Texas A&M University-Corpus Christi
Interfolio Faculty Information System

Interfolio Faculty Information System contains full suite of faculty-focused technology to support many stages of the faculty lifecycle, especially Faculty Activity Reporting (FAR) and Reviews, Promotion & Tenure (RPT).

You can access Interfolio by going to its login page (https://account.interfolio.com/login) and choosing to sign in through Texas A&M University-Corpus Christi as a partner institution.

Faculty Activity Reporting (FAR)

Faculty Activity Reporting is Interfolio's online faculty reporting system used for accreditation and self-service analytics. Faculty Activity Reporting provides a central repository for teaching, scholarship, and service contributions; vita templates; and other information for all full-time faculty.

Faculty Activity Reporting Training Resources

Below are a tutorial video and an online self-navigable course that offer general pointers on navigating and using the Faculty Activity Reporting system. Please note that Interfolio Data Systems (IDS) is not yet connected to our accounts, so, although it is described and referenced in these resources, it is not currently operational. There will be more information on IDS available to TAMUCC faculty when it goes live.

Interfolio Faculty Activity Reporting Demonstration

Interfolio Faculty Activity Reporting Course for Faculty Users

Review, Promotion & Tenure (RPT)

Interfolio Review, Promotion & Tenure is a secure, online collaboration platform that provides customizable tools to manage the documents, workflows, data, committees, communication, and outcomes associated with review-based academic decisions.

Review, Promotion & Tenure Training Resources

Interfolio Review Promotion Tenure Demonstration

Review, Promotion & Tenure - Candidate Packet Training

A Candidate's Guide to Interfolio Review Promotion and Tenure

Vitas & Biosketches (Generating FARs and CVs)

The Vitas & Biosketches area of Interfolio (accessible via the left sidebar menu) is where you should go to review and generate version of your FAR and CV. Whenever you are asked to submit a FAR or CV for an RPT process (e.g. Annual Performance Review), you will have the opportunity to review how they are appearing for that specific case and adjust accordingly if needed before submitting a locked version of those documents.

Sources of Data in Interfolio

Any historical faculty data that you had stored in Digital Measures or that TAMUCC had stored in Banner or other databases has been automatically imported into Interfolio for your convenience. The below lists indicate where that data has been pulled from to populate the various sections of your Interfolio account.

Profile Sections

1. Personal Information: *Data imported from Banner.*
2. Contact Information: *Data imported from Banner.*
3. Current Position: *Data imported from Workday business title field.*
4. Academic, Government, Military and Professional Positions: *Data imported from the legacy database, Digital Measures.*
5. Education: *Data imported from the legacy database, Digital Measures.*
6. Licensures and Certifications: *Data imported from the legacy database, Digital Measures.*
7. Rank and Promotion History: *Data imported from the legacy database, Digital Measures.*
8. Administrative Assignments: *Data imported from the legacy database, Digital Measures.*
9. Interests: *Data imported from the legacy database, Digital Measures.*
10. Biography: *Data imported from the legacy database, Digital Measures.*
11. Courses Taught: This section will be blank. Faculty should manually add Subject, Course Number, and Title of courses they have taught. This will be list of courses that will appear on the CV that faculty can generate through Interfolio.
12. Administrative Permanent Data: This is an internal section and does not need to be reviewed.
13. Professional or Standard CV Upload: This will be empty. You can choose to upload your preferred CV – one generated and downloaded from Interfolio or one that you design and format yourself. If you do upload, this will be connected to your FAR, making your submission for any RPT case simpler.

Activities Sections

1. Professional Membership: *Data imported from the legacy database, Digital Measures. If DM didn't have a start date, then the default Start Term is Fall 1940. If DM didn't have an end date, then the default End Term is Ongoing.*
2. Honors and Awards: *Data imported from the legacy database, Digital Measures. By default, all the records entered in this section display on your public faculty profile, but you can choose to hide individual honors/awards from display by answering "No" in response to the*

field "Display publicly on faculty profile?"

3. Faculty Development Activities Attended: *Data imported from the legacy database, Digital Measures.*

4. Workload: *Data imported from the legacy database, Digital Measures.*

5. Scheduled Teaching: *Data imported from Banner.*

6. Directed Student Learning (e.g., theses, dissertations): Data imported from the legacy database, Digital Measures.

7. Workshops and Other Non-Credit Instruction: Data imported from the legacy database, Digital Measures.

8. Academic Advising: Data imported from the legacy database, Digital Measures.

9. Scholarly Contributions and Creative Productions: Data imported from the legacy database, Digital Measures.

10. Grants: Data imported from the legacy database, Digital Measures.

11. Service: Department: Data imported from the legacy database, Digital Measures.

12. Service: College/School: Data imported from the legacy database, Digital Measures.

13. Service: University: Data imported from the legacy database, Digital Measures.

14. Service: Professional: Data imported from the legacy database, Digital Measures.

15. Consulting: Data imported from the legacy database, Digital Measures.

16. Media Contributions: Data imported from the legacy database, Digital Measures.

17. Service: Public: Data imported from the legacy database, Digital Measures.

18. Annual Report: Data imported from the legacy database, Digital Measures.

19. Teaching Innovation and Curriculum Development: This is in the process of being migrated from Digital Measures, where the information was added directly into the details on scheduled teaching. You should use it to begin documenting specific pedagogical and curricular changes (e.g., new course or degree plan development, significant revisions/changes to existing courses, etc.) that were not already included in past entries from Digital Measures.