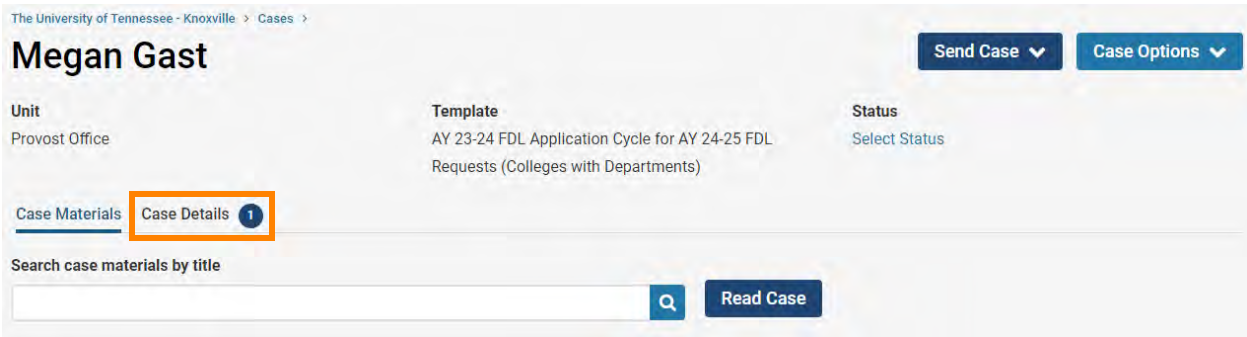


Interfolio Step-by-Step Guide for Faculty Submitting the FDL Report

As indicated in the Faculty Report Acknowledgement at the end of the FDL Proposal form, you are required to submit a report of your activities ***within 30 days of your return from leave.***

You will receive an email when your case has been moved to the “Faculty FDL Report” step.

Once you are logged in, you will be brought to the “Case Materials” view of the case.



Step 1: Fill Out “FDL – Report” Form

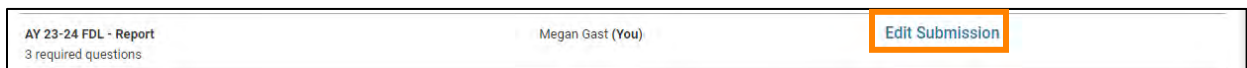
To access the required form, you will need to switch to the “Case Details” view. At the bottom of the “Case Details” view, click on “Fill Out Form:”



This form asks you to provide:

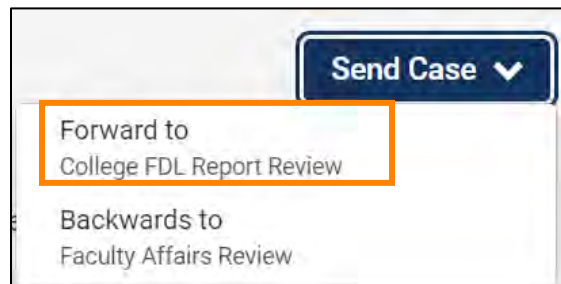
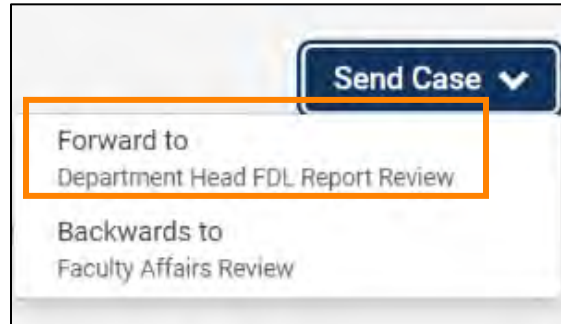
- Account of Major Activities and Accomplishments (500-700 words)
- Account of Experience (200-300 words)
- Plans for Future Work (200-300 words)

The word lengths represent minimums. You are welcome to provide lengthier responses (up to 8,000 characters). You can edit this form as many times as you like before you submit it. Just remember to click “Save Responses” each time.



Step 2: Send Case Forward for Department Head/Dean Review

Your FDL report will be reviewed by your Department Head and/or Dean. Once you complete the report, select the “Send Case” button and select “Forward to Department Head FDL Report Review” or “College FDL Report Review.”



IMPORTANT! If your Department Head and/or Dean has changed since your FDL was approved, please contact your Department and/or College Case Facilitator so they can correctly route your report.

Select the checkbox next to “Send a message to the reviewers gaining access,” indicated by an orange arrow below.

Send Case Forward ✕

Great job! You're sending the case forward to the next step, Department Head FDL Report Review. The following reviewers will lose access to the case:

Faculty | 1 members

The following reviewers will gain access to the case:

Department Head FDL Report | 0 members

Send a message to the reviewers gaining access.

If recipients respond to this message, their response will come directly to your email inbox.

Subject *

Faculty Development Leave - Gast

Message *

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Dear Department Head,

My FDL report is ready to be reviewed. Please complete the required form. Let me know if you have any questions.

Thanks!

body p

Preview

Continue

Cancel

A generic email message will populate and require a subject (we recommend Faculty Development Leave Report – Faculty Last Name). Select “Continue” once you have added your message to send the case forward.

If your Department Head and/or Dean requests revisions, they will send the case back to you with an email indicating the requested revisions.

You will be able to select “Edit Submission” as shown above to make the requested revisions, resubmit the form and move the case forward again for review.