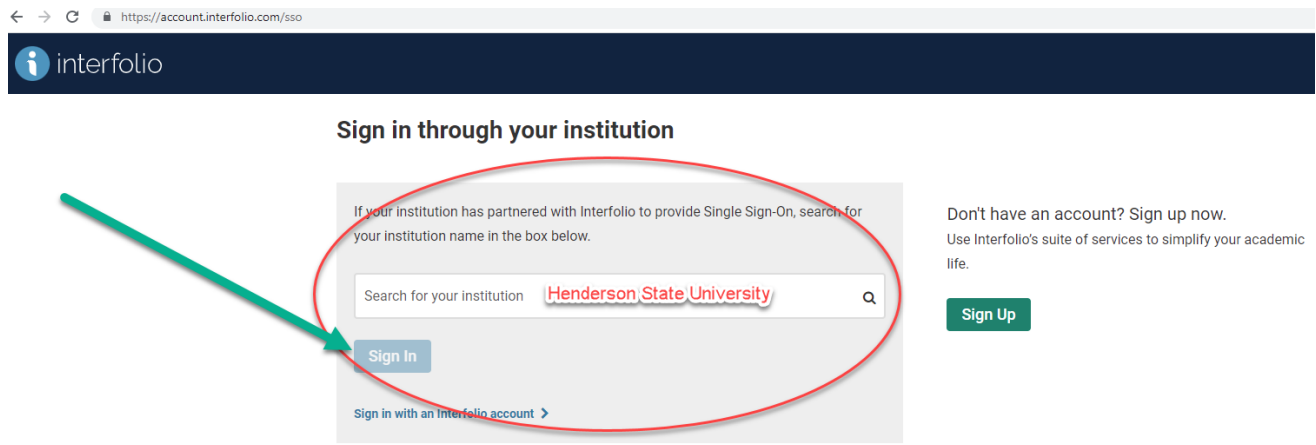


FACULTY180 INSTRUCTIONS FOR COMPLETING ANNUAL WORKLOAD FORM

1. Go to <https://account.interfolio.com/sso>.



interfolio

Sign in through your institution

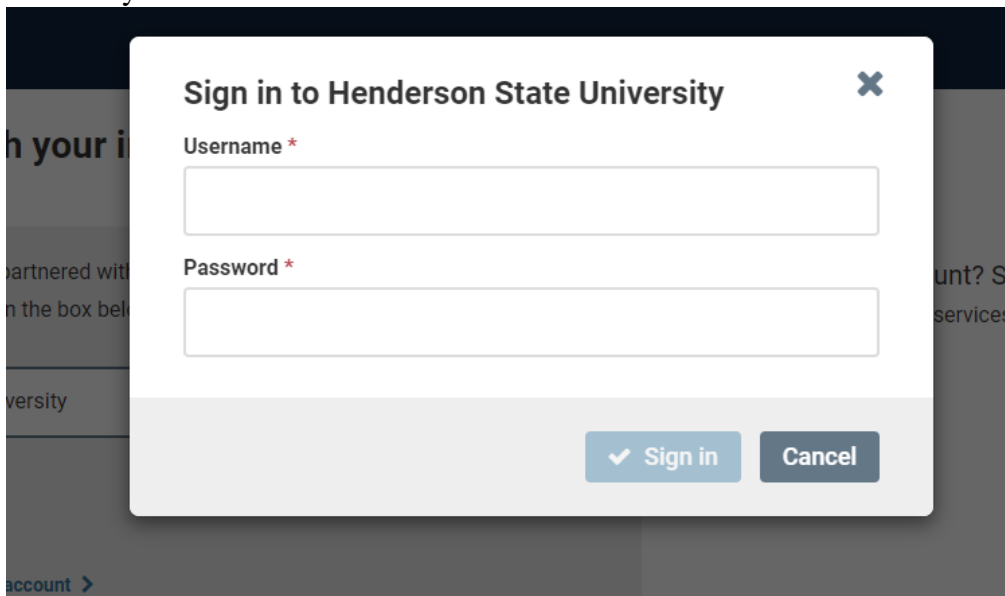
If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

Search for your institution

[Sign in with an Interfolio account >](#)

Don't have an account? Sign up now.
Use Interfolio's suite of services to simplify your academic life.

2. Type Henderson State University in the SEARCH BOX.
3. Click SIGN IN.
4. Log in to Faculty180 using your Henderson Network User Name and Password. It will always use your *current* Henderson Network Password.



Sign in to Henderson State University

Username *

Password *

5. Click SIGN IN once you have entered the Username and Password.

This will take you to the Home Screen. Look under Messages and click **Complete Workload Form** for the appropriate year.

6. You can access the WORKLOAD FORM two ways in Faculty180. On the Dashboard, you may select the **HSU COMPLETE WORKLOAD FORM: SPRING 2021 – FALL 2021** listed under the ACTION ITEM. The second way is to select FORMS & REPORTS on the left-side menu.

Home
Faculty180

Announcements & Help
Profile
Activities
Evaluations
Forms & Reports
Vitas & Biosketches
Find Colleagues
Administration

My Tasks 1

1
Unread Tasks

Title

HSU Complete Workload: Spring 2021 - Fall 2021
Activity Input | 2022-01-06 4:32 pm - Ongoing

7. On the Workload Form, check to make sure your classes for each semester were uploaded correctly. There should be classes listed for every semester you taught. If a course listed in the schedule was not taught, check the box under “Course Not Taught” ① next to the course.

A Spring 2017

| Group Courses | Course | Course Title | Teaching Load | Course Not Taught |
|--------------------------|--------------|----------------|---------------|--------------------------|
| <input type="checkbox"/> | BIO 2104 01 | GEN BOTANY | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | BIO 2104L 01 | GEN BOTANY LAB | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | BIO 2104L 02 | GEN BOTANY LAB | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | BIO 3294 01 | PLANT TAXONOMY | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | BIO 4251L 05 | BIO LAB TECH | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | BIO 4373 03 | INDEP RESEARCH | 0 | <input type="checkbox"/> |
| Group ? | Totals | | 0.00 | |

If two courses are taught at the same time (for instance, a course cross-listed as undergraduate and graduate), you should check the boxes under “Group Courses” for all courses taught at that time and click the “Group” ② button at the bottom. Do this once for each set of cross-listed courses.

Enter the Teaching Load, which is the Credit Hours, for each course taught during 2021. This will be 1, 2, 3, 4, etc.

A Spring 2020

| Group Courses | Course | Course Title | Teaching Load | Course Not Taught |
|--------------------------|-------------|----------------|---------------|--------------------------|
| <input type="checkbox"/> | BIO 1021 13 | INTRO BIO LAB | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | BIO 1021 2 | INTRO BIO LAB | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | BIO 2104 1 | GEN BOTANY | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | BIO 2104L 1 | GEN BOTANY LAB | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | BIO 2104L 2 | GEN BOTANY LAB | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | BIO 4251 5 | BIO LAB TECH | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | BIO 4373 3 | INDEP RESEARCH | 0 | <input type="checkbox"/> |
| Group ? | Totals | | 0.00 | |

8. Enter the approximate number of advisees for the previous year under “Advising Load.” Indicate any “Reassigned Duties” that would reduce your teaching load (i.e., department chair). Indicate your “Goals” for the upcoming year. (**This may or may not be required by the department chair.**)

▼ Advising Load Help

| Assigned Advisees | | | | | | | |
|-------------------|---------|----------|-------|-------|-----------|---------|--|
| Undergraduate | Masters | Doctoral | Other | Total | Semester | Actions | |
| 45 | 0 | 0 | 0 | 45 | Fall 2017 | | |

Add **View All**

▼ Reassigned Duties Help

| Description | Hours | Start Term | End Term | Actions |
|----------------------------|-------|------------|----------|---------|
| No data available in table | | | | |

Add **View All**

Only add “TEACHING REVIEWS” if you department chair requires them.

9. For the rest of the form, make sure that each field is complete for the previous calendar year. If you have been adding information throughout the year, it should appear already. On some fields, a blue hyperlink may appear allowing you to “copy ongoing activities” from previous years.

▼ Scholarly Contributions and Creative Productions

| Type | Title |
|------|-------|
| | |

Add **View All**

If you have questions about how to enter information and what types of information go into which category, you might want to consult the [Workload Form Examples](#).

Please pay close attention to each category. If you see **ACTIVITIES REQUIRE YOUR ATTENTION**, you must complete the **ACTIONS** column on the right side. See examples below:

▼ Scholarly Contributions and Creative Productions Help

Search:

| Type | Title | Outlet | Year Pub | Status | Term | Origin | Actions |
|--------|---|----------------------------|----------|---------------------|-----------|--------|---------------------|
| Book | A History of Texas Women | Texas A&M University Press | 2018 | In Progress | Fall 2014 | Manual | In Progress |
| Review | Review of Stepping Lively in Place: The Non-Married, Free Women of Civil War Natchez, Mississippi | Journal of Social History | 2017 | Completed/Published | Fall 2017 | Manual | Completed/Published |

Update

▼ Institutional Committees

ACTIVITIES REQUIRE YOUR ATTENTION

Help

| Committee Name | Start Term | End Term | Actions |
|--|------------|----------|--|
| General Education Committee | Fall 2014 | Ongoing | <input checked="" type="radio"/> Ongoing Activity <input type="radio"/> Activity Ended |
| Assessment Team | Fall 2014 | Ongoing | <input checked="" type="radio"/> Ongoing Activity <input type="radio"/> Activity Ended |
| Ellis College Awards Committee ECAC | Fall 2014 | Ongoing | <input checked="" type="radio"/> Ongoing Activity <input type="radio"/> Activity Ended |
| Faculty Development and Research Committee - Ellis College | Fall 2014 | Ongoing | <input checked="" type="radio"/> Ongoing Activity <input type="radio"/> Activity Ended |
| Margin of Excellence MoE | Fall 2014 | Ongoing | <input checked="" type="radio"/> Ongoing Activity <input type="radio"/> Activity Ended |
| Ellis College Curriculum Committee ECCC | Fall 2013 | Ongoing | <input checked="" type="radio"/> Ongoing Activity <input type="radio"/> Activity Ended |

Add View All

Update

10. Double check to make sure you have completed all categories and attached all documents. Scroll to the top of the form and click “Submit For Review.” If you would like to return to finish the form later, click “Save and Go Back.” You may also do to the bottom of form and “Submit For Review.”

HSU Complete Workload: Spring 2020 - Fall 2020

Activity Period

Spring 2020 - Fall 2020

Status

Not Submitted, Last updated on Dec 10, 2020

Submit For Review

Save and Go Back

Cancel

THE WORKLOAD FORM WILL NOT BE SUBMITTED IF “ACTIVITIES REQUIRE YOUR ATTENTION” HAS NOT BEEN UPDATED.

11. When you are through with your Faculty 180 Session, make sure you have saved the form you are working on and then click the **LOGOUT** button on the top right drop down box.

