicates required field

A Input Form

Start Month*	January	2025
End Month*	May	2025
Teaching		
Research/Creative Activity*		
Service		
Extension		
Total	0	

10. Ensure the total is equal to 100.

✕  NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

Interfolio > Activity Input >

Activity Input

Faculty Workload

* Indicates required field

A Input Form

Start Month*	January	2025
End Month*	May	2025
Teaching	40	
Research/Creative Activity*	40	
Service	20	
Extension		
Total	100	

Date Created: 10/17/2024

11. Use the text boxes to provide context for each type of activity

Home Your Packets Faculty180 Announcements & Help Profile Activities Forms & Reports Vitas & Biosketches Find Colleagues Account Access © 2024 Elsevier Inc. Privacy Policy Cookie Notice	Annual Faculty Workload Plan - Teaching	<div>0 WORDS</div>
	Annual Faculty Workload - Research/Creative Activity	<div>0 WORDS</div>
	Annual Faculty Workload - Service	<div>0 WORDS</div>
	Annual Faculty Workload - Extension	<div>0 WORDS</div>

12. In the “B Activity Classifications” section, set “Publicly Displayed*” to “No.”

Annual Faculty Workload - Extension	<div>1 WORDS</div>
	<div>1 WORDS</div>

B Activity Classifications
Publicly Displayed* ? No ▼

13. Select the “Save and Go Back” button.

B Activity Classifications

Publicly Displayed* ? No

C Attachments ?

Attachment Type	Attachment	Type	Lock (faculty cannot delete)
File	Upload File	no file uploaded	Select <input checked="" type="checkbox"/>

Add Another

Save Save and Add Another **Save and Go Back** Cancel

14. Select the “Submit for Review” button.

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

Faculty Workloads

Home Activity Period Status Preview

Your Packets January 2025 - May 2025 Submitted, Last updated on Oct 17, 2024 Preview

Faculty180

Announcements & Help **Submit For Review** Save and Go Back Cancel

Profile

15. The workload plan has been successfully submitted when you see the screen below.

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

Interfolio >

Info

Thank you for your submission.

Return to Interfolio Home

If you have questions, please contact Alexander Yin, Vice Provost for Strategic Planning and Institutional Effectiveness at ayin@ncat.edu or 336-285-2496.