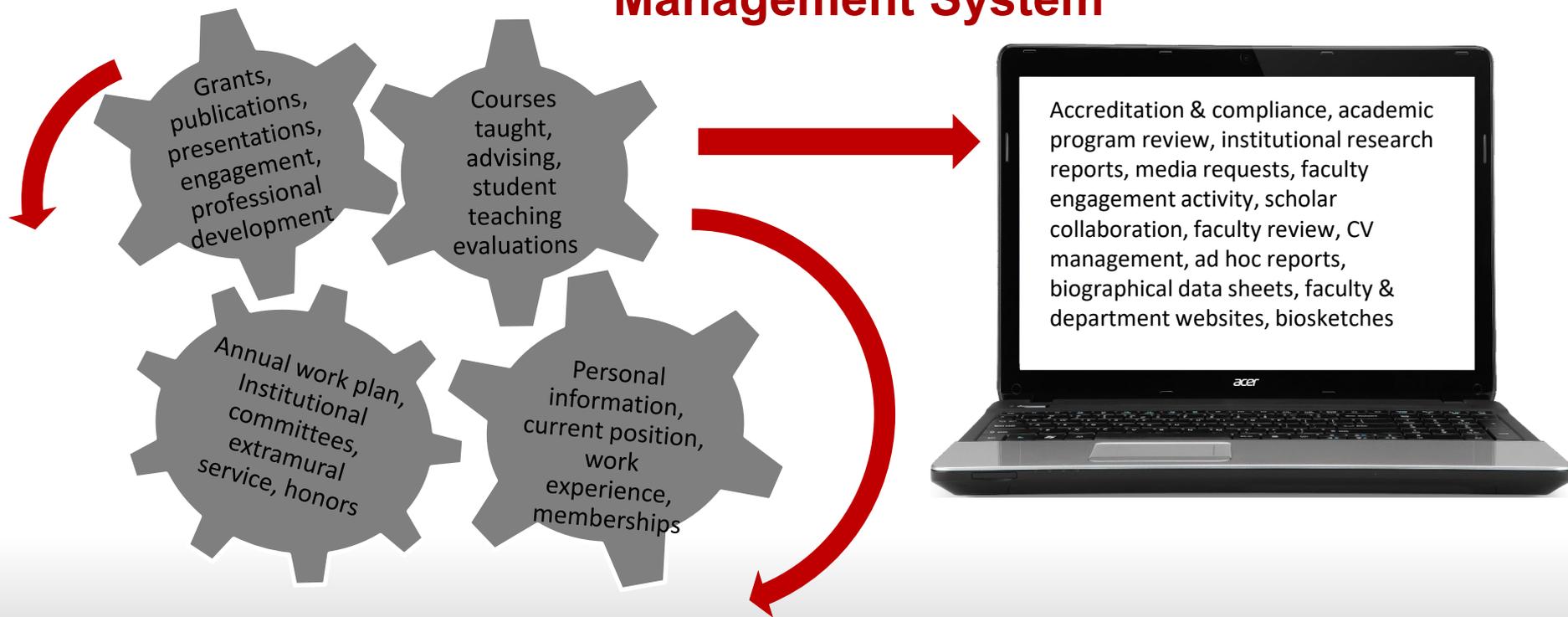# UofL Folio

Points to Cover

1. What UofL Folio IS

2. What UofL Folio is NOT

3. UofL's process in choosing UofL Folio

4. Security and privacy concerns

5. Learning to Use UofL Folio

UofL Folio - Faculty Activity Reporting

- UofL Folio is a data hub for collecting faculty accomplishments and activities related to teaching, research, creative production, professional development, service, community engagement
- UofL Folio can be used to generate reports for faculty reviews and to meet a wide variety of institutional reporting needs, e.g., accreditation.
- UofL Folio is UofL's adaptation of "Faculty180", a program developed by Interfolio, a Washington DC based education software company.

UofL Folio: A Customizable, Centralized Faculty Data Management System

Grants, publications, presentations, engagement, professional development

Courses taught, advising, student teaching evaluations

Annual work plan, Institutional committees, extramural service, honors

Personal information, current position, work experience, memberships

Accreditation & compliance, academic program review, institutional research reports, media requests, faculty engagement activity, scholar collaboration, faculty review, CV management, ad hoc reports, biographical data sheets, faculty & department websites, biosketches

What Interfolio Is NOT

- Faculty activity data are **NOT** shared with other institutions or used to compare U of L faculty with faculty at other institutions
- It is **NOT** a change to personnel policies or The Redbook
- It is **NOT** an open database searchable through the Internet
- Faculty will **NOT** need to transcribe their entire CVs into Interfolio
- Interfolio may **NOT** use UofL data for purposes other than those in the agreement

Studies Show Faculty Spend Considerable Time on Administrative Tasks

- Studies show full-time faculty members work about 54 hours a week on average. About 62 percent is teaching, including course preparation and advising, 18 percent is devoted to research and **20 percent to administrative and other tasks.**

  -- AAUP, 2003 (National Study of Postsecondary Faculty)

- "There is currently a lot of pressure on faculty members to increase the time they spend on all three aspects of their work [research, teaching, service]"

  -- John Curtis, Director of Research and Public Policy for the AAUP

  ("So Much To Do and So Little Time", Inside Higher Ed, Colleen Flaherty, April 9, 2014)

Table 3
Mean time allocations by rank and gender

	Total			Teaching			Research			Grant writing			Service		
	All	Women	Men	All	Women	Men	All	Women	Men	All	Woman	Men	All	Woman	Men
Mean hours															
Assistant	56.01	56.17	55.98	17.66	19.53	17.25	22.68	20.39	23.18	6.49	6.86	6.41	9.18	9.40	9.14
Associate	52.49	54.27	52.20	18.54	19.26	18.42	17.36	15.87	17.59	4.13	4.93	4.01	12.46	14.22	12.18
Full	53.85	54.62	53.79	15.68	14.73	15.76	19.16	17.57	19.28	4.11	5.58	4.00	14.90	16.74	14.76
Mean fraction of time															
Assistant	1.00	1.00	1.00	0.31	0.343	0.309	0.401	0.364	0.409	0.116	0.122	0.115	0.168	0.171	0.167
Associate	1.00	1.00	1.00	0.36	0.365	0.363	0.329	0.290	0.335	0.076	0.086	0.074	0.231	0.259	0.227
Full	1.00	1.00	1.00	0.30	0.270	0.302	0.352	0.318	0.355	0.073	0.101	0.070	0.276	0.311	0.273

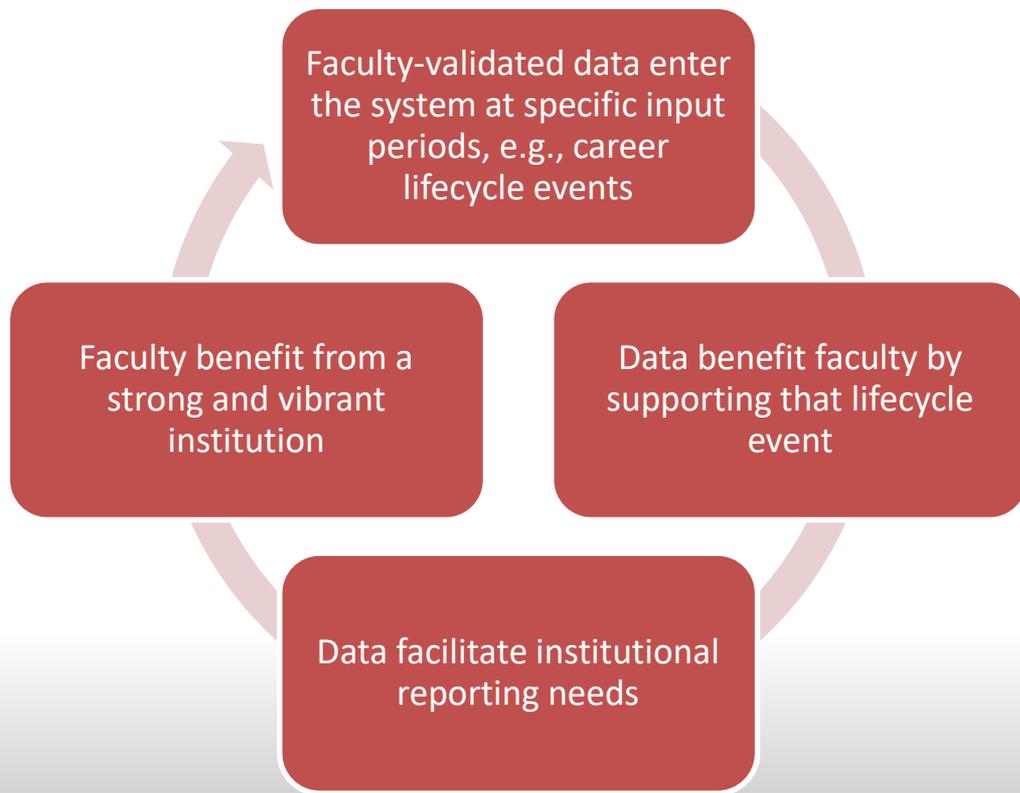*Notes*: standard errors are available from the authors on request.
All assistant professors are untenured; all associate and full professors hold tenure. No adjustments made for how long each faculty member is within rank.
Sample size ¼ 1365; population size ¼ 33,813.

UofL Folio Design Intentions

- Ease of use by faculty
- Minimize redundant maintenance of information in multiple systems
- Avoid re-entering data already stored elsewhere
- Minimize manual entry of data and move toward data validation
- Improve consistency, accuracy and completeness of faculty professional activities
- Date range capability for reports
- Move from short-term, narrow to long-term, broad scope of data
- Self-service reporting to speed up tasks and minimize staff burden

GOAL: A Virtuous Cycle

Faculty-validated data enter the system at specific input periods, e.g., career lifecycle events

Data benefit faculty by supporting that lifecycle event

Data facilitate institutional reporting needs

Faculty benefit from a strong and vibrant institution

Timeline

- Nov 2013 – Dec 2016
  - Early Exploration of Concept and Products

- July 2017 – June 2018
  - Vetting to Commitment and Adoption

- July 2018 – June 2021
  - Implementation and Evaluation

Privacy and Security

- Interfolio met all standards for privacy and security set by UofL IT department and the Information Security Office (e.g., satisfactory completion of IT's cloud risk assessment)

- The contract with Interfolio was reviewed by university counsel and any concerns raised were addressed.

Privacy and Security

- Data are password protected, confidential, secure
- Users are authenticated via single sign on with their institution's Identity Provider.
- At the server level, all administrative access is protected via multi-factor authentication.
- All traffic between Interfolio servers and the public internet is forced over HTTPS.
- Data is encrypted at rest and in transit. All data is encrypted over the wire via HTTPS/TLS. Data within the database and all artifacts are encrypted at rest using AES-256 encryption using 2048-bit keys.
- Interfolio servers run in a virtual private cloud (Amazon Web Services).
- All web, application, and database servers are separated from the public Internet and have no public IP address. Private IP addresses are never disclosed to the Internet.

Privacy and Security

Is Interfolio able to see UofL faculty data? Is the data de-identified at Interfolio?

- Interfolio has access to identifiable data for UofL faculty based on need and is bound to treat such information in accordance with the terms of the contract.

Are notes and annotations in Review Promotion and Tenure discoverable by subpoena?

- Both Interfolio and UofL are subject to the law and may have to disclose notes and annotations upon court order

Learning to Use Interfolio

How much support does Interfolio offer? Do they take questions from candidates, committee members, letter writers, and staff?

- Anyone who has questions about an Interfolio product can contact their Scholar Services support team Monday through Friday:
    - By telephone at 877-997-8807 from 9:00 AM – 6:00 PM U.S. Eastern Time
    - By email at help@interfolio.com, monitored 5:00 AM – 10:00 PM U.S. Eastern Time
- Onsite training to "train the trainer"
- Virtual training through brief videos
- Robust training site with searchable knowledge base

Thank you!