SMU Faculty Activity Reporting
(FAR): Faculty Checklist

Use this checklist as a guide to ensure your Interfolio FAR profile is complete, accurate, and ready for submission. The checklist aligns with typical annual reporting and CV categories.

Key Things to Note Prior to Starting:

- Faculty Activity Reporting will be used institutionally for annual reviews. Please focus on updating your information for the **previous two years**. You do not need to enter your entire CV. Reports will be made on annual activity, not across your entire career.
- We estimate 1-4 hours for each faculty member to enter and clean their information in the rollout period. While most information has already been imported from Digital Measures, there were entries that did not have a one-to-one correspondence. Please know that you will need to spend some time doing data cleaning – but ONLY in the this first year.
- Why do you see "1965" in the term date? Digital Measures required that you enter Month-Day-Year. In Interfolio, all entries will be entered using only Fall-Spring-Summer-Year. "1965" is the code for an empty field that Digital Measures did not have. You simply need to update it to the year in which the work was performed.
- We highly recommend that you have your most recent CV with you when you work on FAR to cross-check that information is reflected there. Again, we suggest focusing only on the latest 2 years.

Quick Links

• Interfolio FAR Login: https://faculty180.interfolio.com
• Interfolio Help Center: https://product-help.interfolio.com
Tutorials and FAQ: https://www.smu.edu/provost/provostoffice/interfolio

School/College Liaisons

<table>
<tr><td>Cox School
Bill Dillon</td><td>Dedman Law
Christine Hurt</td><td>Meadows School
Derek Kompare</td><td>Simmons School
Willis Jones</td></tr>
<tr><td>Dedman College</td><td>Lyle School
Dinesh Rajan</td><td>Perkins School
Hugo Magallanes</td><td>University Foundations
Caitlin Anderson</td></tr>
<tr><td>Guildhall
Elizabeth Stringer</td><td>Moody School</td><td colspan="2">Office of Faculty Success
facultysuccess@smu.edu</td></tr>
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Getting Started

☐ Attend your School/College Workshop or take the 45-minute tutorial here: https://www.smu.edu/provost/provostoffice/interfolio

☐ Read the FAQ to become familiar with both university-level guidance and unit-specific expectations.

☐ Log in to Interfolio FAR via the SMU portal. Use "Sign in with Partner Institution."

Profile Page

☐ Review your **Profile** page for accuracy. Note that there are **many more fields** you can choose to update. For institutional purposes, the **only necessary fields** are name, title, contact info, and degrees. This information is auto-populated from PeopleSoft. If your information is not correct, contact your Liaison to have it changed at the source in PeopleSoft.

☐ If applicable, add any "Degrees in Progress."

Activities Page

Teaching Activities

☐ Review your **Scheduled Courses Taught** (this is auto-populated from PeopleSoft). Notify your liaison if anything is inaccurate to have it changed at the source. Nothing additional is required in this section. You may choose to upload any number of optional items: syllabi, peer reviews, or course evaluations.

☐ Enter **Course & Curriculum Development.** Include any significant curriculum work, whether compensated explicitly or as part of in-load service (e.g., new course design, redesign, or online development, program review, developing common curriculum tags).

Scholarship and Creative Activity

Note that entries throughout this category will have many optional fields. These fields remain available because of the different ways in which various disciplines include/exclude specific information. You can certainly choose to make use of all the fields. However, for annual reporting purposes, please know that you need only fill in the fields that are **marked in bold font** and are highlighted with an * asterisk. These are the only fields that will be used in reports.

☐ Review and confirm any auto-imported publications or presentations.

☐ Manually enter scholarly contributions not automatically imported.

☐ Set your citation style correctly (APA, MLA, etc.).

☐ Enter **Internal and External Funding.** Classify by internal/external.

☐ Enter **Internal and External Honors and Awards**. Classify by internal/external and note any application support or guidance from the Office of Faculty Success.

Service Contributions

☐ Manually enter **University, Department, School/College, Discipline and Other**. Classify the level and type of service. Faculty leaders will use these classifications to understand service engagement to SMU, disciplinary fields, and other areas.

Professional Contributions

☐ Add **Mentoring and Individualized Instruction.** This category is intended for all types of mentorship (e.g., independent studies, thesis advising, post-doc mentorship, new faculty mentorship, Engaged Learning projects, dissertation supervision, etc.) Some mentorship will also be tied to a course number, such as independent studies. In such cases, please use this section to provide more information than PeopleSoft provides. This section serves as the source for all reporting purposes; individual units will **interpret** the reports based on disciplinary norms and expectations (e.g., classified as research/service/ teaching; required as part of in-load expectations, etc.)

☐ Enter **Professional Development & Workshops** (CTE/OIT workshops, certifications, etc.). You will have the option to enter your role (presenter, attendee, discussant, etc.) Check with your Liaison to determine which section to list any research-focused workshops attended.

Institutional Requirements

☐ Provide information for the Annual Reporting of External Outside Commitments (per SMU Policy 1.23 Conflict of Commitment).

Other Activities

The areas below are **not required for university-level reporting**. Please check with your Liaison to learn more about any School/College-level expectations for required reporting in these sections.

☐ **Undergraduate and Graduate Advising Load**. This section is numerical only. It does not have fields to add tailored information, which is found in the category of Mentorship.

☐ **Professional Memberships** (organizations, associations).

☐ **External Connections and Collaborations**.

☐ **Non-Credit Instruction** (e.g., clinical supervision, workshops).

☐ **Relevant Info** (for professional activities that do not have a clear correspondence to any above categories)

Before You Finish

☐ Double-check that all required fields (*) are completed.

☐ Save all entries and verify that they appear correctly.

☐ Contact your Liaison with any questions.

☐ Submit your report as required by your department or unit.

All Annual Activity Reporting is due by **February 1 of each year** for reporting on the previous calendar year.