

Teaching

1a-l, 2a-d, 3a-c, 7a

Faculty180

Teaching

Show 20 entries

Term	Course	Course Title	Instruction Mode	Credit Hours	Days	Enrollment	Actions
Spring 2023	CENG 140 59501	Water Resources Engineering	LEC	4	MWF	21	
Spring 2023	CENG 140L 59511	Water Resources Engr Lab	LAB	1	F	19	
Spring 2023	CENG 140L 60050	Water Resources Engr Lab	LAB	1	F	2	

Faculty180

Teaching

* Indicates required field

A Course Information

Term	Course	Course Title	Instruction Mode	Credit Hours	Days	Enrollment	Course Not Taught
Spring 2023	CENG 140 59501	Water Resources Engineering	LEC	4	MWF	21	<input type="checkbox"/>

B Activity Classifications

DEI

DEI Comments

C Attachments

Syllabus	Course Evaluation	Peer Evaluation	Other	Add
-	-	-	-	<input type="button" value="Add"/>

Save Save and Go Back Cancel

1. Log on to Interfolio.
2. Select Activities under the Faculty180 tab in the left margin.
3. Scroll down to **Teaching** and open this activity category to reveal your course list.
4. For each course for which you are providing evidence, click the blue pencil icon. (*n.b. If multiple sections of the same course appear, upload SET reports to the correct individual sections, but upload all other materials only to ONE section that you consider the primary section.*)
5. In section “**B** Activity Classifications,” there is only one classification – whether the course reflects the University’s and School’s commitment to building diverse communities of belonging (Rubric sections 1h, 2a). If it does, select “Yes” at the DEI row, and in the “DEI Comments” box provide your narrative summary/reflection of the pedagogical approaches applied and the result.
6. Use “**C** Attachments” to upload files mentioned in your rubric. You may have more than one file for a given class. For each one, start by clicking the **Add** button.

School of Engineering
Where to Upload Evidence in Interfolio (9.9.23)

C Attachments

Syllabus	Course Evaluation	Peer Evaluation	Other	Add
1	-	-	-	Add

7. At "Attachment Type," use the default "file" for your Word or PDF file (do not select "URL" and link to a Camino page, because older Camino courses are not available to your evaluators).
8. At "Attachment," use the **Choose File** button to navigate to the Word or PDF document you are uploading, and click upload.
9. At "Type," select the file type:
 - Syllabus (self-explanatory)
 - Course Evaluation – for individual SET scores or department narrative evaluations (cf. 3c, 4b)
 - Peer Evaluation – for letters colleagues wrote after visiting and evaluating your class
 - Other – for any other course-specific evidence:
 - 1c – assignment, exam, project
 - 1e – lesson plans/notes
 - 1f – graded assignment
 - 1h – narrative summary of pedagogical approach and results (if specific to course)
 Use this also for rubric items 2b, c and d; 3a; 4a.
10. Click **Upload**.
11. The number of files uploaded in each category appears.
12. Click the **Add** button to upload additional files.
13. If you click on the number, you can view the name(s) of the files, view the file(s) themselves, or delete file(s).

File	View	Delete
S23 CENG 140 Syllabus.docx	View	Delete

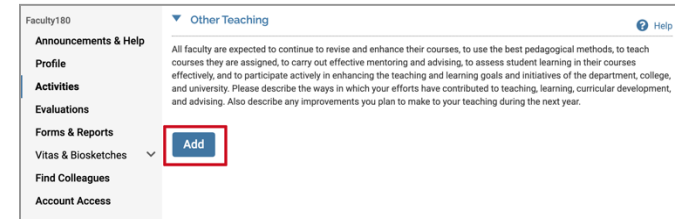
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Where to Upload Evidence in Interfolio (9.9.23)

1n, 3c-d, 4b-c, 5a-b, 7b

Teaching Plan, Weighted Average of SET Scores, Pedagogical Leadership, Rubrics/Assessments, Reflections on Indirect Measures of Student Learning and Course Revisions in light of Assessment Data



1. In Faculty180 Activities, scroll down to **Other Teaching** and open this activity category.
2. Use the **Add** button to upload your narrative “teaching plan, required in the School of Engineering.



3. A window opens that allows you to indicate the current period (“A Input Form”). For “Start Term,” you can use any term in your review period. For “End Term,” select “Ongoing.” Add a title for your narrative teaching plan.
4. In the “C Attachments” section, you can upload your teaching plan, weighted SET score report, evidence of leadership of a pedagogical activity, or department rubrics or assessments that you’ve developed, and discussions of course revisions based on assessment data (Word, PDF, and Excel formats are acceptable). For the “Type,” select “Other.”
5. If you have other entries to make in the **Other Teaching** activity category, such as guest lectures, events for majors/minors, and the like, you can use the **Save and Add Another** button to add a new entry.

A Input Form

Start Term* Summer 2023

End Term* Ongoing Ongoing

Title [Your Last Name] Teaching Plan

B Activity Classifications

DEI No

DEI Comments

C Attachments

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

Buttons: Save, Save and Add Another, Save and Go Back, Cancel

Research, Scholarship, and Professional Activity

1a-b

Research Plan and CV

Faculty180

Announcements & Help

Profile

Activities

Evaluations

Forms & Reports

Scholarly Plans

Plans for scholarly work, research, or artistic performance

Remarks	Start Term	End Term	Actions
No data available in table			

Add

Faculty180

Announcements & Help

Profile

Activities

Evaluations

Forms & Reports

Vitas & Biosketches

CV Uploads

Use the Attachment feature in Section B below to upload your CV for a given period.
Note: Completing this section is optional for those who are completing their Annual Activities Report.

Title	Description	Start Term	End Term	Actions
No data available in table				

Add

3a-b, 4a, 5a, c

Publications, presentations, patents, community-engaged projects, shared resources

Faculty Activities Reporting (FAR)

Home > Office of the Provost > Faculty Affairs > Evaluation, Reappointment & Promotion > Faculty Activities Reporting

Interfolio Guides

Upload Your Materials

available 24/7/365

- Account Access
- Uploading Activities - Tenure-Track
- Uploading Activities - Lecturers

Importing Publication Citations from Google Scholar

Importing Publication Citations from ORCID

Importing Publication Citations from Web of Science

Video Tutorial

Uploading Activities & Course Materials

1. Log on to Interfolio.
2. Select Activities under the Faculty180 tab in the left margin.
3. Scroll down to **Scholarly Plans** and open this activity category; the pop-up window is illustrated to the left.
4. Use the **Add** button to upload your research plan.
5. Scroll down to **CV Uploads** and open this activity category; the pop-up window is illustrated to the left.
6. Use the **Add** button to upload your latest CV.

Use the **Scholarly Contributions and Creative Productions** activity category for talks at SCU or other institutions (3a), publications in top-tier technical venues (3b), patents (4a), community-engaged projects (5a), and shared resources (5c).

Interfolio allows you to import your publications from certain external databases: Web of Science, ORCID accounts (if you have one), and Google Scholar (which incorporates data you might have entered on our own Scholar Commons). Guides for importing your publications may be found on the [Faculty Activities Report \(FAR\)](#) page on the Provost's website:
<https://www.scu.edu/provost/faculty-affairs/evaluation-promotion>.

School of Engineering
Where to Upload Evidence in Interfolio (9.9.23)

Faculty180

Scholarly Contributions and Creative Productions Help

Announcements & Help

Profile

Activities

Evaluations

Forms & Reports

Vitas & Biosketches

Find Colleagues

In section B, include all indicators of the quality of the publication, presentation or production quality for your disciplinary area.

If there are co-authors/editors or others who have contributed to this work, please describe the relative contribution of all those listed in Section A.

Search:

Type	Title	Outlet	Year Pub	Status	Term	Origin	Actions
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Add

To edit imported publications, or to add publications, presentations, and other scholarly contributions to your record, follow these steps:

1. Select Activities under the Faculty180 tab in the left margin.
2. Scroll down to **Scholarly Contributions and Creative Productions** and open this activity category; the pop-up window is illustrated to the left.
3. Use the **Add** button to create an entry.
4. Use “**A** Input Form” to add or edit the citation elements for your publication.

A Input Form

Status*	Completed/Published for Spring 2018	Manage Status
Type	Journal Publication	
Title*	<p>B <i>I</i> <u>U</u> x_2 x^2 I_x Ω</p> <p>Adjusting Flood Peak Frequency Changes to Account for Climate Change Impacts in the Western United States</p>	
Journal*	Journal Water Resource Planning Management	
Year*	2018	
Month / Season ?	<input type="text"/>	
Volume	44	
Number	<input type="text"/>	
Pages	<input type="text"/>	

CoAuthor / Editor	First Name	Middle Initial	Last Name	Role	Faculty at your institution	Delete
1	Edwin	P.	Maurer	Author	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Gretchen		Kayser	Author	<input type="checkbox"/>	<input type="checkbox"/>
3	Laura	A.	Doyle	Author	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add

School of Engineering
Where to Upload Evidence in Interfolio (9.9.23)

B Activity Classifications

CoAuthors/CoEditors Contributions ?	<input type="text"/>
# of Undergrad CoAuthors ?	<input type="text"/>
Type of Review ?	Select ▾
Presentation Category ?	Select ▾
Acceptance Rate ?	<input type="text"/>
Reject Percentage ?	<input type="text"/>
Impact Factor ?	<input type="text"/> Impact Factor
Impact of Publication ?	<input type="text"/>
Number of Citations ?	<input type="text"/>
DEI ?	No ▾
DEI Comments ?	<input type="text"/>
Score (School of Engineering only) ?	<input type="text"/>

5. In the “**B** Activity Classifications” section, fill in any relevant information for the publication that you are aware of, and add the total score for the publication indicated in the School of Engineering “Rubric for Research, Scholarship, and Professional Activity.”

6. In the “**C** Attachments” section, upload the publication or other supporting evidence. For the “Type,” select “Other.”

C Attachments ?

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

7. Click **Add Another** if you have an additional file for this record. Click **Save and Add Another** if you are done with this record and would like to add another. Click **Save and Go Back** or **Save**, depending on the next step you would like to take.

2, 2a

Grants

The screenshot shows the Faculty180 interface. On the left is a navigation menu with 'Activities' selected. The main content area has two sections: 'Grants - External' and 'Grants - Internal'. The 'Grants - External' section includes a table with columns for Title, Sponsor, Award Date, Status, Term, and Total Funding. Below the table is an 'Add' button. The 'Grants - Internal' section includes a table with columns for Status, Project Title, Type of Grant, Total Funding, and Start Term. Below the table is another 'Add' button.

The 'Input Form' contains several fields: 'Status*' (a dropdown menu), 'for Term' (a dropdown menu with 'Fall' selected), and '2023' (a year dropdown). Below these are text input fields for 'Title*', 'Funding Agency / Sponsor', and 'Grant ID / Contract ID'. A rich text editor for the 'Abstract' follows, with a '0 WORDS' indicator. Below the abstract is a table for 'Collaborators' with columns for First Name, Middle Initial, Last Name, Author / Contributor Type*, and Percent Effort. The 'Add' button is at the bottom right. At the bottom, there is a 'URL' field and another rich text editor for the 'Description' with a '0 WORDS' indicator.

Use the **Grants – External** and **Grants – Internal** activity categories for documenting grants received. The illustration to the left and steps below will focus on external grants.

1. Select Activities under the Faculty180 tab in the left margin.
2. Scroll down to **Grants - External** and open this activity category; the pop-up window is illustrated to the left.
3. Use the **Add** button to enter a grant.
4. Use “**A** Input Form” to add or edit the citation elements for your publication. Your name will automatically populate first line of the the Collaborators area.

Once a grant is entered, the Status* line will change to allow you to manage the status if it changes:

The 'Input Form' now shows the 'Status*' field populated with 'Completed/Published for Spring 2018'. A blue 'Manage Status' button is visible to the right of the status field.

If you later need to change the status, for example, for a later FAR or promotion, click **Manage Status** and **Add** to add a new row indicating the new status and effective term and year. Do not edit or delete earlier status “rows” indicating the historical progress of the grant.

The 'Manage Status' dialog box contains three dropdown menus: 'Status*' (set to 'Select'), 'Term*' (set to 'Select'), and 'Year*' (set to 'Select'). Below the dropdowns are 'Save' and 'Cancel' buttons. A footnote at the bottom right states: '* Indicates required field'.

School of Engineering
Where to Upload Evidence in Interfolio (9.9.23)

D Activity Classifications

Internal/External* ?	Select
Type of Grant* ?	Select
Type of Funding* ?	Select
Approval for Pre-award Spending ?	Select
DEI ?	No
DEI Comments ?	<input type="text"/>
Score (School of Engineering only) ?	<input type="text"/>

E Attachments ?

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

5. Use “**B** Dates & Funding Periods” to indicate these details, and “**C** Funded Amounts” for the grant amount.

B Dates & Funding Periods

Award Date	<input type="text"/>
Start Date*	<input type="text"/>
End Date	<input type="text"/>
Number of Periods*	Select
each composed of*	1
Years	Years

C Funded Amounts

Indirect Funding	<input type="radio"/> Yes <input checked="" type="radio"/> No
Currency	USD

6. In the “**D** Activity Classifications” section, fill in any relevant information for the grant that you are aware of, and add the total score for the publication indicated in the School of Engineering “Rubric for Research, Scholarship, and Professional Activity.”
7. In the “**E** Attachments” section, upload the grant or other supporting evidence. For the “Type,” select “Other.”

C Attachments ?

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

Click **Add Another** if you have an additional file for this record. Click **Save and Add Another** if you are done with this record and would like to add another. Click **Save and Go Back** or **Save**, depending on the next step you would like to take.

1c, 5b (and 6a-e for Lecturers)

Conference attendance, external recognition of research in news media

Use the **Other Professional Activity** activity category to list attendance at conferences (rubric 1c) and external recognition of your research in news media platforms (rubric 5b).

1. Select Activities under the Faculty180 tab in the left margin.
2. Scroll down to **Other Professional Activity** and open this activity category; the pop-up window is illustrated to the left.
3. Use the **Add** button to enter an activity.
4. Use “**A** Input Form” to indicate the required details, use “**B** Activity Classifications” to indicate if the activity was related to diversity, equity, and/or inclusion, with a brief description, and use “**C** Attachments” to upload any file you might have (this is not required). If you do upload a file, for “Type,” select “Other.”
5. Click **Add Another** if you have an additional file for this record. Click **Save and Add Another** if you are done with this record and would like to add another. Click **Save and Go Back** or **Save**, depending on the next step you would like to take.

Please note: This will also be the area where Lecturers (AYAL, RTL and SL) will list other activities to improve their teaching (Engineering Rubric 6a-e), which counts as “Professional Activity” for these ranks. Tenure-stream faculty should list those activities in “Other Teaching.”

School of Engineering
Where to Upload Evidence in Interfolio (9.9.23)

1d

Mentoring of graduate student and post-doc research

Faculty180

Mentoring

If you mentored or conducted research with students, please include the following information: student name, year, major, title of project, an estimate of the average number of hours you spent mentoring per week, and, if funding was provided, include the name of the funding agency/foundation.

The School of Engineering counts mentoring of graduate and post-doctoral students under the research criterion rather than under teaching. Faculty in the School of Engineering should use this area to list their research advisees.

General		Student Involvement				Term		Actions		
Area of Contribution	Thesis	Student Name	Graduate or Undergraduate	Title of Project	# of average hours (estimate per week)	Name of Funding Agency/Foundation (if applicable)	Remarks	Start Term	End Term	
No data available in table										

Add

Use the **Mentoring** activity category to provide information about the graduate students and post-doctoral research you supervised.

1. Select Activities under the Faculty180 tab in the left margin.
2. Scroll down to **Mentoring** and open this activity category; the pop-up window is illustrated to the left.
3. Use the **Add** button to enter an activity.
4. Use “**A** General” to indicate the required details, use “**B** Student Involvement” to provide student and project details, time commitment, and other remarks, use “**C** Activity Classifications” to indicate if the activity was related to diversity, equity, and/or inclusion, with a brief description, and use “**D** Attachments” to upload any file you might have (this is not required). If you do upload a file, for “Type,” select “Other.”
5. Click **Add Another** if you have an additional file for this record. Click **Save and Add Another** if you are done with this record and would like to add another. Click **Save and Go Back** or **Save**, depending on the next step you would like to take.

A General

Start Term*

End Term*

Area of Contribution

Thesis

B Student Involvement

Student Name

Graduate or Undergraduate Graduate Undergraduate

Title of Project

Start Date

of average hours (estimate per week)

Name of Funding Agency/Foundation (if applicable)

Remarks

C Activity Classifications

DEI

DEI Comments

D Attachments

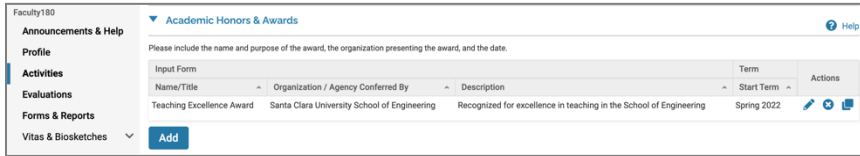
Attachment Type	Attachment	Type	Lock <small>(faculty cannot delete)</small>
<input type="text" value="File"/>	<input type="button" value="Upload File"/> no file uploaded	<input type="text" value="Select"/>	<input checked="" type="checkbox"/>

Add Another

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

School of Engineering
Where to Upload Evidence in Interfolio (9.9.23)

5d Awards & Honors



Use the **Academic Honors & Awards** activity category to list any awards you received.

1. Select Activities under the Faculty180 tab in the left margin.
2. Scroll down to **Academic Honors & Awards** and open this activity category; the pop-up window is illustrated to the left.
3. Use the **Add** button to enter an activity.
4. Use “**A** Input Form” to indicate the required details, use “**B** Activity Classifications” to indicate if the activity was related to diversity, equity, and/or inclusion, with a brief description, along with what honors category the award falls under, and use “**C** Attachments” to upload any file you might have (this is not required). If you do upload a file, for “Type,” select “Other.”
5. Click **Add Another** if you have an additional file for this record. Click **Save and Add Another** if you are done with this record and would like to add another. Click **Save and Go Back** or **Save**, depending on the next step you would like to take.

A Input Form

Term* Fall 2023

Name/Title*

Organization / Agency Conferred By

Description

B Activity Classifications

DEI No

DEI Comments

Honors Category* Select

C Attachments

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

Add Another

Save Save and Add Another Save and Go Back Cancel

Service

I–III Department, School, and University service

Faculty180
▼ University, School, or Department Service
Help

Announcements & Help

Profile

Activities

Evaluations

Forms & Reports

Vitas & Biosketches ^

Vitas

My Templates

Legacy Vitas

Find Colleagues

Account Access

Administration v

Please list your service activities at the department, school/college, and University level, and provide some description to clarify your contributions and the significance of the activity. An estimate of the time commitment provides another measure of your service load (estimate the yearly hours and divide by the 33 weeks of the academic year to approximate a weekly figure).

For department service, include committees, activities, and projects, such as advising student organizations and honor societies, taking part in student recruitment/orientation efforts, contributing to program review, etc. Service as department representative on the Faculty Senate Council is also included here.

For school or college service, include committees, activities, and projects, as well as governance work at the school level (such as on a school rank, tenure or promotion committee or grievance committee).

For University service, include committees, activities, and projects at the University level, such as governance task forces, University Policy Committees, Faculty Senate leadership, the Committee on Lecturers and Adjuncts, the University Rank and Tenure Committee, as well as involvement with entities like the University Centers of Distinction, Residential Learning Communities, and the University Writing Center.

Input Form						Term			Actions	
Title ^	Committee Name ^	Committee Chair ^	Type of Service ^	Responsibility/ Role ^	# of average hours (estimate per week) ^	Briefly describe your contributions and the significance of the activity ^	Comments ^	Start Term ^		End Term ^

Add

A
Input Form

Start Term*

End Term*

Title

Committee Name

Committee Chair

Type of Service

Responsibility/ Role

of average hours (estimate per week)

Briefly describe your contributions and the significance of the activity

Comments

Fall 2023

Ongoing Ongoing

Select

11pt B I U x² Ω <>

0 WORDS

11pt B I U x² Ω <>

0 WORDS

Use the **University, School, or Department Service** activity category to list any service to the profession that you performed.

1. Log on to Interfolio.
2. Select Activities under the Faculty180 tab in the left margin.
3. Scroll down to **University, School, or Department Service** and open this activity category; the pop-up window is illustrated to the left.
4. Use the **Add** button to upload each service activity.

5. Use “**A** Input Form” to indicate the required details about the service activity. To estimate the number of hours per week, begin with the estimated hours per year and divide by the 33 weeks of the

Details provided in the Comments field will appear in a gray box on the system-generated CV that will be part of your evaluation, reappointment or promotion case.

B Activity Classifications

DEI ? No ▼

DEI Comments ?

C Attachments ?

Attachment Type Attachment

File ▼ **Upload File** no file uploaded

Add Another

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

- Use “**B** Activity Classifications” to indicate if the activity was related to diversity, equity, and/or inclusion, with a brief description, and use “**C** Attachments” to upload any file you might have (this is not required). If you do upload a file, for “Type,” select “Other.”
- Click **Add Another** if you have an additional file for this record. Click **Save and Add Another** if you are done with this record and would like to add another. Click **Save and Go Back** or **Save**, depending on the next step you would like to take.

IV Service to the Profession

Faculty180 ▼ **Major Professional Service** Help

Please include offices held in professional societies, work on editorial boards, service as a referee for a journal or juror for an exhibition, service as a panel or meeting organizer, etc.

An estimate of the time commitment provides a measure of your service load (estimate the yearly hours and divide by the 33 weeks of the academic year to approximate a weekly figure).

Input Form						Term			Actions
Title	Professional Organization	Type of Service	Responsibility/ Role	# of average hours (estimate per week)	Briefly describe your contributions and the significance of the activity	Start Term	End Term		
No data available in table									

Add

Use the **Major Professional Service** activity category to list any service to the profession that you performed.

- Select Activities under the Faculty180 tab in the left margin.
- Scroll down to **Major Professional Service** and open this activity category; the pop-up window is illustrated to the left. Use the **Add** button to enter an activity.
- Use the “**A** Input Form,” “**B** Activity Classifications,” and “**C** Attachments” fields and save options as indicated in steps 5-7 of the University, School or Department Service section above.

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Where to Upload Evidence in Interfolio (9.9.23)

V Service to the Community

Faculty180

Major Community Service

This category is meant to capture major presentations or projects performed in the community in virtue of a faculty member's professional expertise or association with the University or its mission.

An estimate of the time commitment provides a measure of your service load (estimate the yearly hours and divide by the 33 weeks of the academic year to approximate a weekly figure).

Input Form

Title	Community Service Organization	Type of Service	Responsibility/Role	# of average hours (estimate per week)	Briefly describe your contributions and the significance of the activity	Comments	Start Term	End Term	Actions
No data available in table									

Add

Use the **Major Community Service** activity category to list any service to the profession that you performed.

1. Select Activities under the Faculty180 tab in the left margin.
2. Scroll down to **Major Community Service** and open this activity category; the pop-up window is illustrated to the left. Use the **Add** button to enter an activity.
3. Use the “ **A** Input Form,” “ **B** Activity Classifications,” and “ **C** Attachments” fields and save options as indicated in steps 5-7 of the University, School or Department Service section above.