Faculty Activities Report using Interfolio

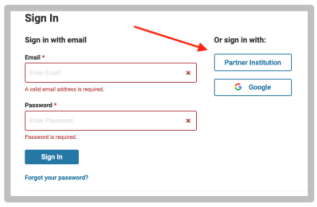
Instructions for Department Review

for the Leavey School of Business

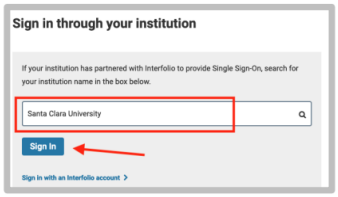
There are two ways to log on to Interfolio

1. **Faculty180: https://www.scu.edu/interfolio**

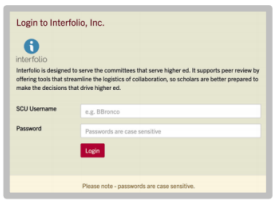
Click the Partner Institution button.



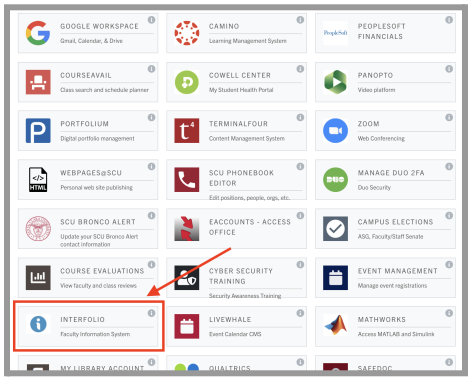
Search for "Santa Clara University" and click the Sign In button.

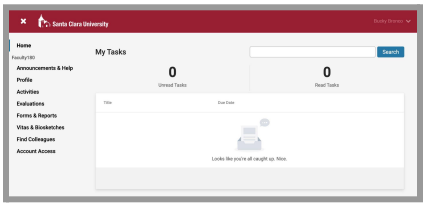


Log in with your single sign-on credentials.



2. **Click on the Interfolio tile on your SCU SSO page.**



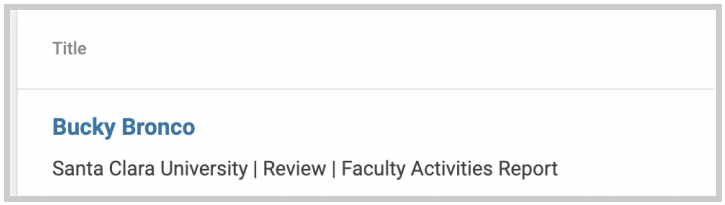


Check Your SCU Interfolio Dashboard

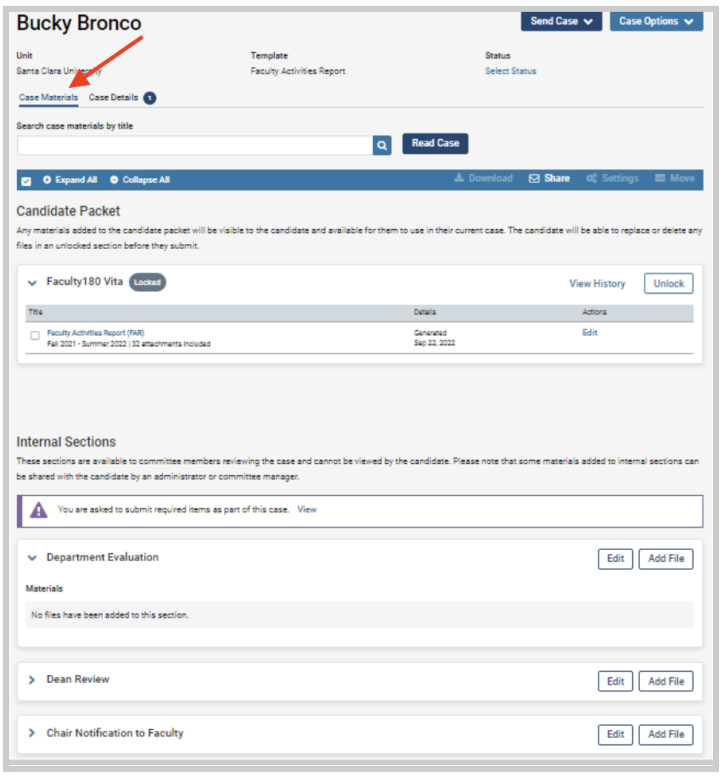
After you login, "Santa Clara University" should appear in the upper bar, and your screen should look like this. If it doesn't, you may be logged in to another Interfolio account. Contact Pandora del Carmen (pdelcarmen@scu.edu) to help you troubleshoot.

PART 1 - Reviewing the Faculty Member's Vita

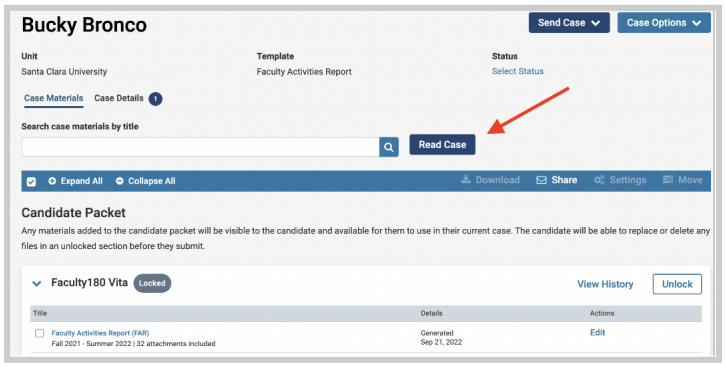
The Vita is a document that Interfolio automatically generates from the entries the faculty member has made in the Activities section of Faculty180 for their review period. You can preview their Vita when their case is shared with you. A trigger with the faculty member's name will appear on your dashboard:



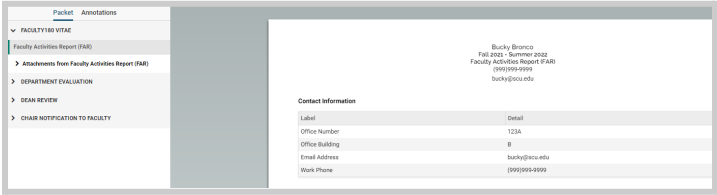
1. Click on the faculty member's name in blue to bring you to the faculty member's packet.



2. The following sections are available at the Case Materials tab (upper left) of the faculty member's packet:
   a. Faculty180 Vita
   b. Internal Sections - only available to individuals reviewing the case.

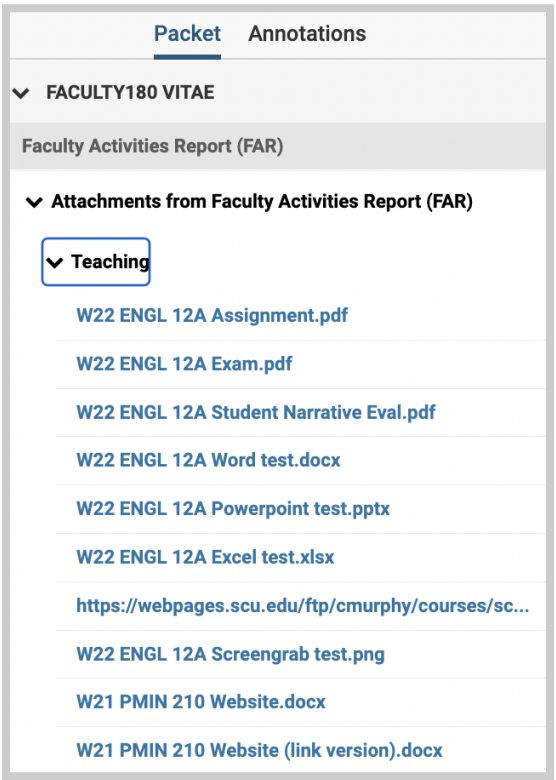


3. Click the **Read Case** button on the right to review the faculty member's Faculty Activities Report.



4. Here is what it looks like. The left sidebar lists the sections of the faculty packet. Click on any › (caret) symbol to expand the section and view the contents. In the main window, you'll see the system-generated Vita for the period under review. This Vita is shorter than their actual CV, as it only captures the activities they've listed for the period under review. (Your school may require a full and current CV as well, which can be found in the left sidebar at **CV Uploads**).

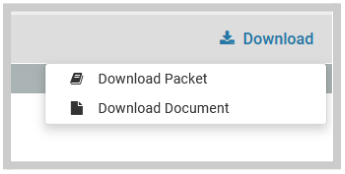
Review Faculty180 Vitae Documents



5. Click on **Faculty180 Vitae** in the left sidebar to view the order and titles of the uploaded documents. Click on any › (caret) symbol to expand the section.

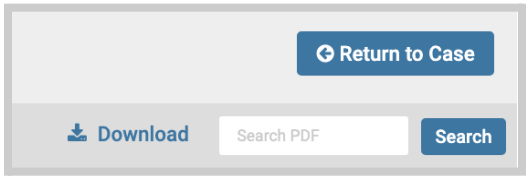
   Activity categories are listed in the order they appear in the faculty member's Faculty180 Activities listing. Within the Teaching section, files are listed by course in chronological order beginning with the most recent term, with titles assigned by the faculty.

   You can click on any document to view it in the browser window. You can increase the size of the document in the window using the zoom tool in the lower left. If you need to compare two documents, such as two versions of a syllabus, you can open another browser window and login to Interfolio, navigating to the appropriate second document in the case.



   You can also download an individual document, or the entire Faculty180 Vitae packet, using the blue **Download** button in the upper right of the browser window. If you choose to download the packet, you can do that either as a zip file of the individual documents or as a single PDF. You will receive an email when the download has been completed. Login to Interfolio, and click on "Your Files Are Ready to Download" on your dash-board to open the candidate's file. Be sure to delete the materials from your computer when you're finished reviewing the case.

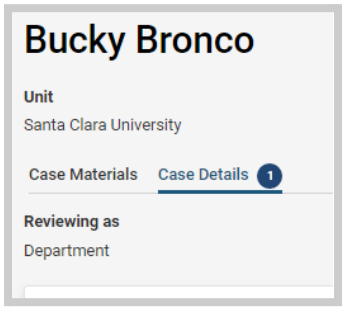
How to Exit the Faculty180 Vitae Section



6. Click the blue **Return to Case** button in the top right to exit.

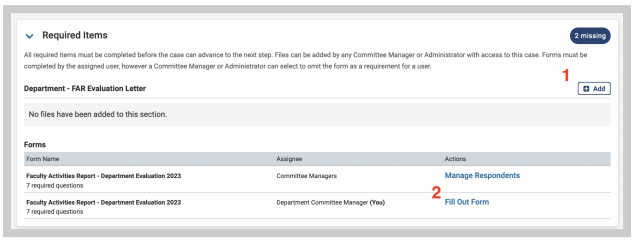
PART 2 - Submitting FAR Evaluation Letter & Required Form

When the chair has finished reviewing the faculty member's materials and has created the FAR Evaluation Letter, the chair will upload the letter and complete the Department Evaluation form.

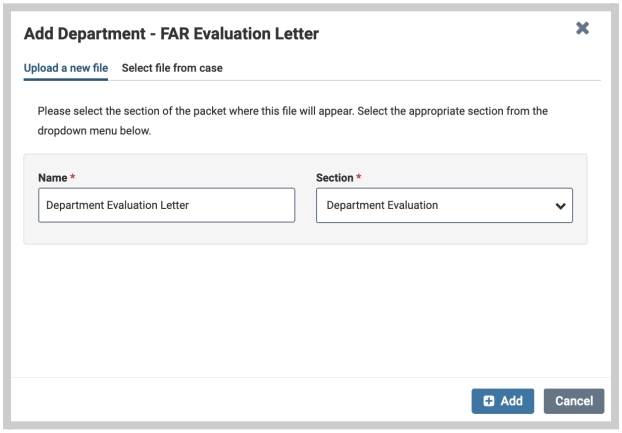


Click the **Case Details** tab at the upper left. This section will reveal the department's required items:

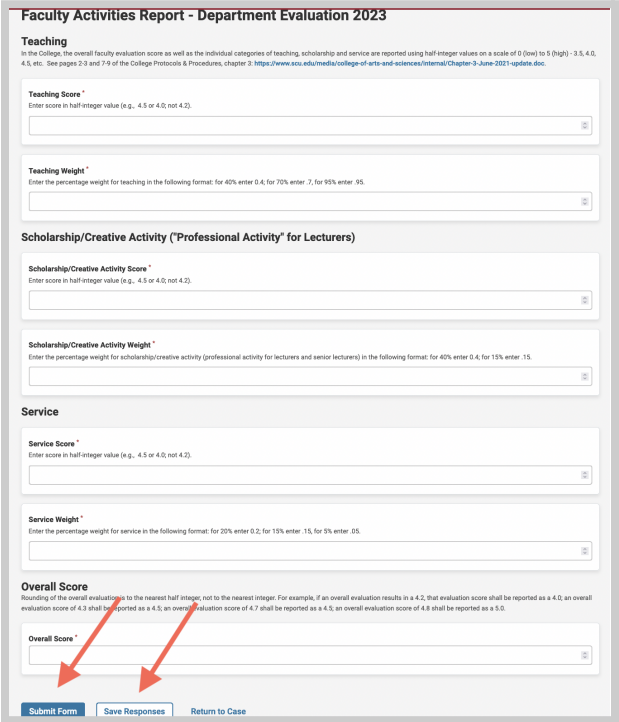
1. FAR Evaluation Letter
2. Required Form



Step 1 - Upload the FAR Evaluation Letter
Click on the **Add** button to the right of the heading to upload the letter. A pop-up window will allow you to browse your computer for the letter.



After uploading the letter from your computer, this screen will pop-up. In the Section field, select "Department Evaluation." Then click the blue **Add** button (bottom right) to submit.



Step 2 - Submit Required Form

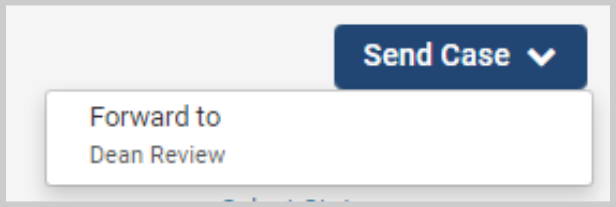
After clicking on **Fill Out Form** under Actions, this form will pop-up. Complete the form with the individual evaluation scores for each of the three criteria (teaching, scholarship, and service), as well as the weight for each criterion. Typical weights for each rank are:

Rank	Teaching	Scholarship*	Service
AYAL	0.95		0.5
RTL, SL	0.70	0.15	0.15
Tenure-track	0.4	0.4	0.2

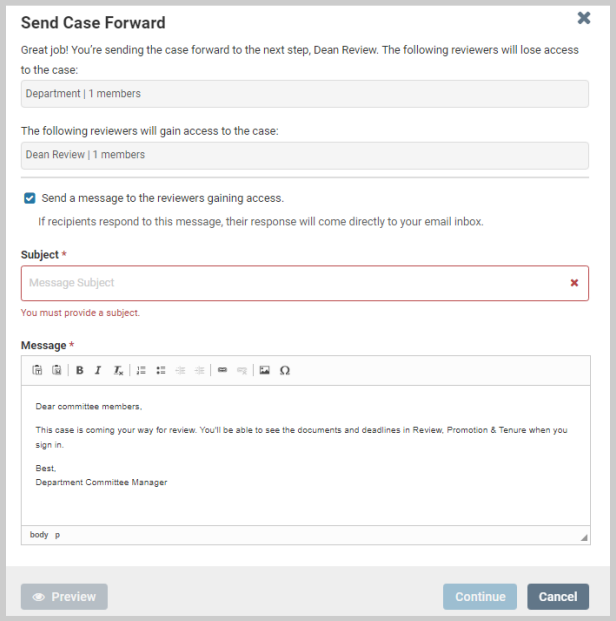
* "Professional Activity" for Lecturers and Senior Lecturers

Once you've filled in the scores and weights, click in sequence on:

1. **Save Responses** button
2. **Submit Form** button



Click on the dark blue **Send Case** button in the upper right corner to move the case to the dean.



The blue Continue button (lower right) will be inactive (faded) until you fill in the required email Subject field. After filling in the Subject, edit your message if you wish and click the now active/blue **Continue** button.

You have completed the submission.