

**INTERFOLIO PLAYBOOK – FACULTY ANNUAL ASSIGNMENTS -- SUMMARY SHEET –  
COLLEGE OF SOCIAL WORK AND CRIMINAL JUSTICE**

**Faculty Review and Approval of Annual Assignments**

Both the administrator

(s). Academic  
establish their own protocol for adding, deleting, or changing  
assignment categories.

Assignments are for in-load activities only. **No overload activities should be included in Faculty Assignments.**

The total FTEs must be equivalent to the faculty contract. For full-time faculty the total FTEs must be 100%.

Under Proposed Teaching, the course sections are auto populated and can be modified. A variety of activities can be included Under Instruction Related efforts such as participation on the arts, publication and other projects.

Information about projects under (1) Creative Activity, Publication, Scholarship, or University-Department Funded Research can all be listed within a single field/description.

Information about externally projects under (2) Sponsored Research will need to P(rv)3 (-8 (s)esSe)-1 category of "University Tc -t

Committees." Note: This **may change in the future. This policy is different from the FAR, which does require faculty to list service activities under the appropriate categories.**

When faculty complete their Assignment, they click the "Reviewed/Accepts" button which sends the Assignment to the Chair/Director for Review/Approval.

**Chair/Director Review and Approval of Annual Assignments**

Chairs/Directors

## Dean Review and Approval of Assignment

When the Dean (or Designee) reviews the Assignment and clicks the “Dean Approves” button, this action formally completes the college’s obligation for signing off on the Faculty Assignment.