

# Faculty180 / Interfolio Training

Using Interfolio for Tenure & Promotion  
Spring/Summer 2026

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## Interfolio

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graph TD; Interfolio[Interfolio] --- Faculty180[Faculty180]; Interfolio --- RPT["RPT (Review, Promotion & Tenure)"]
```

**Faculty180**

A file cabinet for your activities

**RPT**

**(Review, Promotion & Tenure)**

A review tool for those activities

“RPT” stands for  
Review, Promotion, and Tenure

# MySCU Portal

Welcome, Bucky ▾

Filter apps by keyword



GOOGLE WORKSPACE

Gmail, Calendar, & Drive



CAMINO

Learning Management System



WORKDAY @ SCU

Human Capital Management & Financials



TERMINALFOUR

Content Management System



WEBPAGES@SCU

Personal web site publishing



INTERFOLIO

Faculty Information System

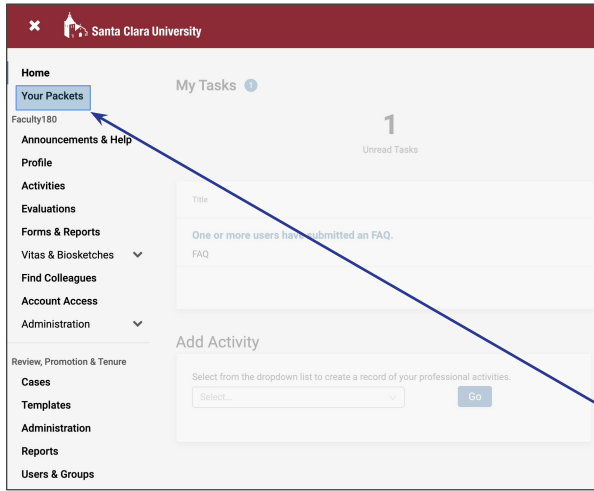
## The Interfolio Dashboard: Two Modules

When you log in, the two “modules” appear on your dashboard

Faculty180, where you enter your activities 24/7/365

Review, Promotion & Tenure, where your evaluation or promotion case is created

# The Interfolio Dashboard: Two Modules (your case)



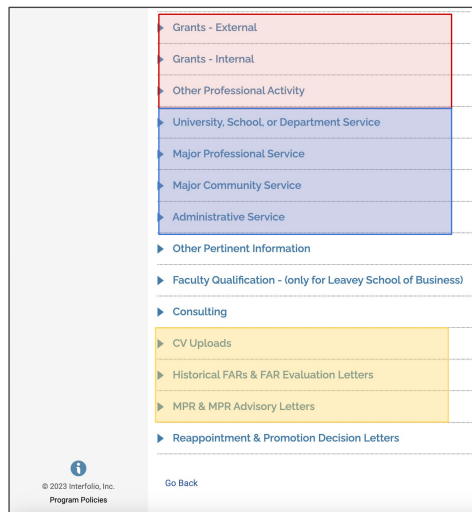
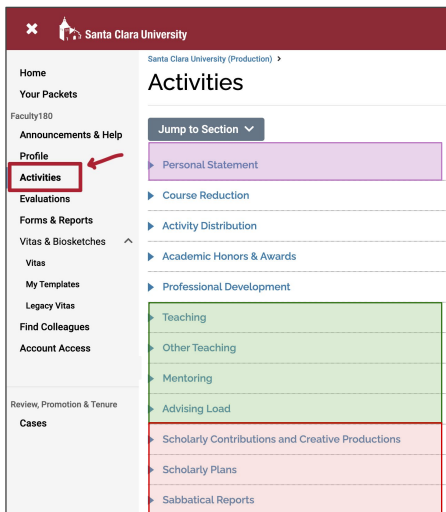
When you log in, the two “modules” appear on your dashboard

Review, Promotion & Tenure, where your evaluation or promotion case is reviewed

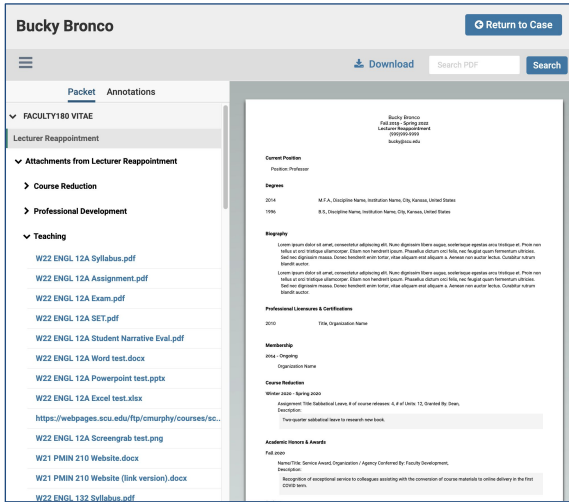
While YOU have your case, you'll find it in “Your Packets”

# Faculty180: Where You Enter Your Activities

Meanwhile, you will upload your materials to Faculty180



# RPT: Where Your Case is Built



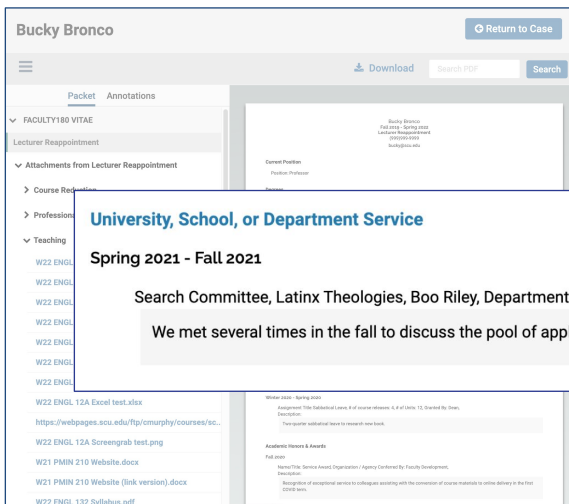
When you're up for evaluation, reappointment or promotion, we build a case for you in the RPT module, pulling in activities from the period under review.

- The system-generated vita in the main window lists your activities and comments. For those using Interfolio for supporting evidence, this functions as your annotated CV
- The left sidebar has links to all your uploaded documents
- Click on a file in the left sidebar, and its contents will appear in the main (vita) window

You can revise your materials in Faculty180 up until you submit; just be sure to regenerate your RPT case to pull those edits in to the RPT module.

*You cannot edit your file after you submit your case.*

# Annotated CV: Using the Comment Field



Comments you type in to your activities appear in gray boxes as annotations in the system-generated CV.

## University, School, or Department Service

Spring 2021 - Fall 2021

Search Committee, Latinx Theologies, Boo Riley, Department, Member, 1,

We met several times in the fall to discuss the pool of applicants. There were too few to continue the search, so the work ended in Fall term.

Use comments for scholarship/creative production and service, NOT TEACHING



# Setting the Date Parameters for Activities

**A** Input Form

Start Term*	Fall	2025
End Term*	Ongoing	Ongoing

Title

12pt B I

Description

0 words

Be careful assigning dates. They must overlap your period of review in order to be captured in your case. All periods of review end in summer of the current year, so Fall current year start dates won't be captured. The start term defaults to the current term when entering the activity.

# Finding the Period of Review for Your Case

Santa Clara University > Your Packets >

## Faculty Activities Report

View Instructions Preview Packet

Unit	Type	Packet Deadline Type	Packet Due Date
Santa Clara University	Review	Soft Deadline	

Overview **Packet**

Expand All Collapse All

Faculty180 Vita **Submit**

Not Yet Submitted **Unlocked**

Title	Details	Actions
<b>Faculty Activities Report (FAR) - 2023</b>		
Fall 2019 - Summer 2023   10 attachments included		

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Period of Review

# Regenerate Your Case - regenerate button

**Tenure & Promotion** View Instructions Preview Packet

Unit: Santa Clara University | Type: Promotion | Packet Deadline Type: Hard Deadline | Packet Due Date: Sep 4, 2024

Overview **Packet** Expand All Collapse All

Hit this button whenever you want to pull Faculty180 changes you've made into your case.

**Faculty180 Vita** Not Yet Submitted Unlocked Submit

Title	Details	Actions
<b>Tenure &amp; Promotion</b> Summer 2017 - Spring 2024   95 attachments included	Generated May 3, 2024	<b>Regenerate</b>

# Add Pre-Appointment Evidence (optional)

Santa Clara University > Your Packets > **Tenure & Promotion** View Instructions Preview Packet

Unit: Santa Clara University | Type: Promotion | Packet Deadline Type: Hard Deadline | Packet Due Date: Sep 3, 2025

Overview **Packet** <sup>1</sup>

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. To learn more, read the Candidate's Packet Guide.

**Faculty180 Vita** Unlocked Edit

**Pre-Appointment Evidence** Due: 2025-09-03 | Submitted Unlocked 2 Edit

Type	# Required	# Added
Additional Documents	0 required	0

# Regenerate Your Case - submit

The screenshot shows the 'Faculty Activities Report' page in Interfolio. The page title is 'Faculty Activities Report' with a 'View Instructions' link and a 'Preview Packet' button. The user is logged in as 'Santa Clara University > Your Packets >'. The main content area shows a report for 'Faculty180 Vita' with a status of 'Not Yet Submitted' and 'Unlocked'. A callout box with an arrow points to a 'Submit' button, with the text 'Click Submit and you're done'. Below this, a table lists the report details:

Title	Details	Actions
Faculty Activities Report (FAR) - 2023 Fall 2019 - Summer 2023   10 attachments included	Generated Sep 21, 2023	Regenerate

The left sidebar contains navigation links: Home, Your Packets, Announcements & Help, Profile, Activities, Evaluations, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, and Review, Promotion & Tenure. The footer includes the copyright notice '© 2023 Interfolio, Inc.'.

## Where You Can Find Resources

<https://www.scu.edu/provost>

The screenshot shows the website for the Santa Clara University Provost and Executive Vice President. The page title is 'Evaluation, Reappointment & Promotion'. The navigation menu includes 'Faculty Affairs' which is highlighted. The main content area is divided into three sections: 'Evaluation', 'Reappointment', and 'Promotion'. Each section has a list of links and a brief description. The 'Upcoming Events' section lists two events: 'Faculty180/Interfolio Training - FAR' and 'Fac180/Interfolio Training - Teaching-track Faculty Reappointment & Promotion'. The 'Faculty Affairs' sidebar on the right contains links to 'Faculty Handbook', 'Collective Bargaining Agreement', 'Recruitment & Appointment', 'Evaluation, Reappointment & Promotion', 'Standards', 'Interfolio', 'Other Policies & Procedures', 'Competition & Support', and 'Contact Us'.

# Where You Can Find Resources: Break-out view

**Tenure and Promotion Policies and Procedures for Tenure-Track Faculty**

**FOR REVIEWERS AND CANDIDATES**

- [SCU Faculty Handbook](#)
- [Discipline-Specific Standards, Background and Implementation](#)
- [Tenure & Promotion - Ranking of Candidates](#)
- [Tenure & Promotion - Target Dates for Review 2024-25](#)
- [Tenure & Promotion - Translation Guidelines](#)
- [Tenure & Promotion Procedures \(Chairs, Committees, Deans\)](#) from Chair, Dean & R&T Committee process meeting


**PRIMARILY FOR CANDIDATES**

- [Tenure & Promotion - Guidelines and Requirements for Candidates 2024-25](#)
- [Tenure & Promotion - External Referees Provided by Candidate](#)
- [Tenure & Promotion - Cover Sheet](#)
- [Tenure & Promotion Resources from Faculty Development](#)

**TENURE CLOCK EXTENSIONS**

- [FH 3.4.1.1 Extensions of the Probationary Period](#)
- [Tenure Clock Extension Form](#)

**\*\* The guides and video tutorials listed below will be available by August 2024.\*\***

Guide	Video Tutorial
 <a href="#">Faculty - Evidence Entry &amp; Case Review</a>	<a href="#">(go to link at left)</a>

**Tenure & Promotion**

Home > Office of the Provost > Faculty Affairs > Evaluation, Reappointment & Promotion > Tenure & Promotion

- [Tenure & Promotion - Guidelines and Requirements for Candidates 2024-25](#)
- [Tenure & Promotion - External Referees Provided by Candidate](#)
- [Tenure & Promotion - Cover Sheet](#)
- [Tenure & Promotion Resources from Faculty Development](#)

**Interfolio Guides**

**Upload Your Materials**  
available 2/17/2024

- [Account Access](#)
- [Uploading Activities - Tenure-Track](#)

**Video Tutorial**  
9:09  
Uploading Activities & Course Materials

**Review Your Tenure and/or Promotion Case**  
available about one month before your F&R deadline  
Videos will be published in early August 2024

- **Tenure & Promotion Candidate Guide using Interfolio**  
for all candidates for tenure and promotion to associate professor, and for those candidates for promotion to full professor who elected on March 28 to provide all supporting evidence in Faculty 150 Interfolio
- **Promotion Candidate Guide using Interfolio and Google Drive (modified process)**  
for those candidates for promotion to full professor who elected on March 28 to provide petition documents in Faculty 150 Interfolio and supporting evidence of teaching and scholarship/creative work in Google Drive

**Reviewing & Submitting Your Tenure and/or Promotion Packet**

# Normal Process: GDrive Folders (temporary)

For those using only Interfolio



- A
- B
- C
- D
- E
- F

**Posting Instructions**

**External referees provided by Candidate, and non-referees**

**Works to be Evaluated by External Referees**

**Professional CV**

**Discipline-specific Scholarship Standards (dean posts)**

**Collaborator Letters**

*The dean's office will move folders A-F to your Interfolio case after you submit your petition in September*

# Target Dates










Summer 2026	Assemble your petition and supporting evidence (either in Fac180 or GDrive, depending on your January 16 choice)
By August 1	Provost's Office creates your tenure/promotion case in Interfolio, and it appears on your dashboard, pulling in documents available in Fac180 at that point for the period under review
August	Complete your materials, upload to Interfolio (candidates to full who opted to use Google Drive will upload documents related to teaching, scholarship and service there); regenerate, review, repeat
September 3	Regenerate your Interfolio case and submit your petition by 8:59pm; candidates for full using GDrive for supporting documents complete uploads to GDrive by midnight
September 7	Dean's office uploads spring folder contents (folders A-F) to Interfolio and moves the case to the department

# Modified Process: GDrive Folders

For those Promoting to Professor and using both Interfolio and Google Drive



*The dean's office will move folders A-F to your Interfolio case after you submit your petition in September, but folders G-I will remain in GDrive*

-  **A** Posting Instructions
-  **B** External referees provided by Candidate, and non-referees
-  **C** Works to be Evaluated by External Referees
-  **D** Professional CV
-  **E** Discipline-specific Scholarship Standards (dean posts)
-  **F** Collaborator Letters
-  **G** Teaching Materials
-  **H** Scholarship & Creative Work
-  **I** Additional Materials

# Modified Process: Where to Upload Materials

There are some documents you will upload to Faculty180

Santa Clara University (Production)

Home

Your Packets

Faculty180

Announcements & Help

Profile

**Activities**

Evaluations

Forms & Reports

Vitas & Biosketches

Vitas

My Templates

Legacy Vitas

Find Colleagues

Account Access

Review, Promotion & Tenure

Cases

Jump to Section

Personal Statement

Course Reduction

Activity Distribution

Academic Honors & Awards

Professional Development

Teaching

Other Teaching

Mentoring

Advising

Scholarly Publications and Creative Productions

Scholarly Plans

Sabbatical Reports

Grants - External

Grants - Internal

Other Professional Activity

University, School, Department, or Service

Major Professional Service

Major Community Service

Administrative Service

Other Pertinent Information

Faculty Qualification - (only for Leavey School of Business)

Consulting

CV Uploads

Historical FARs & FAR Evaluation Letters

MPR & MPR Advisory Letters

Reappointment & Promotion Decision Letters

Go Back

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Program Policies

- > petition cover sheet
- > personal statement
- > you will need to create your own course list to accompany materials
- > You need to create and upload an annotated CV
- > You do NOT need to upload the professional CV sent to external referees; the dean will add this to your case, along with other materials sent to external referees