




Interfolio
Faculty Annual Review
Secondary Reviewer Training



You will receive an email as notification of a secondary review to be completed

 **noreply@interfolio.com** <noreply@interfolio.com>
Wednesday, June 10, 2020 at 10:11 AM
Williams, Jackie
[Show Details](#)

 To protect your privacy, some pictures in this message were not downloaded. [Download pictures](#)



Nancy Staples's case is available for review.

[SIGN IN](#)

The candidate has submitted their case and it is now available for your committee to review.

Powered by [Interfolio](#) | [Support](#)

You will sign in with your EUID and password at <http://www.unthsc.edu/interfolio>



Our Values | Research | Learning | Clinical | Practice | Campus | Maps | Links

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SEARCH

Office of Faculty Affairs

HOME > OFFICE OF FACULTY AFFAIRS > HSC INTERFOLIO

Office of Faculty Affairs

Faculty Senate

Faculty Development and Training

New Faculty Orientation

Faculty Bylaws and Policies

Contracts/Workload

Faculty Profiles

Committees

Hiring New Faculty

Adjunct Appointment

Promotion and Tenure

HSC Interfolio

We are very pleased to announce the roll out of [Interfolio](#), a new and improved Faculty Information System (FIS) at HSC. [Interfolio](#) is an innovative, engagement platform that provides a full suite of tools created to improve transparency and support every stage of our faculty's career.

- **Interfolio Faculty 180 (Faculty Activity Reporting)** – Allows us to collect validated, faculty activities, decisions, and data for accreditation and compliance reporting – provides the "full picture" of faculty contributions at HSC.
- **Interfolio Review, Promotion and Tenure** – Creates a navigable workflow focused on faculty appointment, review, and tenure while providing faculty with a user-friendly, secure platform to submit the body of your work for one of the most important decisions of your career.

To log in, please click the button below.

To ensure all functions on the platform are working properly, please use Chrome or Safari.

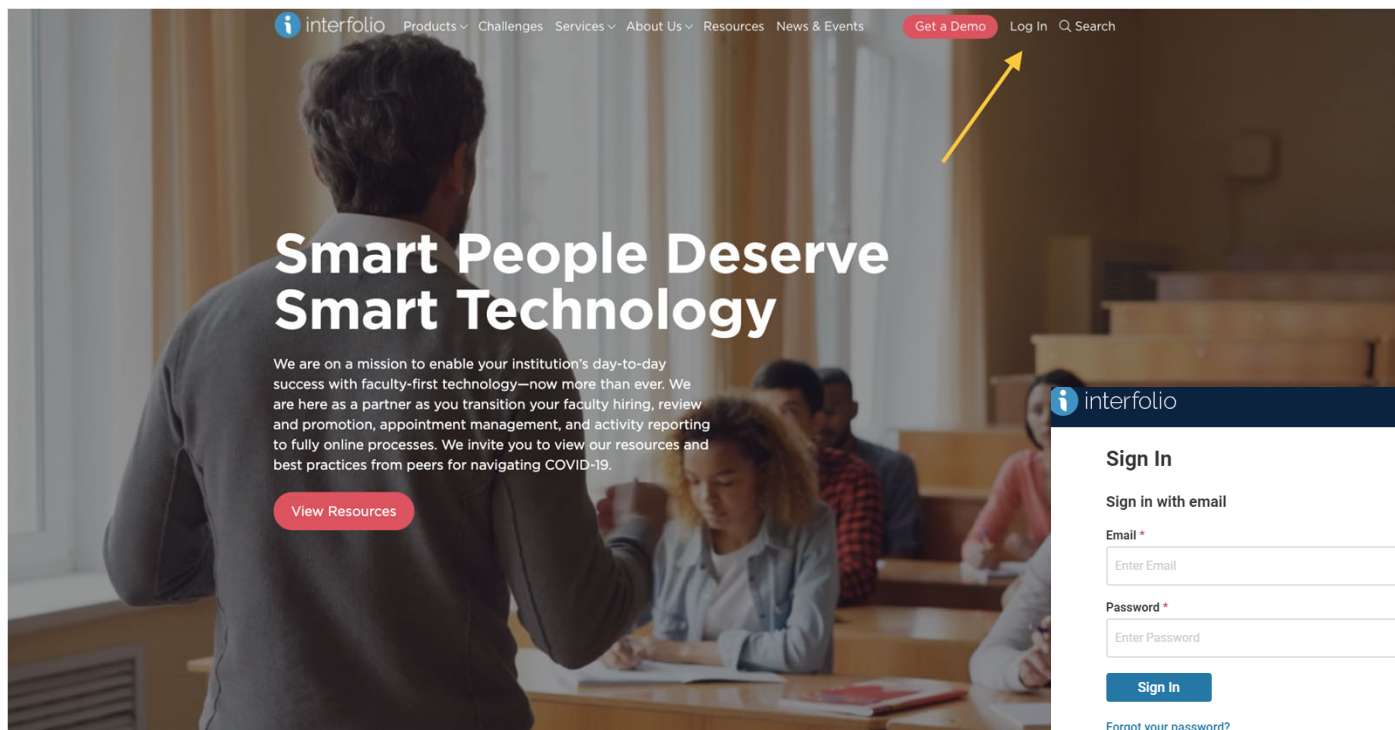
[HSC Interfolio](#)

Training Guide

Interfolio training for faculty was interrupted as a result of the HSC moving to online classes for students and remote working for most staff. To allow the project to move forward, the Interfolio implementation team has created online training to allow you to access the system and start entering or updating your faculty information. Our goal is to have all faculty data entered for the past academic year (including Summer 2019, Fall 2019, and Spring 2020). You may add more data especially if you will be going for Promotion and/or Tenure in the near future.

[HSC Faculty 180 Navigation Guide](#)

Alternatively, you can sign in by going directly to www.Interfolio.com to log in which will then take you to the sign in page



Choose Partner Institution, then search for our school

Sign In

Sign in with email

Or sign in with:

Partner institution

Google

Sign In

[Forgot your password?](#)

Don't have an account?
Use Interfolio's suites of services to simplify your academic life.
[Create an account](#)

The cases (reviews) assigned to you will populate on this page

hsc THE UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER AT FORT WORTH

Home

Your Packets

Faculty180

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches

Find Colleagues

Account Access

Administration

Review, Promotion and Tenure

Cases

My Tasks 3

0 Unread Tasks

Click on the faculty name

Title
Devetra Patrick Physician Assistant Studies Review FY 21 End of Year Performance Report - Administrators Physician Assistant Studies
Jackie Williams End of Year Performance Report FY21 - Administrators The University of North Texas Health Science Center at Fort Worth Re
Your Files Are Ready to Download

Nancy Staples

Send Case ▾

Case Options ▾

Unit

Biomedical Sciences

Template

End of Year Performance Report - Faculty*

Status

Select Status

Case Materials

Case Details **1**

Search case materials by title



Read Case

Expand All Collapse All

Download

Share

Settings

Move

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

Faculty180 Vita **Locked**

View History

Unlock

Title	Details	Actions
<input type="checkbox"/> Annual Faculty Activity Report Summer 2019 - Spring 2020 1 attachment included	Generated Jun 10, 2020	Edit

Candidate Requirements **Locked**



Unlock

Goals/Objectives Document 1-2 required

Add File

Title	Details	Actions
<input type="checkbox"/> OKR Document	Submitted by Nancy Staples Jun 10, 2020	Edit

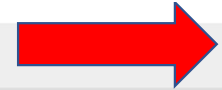
Optional Documents optional

Add File

No files have been submitted.

<input type="checkbox"/> FY20 End of Year Performance Report - Faculty Form 7 Questions, 5 responses	Submitted by Candidate, Jun 10, 2020 at 10:11 AM
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Click "Return to Case" when done



Return to Case

Download

Search PDF

Search

Packet Annotations

- > FACULTY180 VITAE
- ✓ CANDIDATE REQUIREMENTS
- OKR Document
- FY20 End of Year Performance Report - Faculty
- > FACULTY SIGN OFF
- COMMITTEE DOCUMENTS

Select these items to view documents the faculty has submitted

Nancy Staples
Summer 2019 - Spring 2020
Annual Faculty Activity Report
nancy.staples@unh.edu

Current Position
Tenure Status None

Activity Distribution (Faculty Workload)
No activities entered.

Institutional Appointments
No activities entered.

Teaching

Semester	Course Prefix	Course Number	Section	Course Title	Instruction Mode	Contact Hours
Other Teaching Activity - (Self-Reported)						
Spring 2020	Spring Teaching Metrics, Students, Online, Teacher, This is where I would put documents					290
Advising Load - Professional/Academic Advising						
Spring 2020	Doctoral: 1, Total: 1					
Fall 2019	Masters: 3, Other: 2, Total: 5					Doctoral: 1, Total: 1
Research Advising						
Fall 2019	Student(s) Name: Fred Olive, Degree Program: ECP PharmD, Faculty Role (Chair, Member, Adviser, other): Adviser					
Scholarly Contributions						
No activities entered.						
Grants						
No activities entered.						
Other Grant Activity (self-reported)						
No activities entered.						
Administrative Service						
No activities entered.						
Service to the Institution						
No activities entered.						
Service to the Profession						
No activities entered.						
Service to the Community						
No activities entered.						
Clinical Service						
No activities entered.						
Professional Development						



Zoom buttons

Nancy Staples

Send Case ▾

Case Options ▾

Unit

Biomedical Sciences

Template

End of Year Performance Report - Faculty*

Status

Select Status

Case Materials **Case Details** 1

Reviewing as

Jackie Williams

You are the only reviewer at this step. For details on best practices, read our [Guide to Reviewing Case Materials](#).

▾ **Required Items**

1 missing

All required items must be completed before the case can advance to the next step. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

Forms

Form Name	Assignee	Actions
Secondary Reviewer	Jackie Williams	Manage Respondents
Secondary Reviewer	Jackie Williams (You)	Fill Out Form

▸ **Committee Members (1)**

Email

Edit

Conversation (0)

[Turn Off Comments](#)

No Comments Yet

[Add Comment](#)

Secondary Reviewer

Secondary reviewers are individuals who work closely with a faculty member, typically on a regular basis, yet are not the faculty member's supervisor. Examples include institute/center directors and clinical practice supervisors.

Review of faculty member's performance during the review period:

In 100 words or less, provide a review of the faculty member's performance in completing the Key Results found in their OKR Plan. Comments should focus on concrete, measurable outcomes in teaching, research, and/or service and not on amount of effort.

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, bulleted list, numbered list, link, unlink, insert link, insert image, and a dropdown menu.

0 / 8000 characters

Submit Form

Save Responses

Cancel

Submit Form after
completing the review

Click here to complete the secondary review process and move performance report to the department chair/designee

The screenshot shows the user interface for a case titled "Nancy Staples". The user is logged in as "Faculty180". The interface includes a sidebar with navigation options like "Home", "Your Packets", "Announcements & Help", "Profile", "Activities", "Forms & Reports", "Vitas & Biosketches", "Find Colleagues", "Account Access", and "Administration". The main content area displays the case details, including the unit "Biomedical Sciences" and the template "End of Year Performance Report - Faculty*". A "Send Case" dropdown menu is open, showing the option "Forward to Chair Review" which is circled in red. Below this, there is a search bar for case materials and a "Read Case" button. The interface also features a toolbar with options like "Expand All", "Collapse All", "Download", "Share", "Settings", and "Move". The "Candidate Packet" section is visible, containing two locked sections: "Faculty180 Vita" and "Candidate Requirements". The "Faculty180 Vita" section includes a table with columns for Title, Details, and Actions, listing an "Annual Faculty Activity Report". The "Candidate Requirements" section includes a table for "Goals/Objectives Document" and "Optional Documents", with a note that no files have been submitted.

The University of North Texas Health Science Center at Fort Worth > Cases >

Nancy Staples

Unit: Biomedical Sciences Template: End of Year Performance Report - Faculty* [Send Case](#) [Case Options](#)

[Forward to Chair Review](#) [Select Status](#)

[Case Materials](#) [Case Details](#)

Search case materials by title

[Read Case](#)

[Expand All](#) [Collapse All](#) [Download](#) [Share](#) [Settings](#) [Move](#)

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

▼ **Faculty180 Vita** Locked [View History](#) [Unlock](#)

Title	Details	Actions
<input type="checkbox"/> Annual Faculty Activity Report Summer 2019 - Spring 2020 1 attachment included	Generated Jun 10, 2020	Edit

▼ **Candidate Requirements** Locked [Unlock](#)

Goals/Objectives Document 1-2 required [Add File](#)

Title	Details	Actions
<input type="checkbox"/> OKR Document	Submitted by Nancy Staples Jun 10, 2020	Edit

Optional Documents optional [Add File](#)

No files have been submitted.

<input type="checkbox"/> FY20 End of Year Performance Report - Faculty Form 7 Questions, 5 responses	Submitted by Candidate, Jun 10, 2020 at 10:11 AM
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That completes the secondary reviewer process.
Please contact HSCInterfolio@unthsc.edu with any questions you may have.