
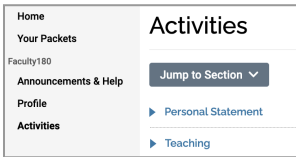





Faculty Activities Report using Interfolio (Modified Process)

Instructions for Full Professors in the College of Arts & Sciences who elect this option

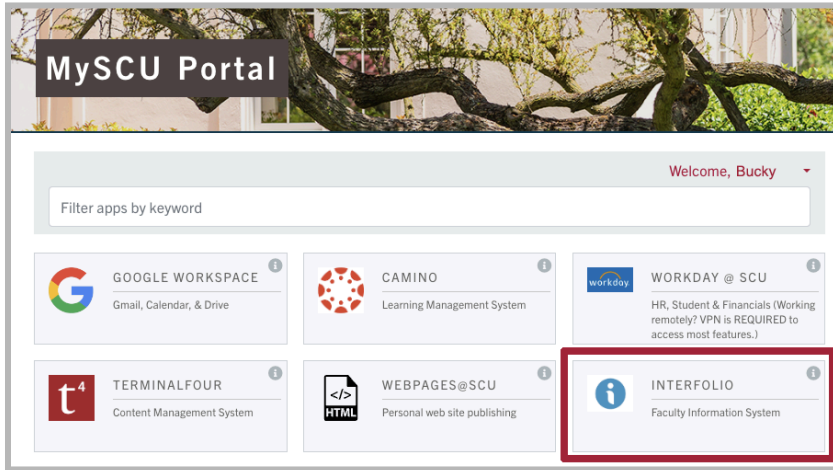
Overview

Step	Page
	1. Login to Interfolio Use the tile at the MySCU single sign-on portal. 2
	2. Upload your materials to Faculty180 You can do this whenever it is convenient. Faculty180 is available 24/7/365. You will only upload two documents: your completed College FAR form and your updated CV. 3
	3. Preview Your Packet When your case is available about a month before your deadline, preview your packet. 4
	4. Revise, Regenerate & Submit When your packet is complete, regenerate your case and submit. 5
	5. Review & File Your FAR Evaluation Letter Your chair or dean will share your FAR Evaluation letter with you, and you can upload it to a section in Faculty180 Activities. 6

STEP 1 - LOGIN TO INTERFOLIO

You can login to Interfolio one of two ways (A or B):

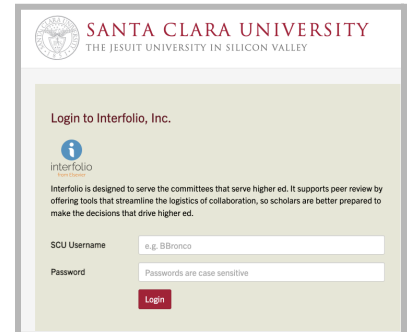
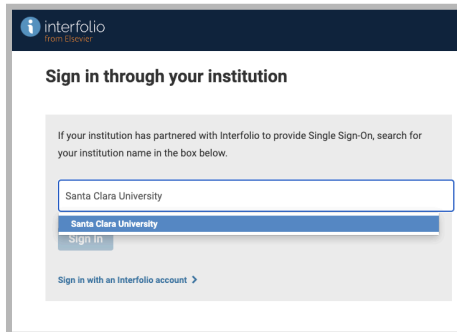
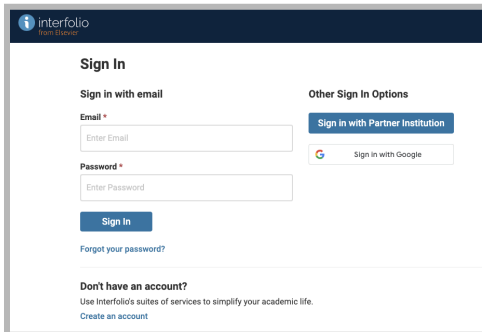
A



Sign into MySCU

Click on the Interfolio tile

B

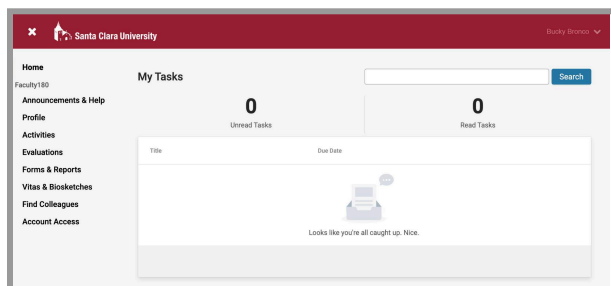


Go to <https://www.scu.edu/interfolio>

Type in Santa Clara University

Log in to MySCU Portal

However you login, double-check that you're in the right account:



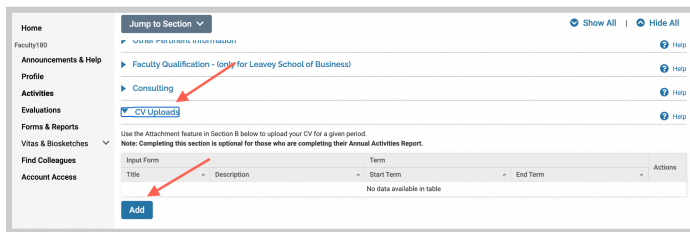
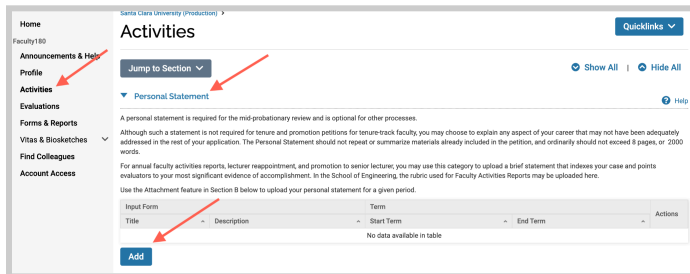
After you login, "Santa Clara University" should appear in the upper bar, and your screen should look like this. If it doesn't, you may be logged in to another Interfolio account. Contact Katie Williams (kfwilliams@scu.edu) to help you troubleshoot.

STEP 2 - UPLOAD YOUR MATERIALS TO FACULTY180

You will upload two documents to Faculty180: the FAR form for full professors in the College, and your CV.

The [FAR form](#) for full professors is available from the Appendices at the bottom of the [College Protocols and Procedures](#) page. It includes a place for you to paste a live link to the Google Drive folder with your supporting evidence.

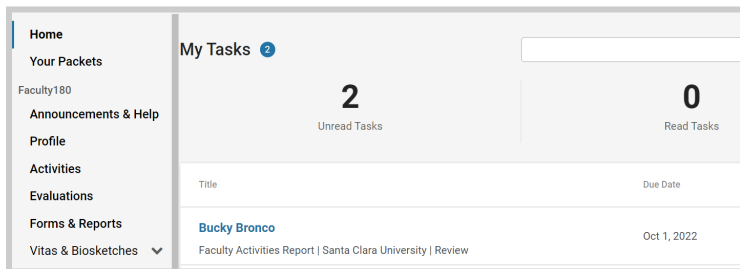
Once you have completed it and assembled your supporting evidence in Google Drive, you will submit the FAR form and a current CV in Interfolio.



1. In the Faculty180 area in the left sidebar, click the **Activities** tab to open up the various activities where supporting materials for your case may be placed. **Personal Statement** is the first activity category. Click the caret to open this section. The open page is shown to the left.
2. Click the **Add** button to upload your FAR form.
3. Scroll down the list of other Activities, and click the caret next to **CV Uploads**.
4. Click the **Add** button to upload your CV.

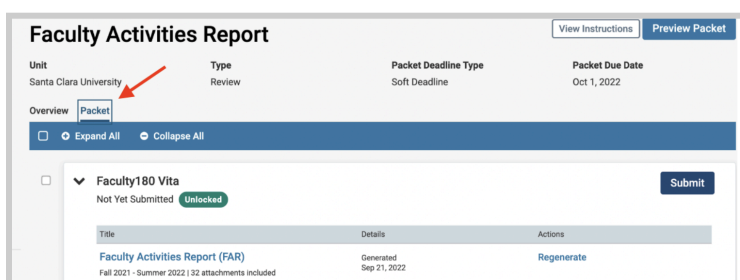
STEP 3 - PREVIEW YOUR PACKET

About a month before your FAR submission deadline, the Provost's Office will create your case in Interfolio's "Review, Promotion & Tenure" (RPT) module. The case pulls the two files you uploaded to Faculty180 if they were in Faculty180 on the case creation date. You will receive an email alerting you that your case has been created. Login to Interfolio to preview your packet.

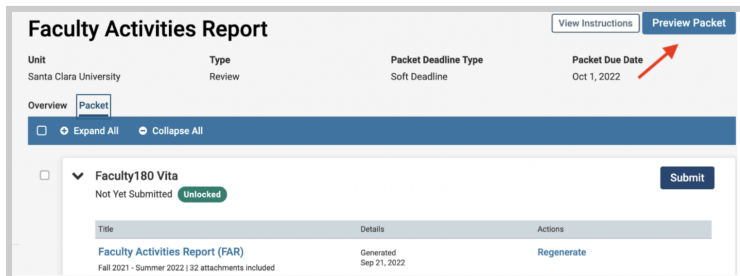


1. Click your **Name** on the dashboard to open your case.

Note: The dashboard is your "home page" in Interfolio; you can always access it from the "Home" or "Your Packets" tabs in the upper left corner.

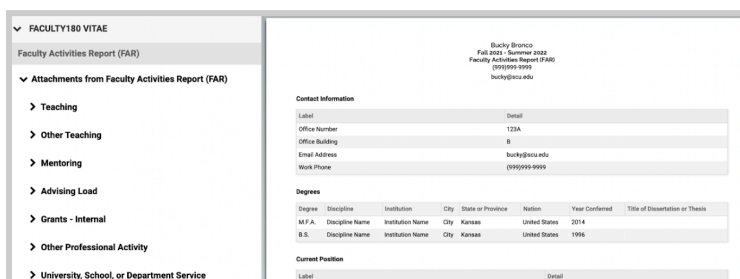


2. Click the **Packet** tab to view the screen pictured to the left.

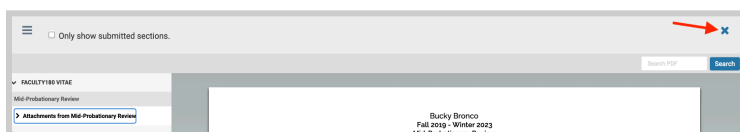


3. Click the **Preview Packet** button on the top right corner to review your portfolio.

The window is divided into two sections.



In the main window, you'll see the system-generated curriculum vitae for the period under review, which is built from the documents you uploaded to Faculty180, so in your case will be almost blank, as there is only a personal statement and a CV.

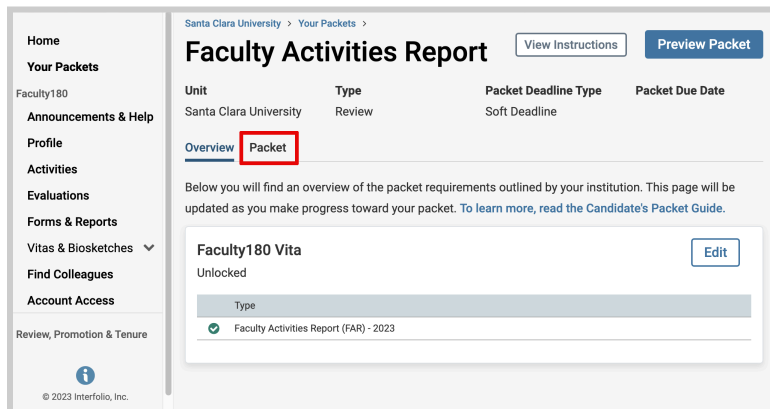


In the left sidebar, you'll see those two files once you've uploaded them to Faculty180 and regenerated your case (see below). Click on any > (caret) symbol to view the contents of that section.

4. Click the **X** in the top right corner to exit the Preview Packet section.

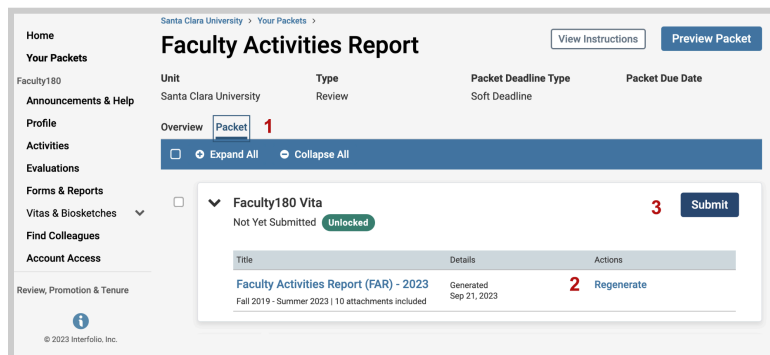
STEP 4 - REVISE, REGENERATE & SUBMIT

When you have finished reviewing your vita and packet, you will regenerate your case and submit your vita. The red numbers in the images correspond to the steps listed to the right.



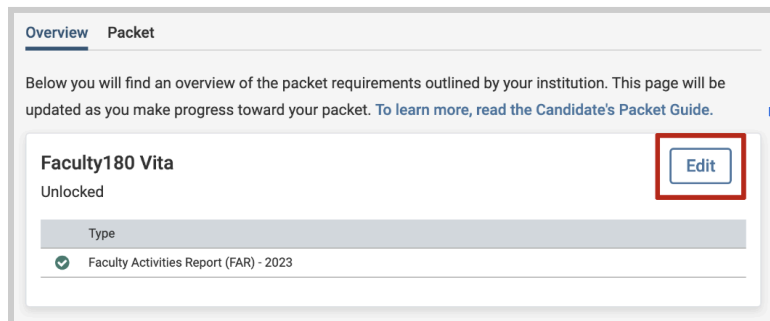
1. Click the **Packet** tab under “Santa Clara University.” You will see one item in this section: the Faculty180 Vita.

Click the Edit button to the right of “Faculty180 Vita” to expand that section.

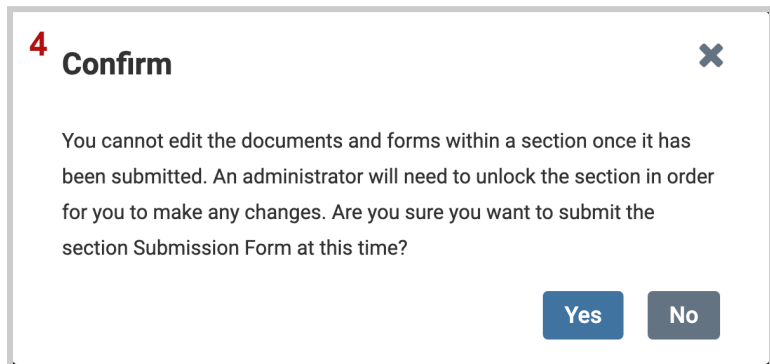


2. Click the **Regenerate** button to make sure the system captures any edits you made in the Faculty180 module during your earlier review.

If you don't see the **Regenerate** button, you might be at the Overview tab rather than the Packet tab. But even from there, you can find the Regenerate button by clicking the Edit button to the right.



3. Click on the dark blue **Submit** button to the right to submit and lock your vita.



4. This window will pop up to alert you that the section will lock. When you are ready, click the **Yes** button. You will not be able to access or change your FAR after this point.

You have completed the submission.

Your Interfolio submission is due by 8:59 p.m. on your due date.
You have until 11:59 p.m. that night to finish uploading supporting materials to Google Drive.

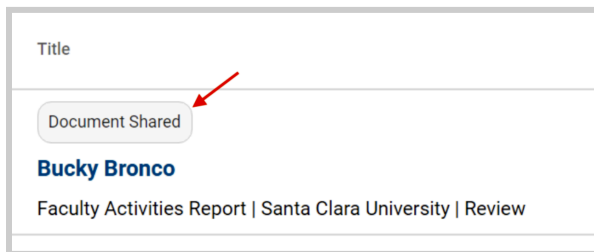
STEP 5 - REVIEW & FILE YOUR FAR EVALUATION LETTER

In the College of Arts & Sciences, your chair and in some cases a small group of faculty will review your materials and draft a letter. The dean will discuss the draft letter with the department chair before it is finalized and shared with you.

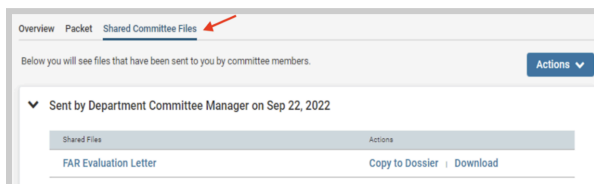
The chair will then send the case to the dean, who will add the vita and evaluation letter to your personnel file.

The letter will be shared with you either in hard copy, via email, or through Interfolio. We recommend you download this letter and store it along with your original Faculty Activities Report in the **Historical FARs & FAR Evaluation Letters** section in Faculty180 Activities.

If the letter is shared through Interfolio, you will receive an Interfolio notification from either the chair or the dean notifying you that your FAR Evaluation Letter is complete. To view the letter:



Login to Interfolio. The trigger to view the FAR Evaluation Letter will be on your dashboard (note the shaded button where it says “Document Shared” above your name). Click on your name to view the shared file.



Click on the **Shared Committee Files** tab to navigate to the file. You have three options:

1. Click on the file name to open and read the letter in the browser window;
2. Copy to Dossier - do not use; Santa Clara does not subscribe to the dossier service;
3. Download - we recommend you download the letter, then navigate to Activities in the left sidebar and upload the letter to the “Historical FARs & FAR Evaluation Letters” section.