

Subject: Interfolio Update: Timeline for Next Implementations

Dear Colleagues:

The Provost's Office will be launching the Interfolio [Review, Promotion, & Tenure](#) system to campus in December, and the Interfolio [Faculty Activity Reporting](#) system to campus in February 2024. Please visit the [CSU Interfolio implementation website](#) for more information on this project.

Here is the timeline for the next phases of implementation:

Now: Data from Digital Measures is currently being migrated to the Interfolio Faculty Activity Reporting system. The Digital Measures user data migrated to Interfolio will be current to December 31, 2023. Any data entered into Digital Measures after December 31, 2023, will not be transferred to Interfolio.

Please note that faculty will not lose access to Digital Measures at this time as the VPR's contract remains in force for a couple of years. It is not clear at this time if the VPR will renew that contract in the future.

December 2023: All users will gain access to Interfolio and the Interfolio Review, Promotion, and Tenure (RPT) module. RPT is a workflow system, used to conduct faculty evaluations including annual reviews, comprehensive reviews, promotion, and tenure through the collection of review materials and approval workflows. RPT will be used by all departments for 2023 Faculty Annual Evaluations.

February 2024: Users will gain access to the Faculty Activity Reporting system. This system will enable faculty to collect faculty activity data and materials through Interfolio's [Data Service](#) and to generate CVs. Staff and administrators will be able to use FAR to generate reports for accreditation, program reviews, and more.

What faculty data will be in Interfolio in February 2024?

- Faculty profile data is auto-uploaded from university source systems.
- Bibliographic data about faculty scholarship is pulled in via the [Data Service](#) integration with ORCID, Web of Science, PubMed, OpenAlex, CrossRef.
- Data entered into Digital Measures after December 31st will need to be manually updated in Interfolio.

Training and Resources

Virtual training sessions will be provided by the Provost's Office, and recordings posted online. Dates for training sessions will be announced soon and updated on the [Provost's Office website](#). On this site, you can also find links to written guides and to Interfolio's E-Learning training sessions.

For more information about Interfolio, visit this link: <https://provost.colostate.edu/interfolio/>.

Thank you for your support and patience as we continue to transition to the Interfolio system.