

Interfolio Steering Group (ISG) Summary

Purpose

1. Engage with the Interfolio project and Faculty Information System (FIS) support teams, to provide local unit feedback and streamline ongoing communications about Ohio State's Interfolio adoption and use.
2. Enhance people's understanding of, investment in, and engagement with Interfolio.
3. Be a standing support structure for Interfolio use at the university.

Goals

Build an Interfolio community practice and ensure Ohio State is maximizing value from Interfolio use, by:

- Discussing feedback from university community to enhance usability and output
- Reviewing product utilization and setting goals
- Reviewing and approving system maintenance decisions
- Ensuring ongoing training needs are met
- Offering a forum for super-users to share their feedback
- Recognizing opportunities for and achievement of high-level adoption wins
- Assessing new potential data sources and feeds
- Voting on proposed changes to system and support workflows
- Identifying and disseminating best practice recommendations
- Evaluating proposed new and unusual use cases for potential application
- Examining feature requests and proposed functions (additions, changes)
- Providing feedback to Interfolio vendor

Member responsibilities

1. Attend monthly meetings
 - Attend meetings with no more than two consecutive absences, and no more than three non-consecutive absences, in an academic year (August through May)
 - In the event of either more than two consecutive or more than three non-consecutive absences, the vice provost for academic policy and faculty resources will contact the unit's associate dean for faculty affairs or designated representative to request a new representative
 - Members are expected to attend each meeting in full, either in person or remotely, and are asked not to schedule attendance at other meetings, appointments, events, or activities that overlap or conflict with the ISG meeting calendar
2. Provide bidirectional communication, by:
 - Describing to ISG the needs, goals, and interests of the academic area(s) the member is appointed to represent
 - Disseminating to the represented unit(s) information about ISG efforts and decisions, system updates, support and training resources, and recommended best practices
3. Promote an Interfolio community of practice, by:
 - Identifying, refining, and advocating for recommended best practices
 - Sharing strategies for streamlining system use and related workflows
4. Vote on proposed changes to system and support workflows

Membership representation

Staff

- Staff (e.g., faculty affairs, executive and administrative assistants) with robust experience coordinating, managing, and/or supporting promotion and tenure processes

Faculty

- Assistant professors on the tenure track, with one or two years remaining before their tenure review
- Tenured associate professors, and professors and non-probationary clinical/teaching/practice faculty, with significant experience managing information in previous faculty information systems (e.g., OSUpro, Research in View, Vita)

General

- Staff and faculty with the above backgrounds, who also coach faculty while involved in a P&T process, are particularly sought for membership

Meetings

Most meetings will be remote but on rare instances, members' in-person attendance may be requested or expected. Beginning April 23, monthly meetings will occur on the fourth Tuesday of each month from 9-11 a.m. throughout 2024 with two exceptions: June 18 and December 17. Meeting cadence will then shift to the fourth Wednesday of each month from 10 a.m. to noon beginning in January 2025.

Time Frame

Meetings scheduled monthly for three calendar years. Initial membership to be reviewed and reevaluated after 18 months.