1. University initiates faculty input period for each semester and notifies the departments the activity reporting period is open.
2. Faculty member logs into Interfolio and reports on their activity for the specified term.
   a. How to report activity:
      i. Click on the task on the dashboard for the reporting period.
      ii. Verify the courses listed by clicking the Add button to the right of each course. If a course was part of an overload assignment, mark Yes in the drop down. If a course was taught as ASL, mark Yes in the drop down. Click OK to save and return to course list. Repeat this step until all courses are verified. If a course was not taught, click on the Course Not Taught checkbox to the right of the course.
      iii. In subsequent sections on the Activity Report, verify any information that is flagkick off the workflow.

ws Faculty Activity Report for the specified term.

aculty activity reports:

versity will notify departments when the reporting deadline for faculty

s passed.

Administration > Administration > Approve Faculty Input > click on eye

t to appropriate Input Task (i.e. Activity Report -   make any

adjustments.

   v. Review the funding source. If the funding source differs from E&G, choose the appropriate source by clicking Edit next to the activity and choosing one of the options in the drop down.
   vi. Once all the activities have been verified, click the Chair Reviewed and Approved button at the top of the page. This will Exit Emulation and return to the Approve Faculty Input screen.
   vii. Repeat steps iii through vi until all activities for each faculty member have been reviewed and approved.
4. Dean receives and reviews Faculty Activity Report for the specified term.
   a. How to review faculty activity reports:
      i. The university will notify deans when reports are ready for approval.
      ii. Click on Administration > Administration > Approve Faculty Input > click on eye icon next to appropriate Input Task (i.e. Activity Report - Fall 2021) > click on