

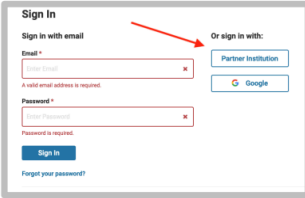
Lecturer Reappointment using Interfolio (Full Process)

Instructions for the Dean

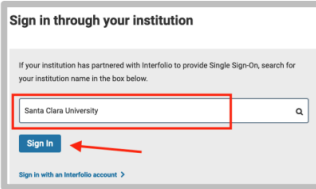
There are two ways to log on to Interfolio

1. Faculty180: <https://www.scu.edu/interfolio>

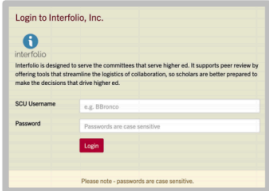
Click the Partner Institution button.



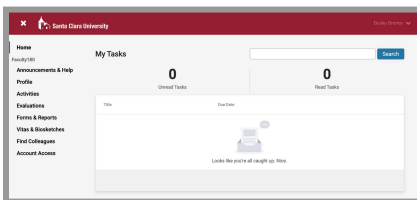
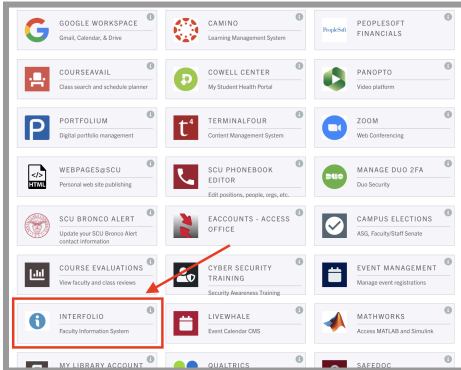
Search for "Santa Clara University" and click the Sign In button.



Log in with your single sign-on credentials.



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

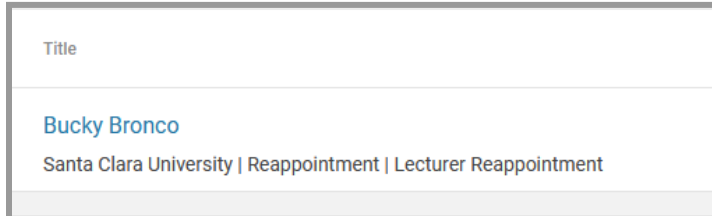


Check Your SCU Interfolio Dashboard

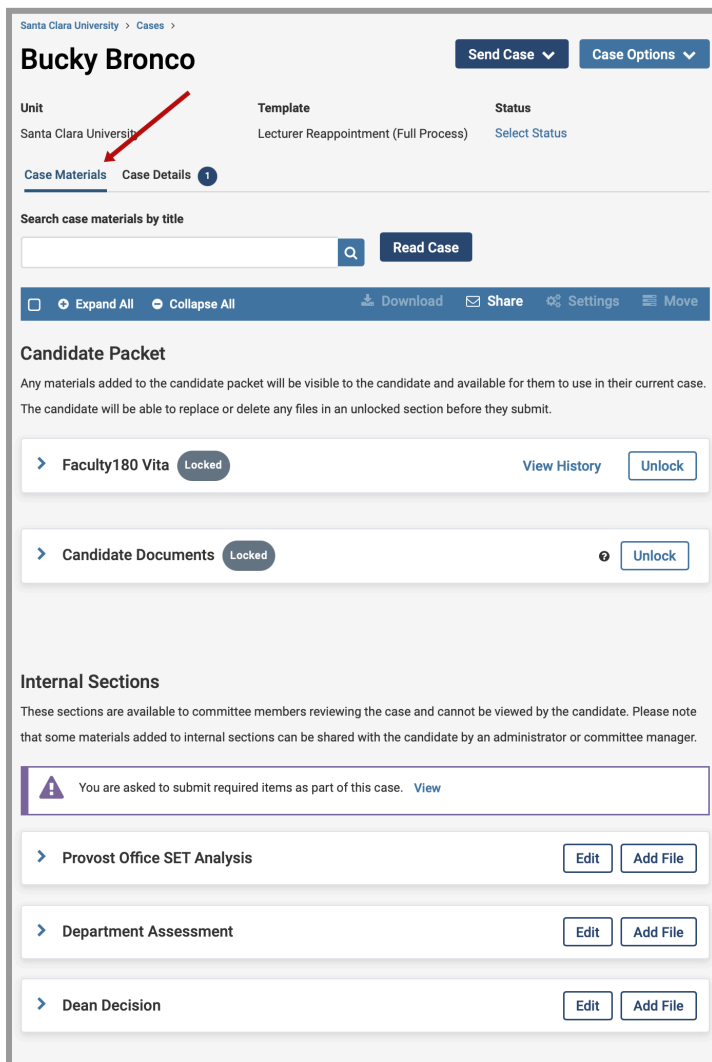
After you login, "Santa Clara University" should appear in the upper bar, and your screen should look like this. If it doesn't, you may be logged in to another Interfolio account. Contact Katie Williams (kfwilliams@scu.edu) to help you troubleshoot.

PART 1 - Reviewing the Department's Assessment & Candidate Vita and Packet

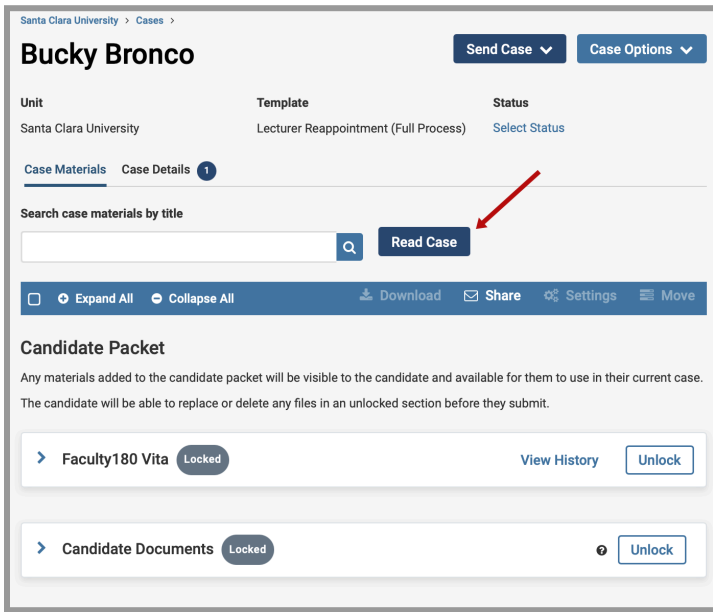
The vita is a document that Faculty180 automatically generates from the entries the candidate has made in the Activities section of Faculty180 for their review period. You can preview their vita and packet when their case is shared with you. A trigger with the candidate's name will appear on your dashboard:



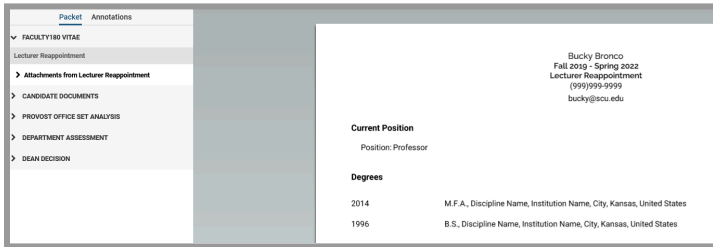
1. Click on the candidate's name in blue to bring you to the Candidate's packet.



2. The following sections are in the Case Materials tab (upper left) of the Candidate packet:
 - a. Faculty180 Vita
 - b. Candidate Documents
 - c. Internal Sections - only available to individuals reviewing the case

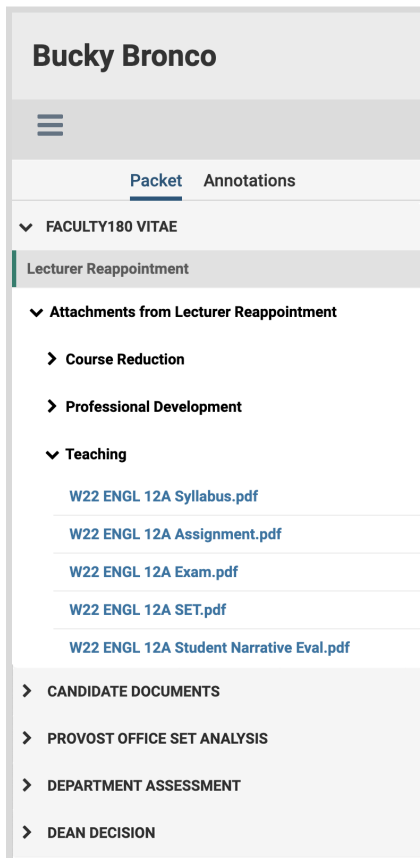


3. Click the **Read Case** button on the right to review the candidate's Lecturer Reappointment packet and system-generated curriculum vitae for the period under review.



4. The left sidebar lists the sections of the candidate packet. Click on any > (caret) symbol to expand the section to view the contents. In the main window, you'll see the system-generated curriculum vitae for the period under review.

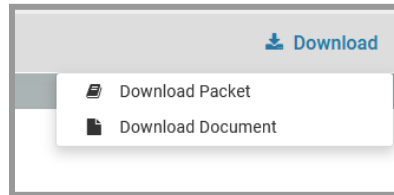
Review Faculty180 Vitae Documents



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 candidate's Faculty180 Activities listing. Within the Teaching section, files are listed by course in chronological order, with titles assigned by the candidate.

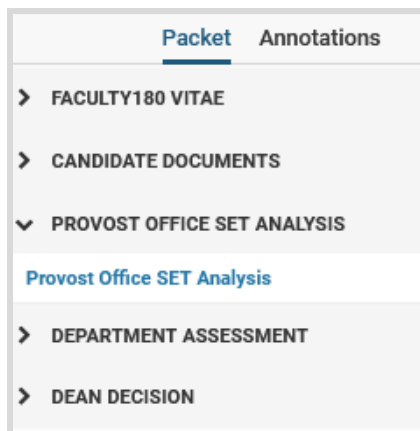


You can click on any document to view it in the browser window. You can also download an individual document, or the

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 a single PDF.

You will receive an email when the download has been completed. Login to Interfolio, click on "Your Files Are Ready to Download" on your dashboard.

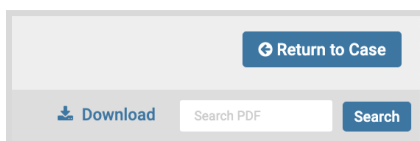
Provost Office SET Analysis



Click on the > (caret) next to Provost Office SET Analysis in the left sidebar to view that document. The SET Analysis lists the candidate's scores for all sections during the period under review (except Winter, Spring, and Summer 2020*), and compares these to other faculty in their department and school (in the College of Arts & Sciences, scores are compared by disciplinary cluster as well).

** If a candidate carried part of their academic year course load in Summer 2020, those sections will also not appear. Faculty were allowed to opt-in to the use of SETs for faculty evaluation for all initial COVID-19 quarters.*

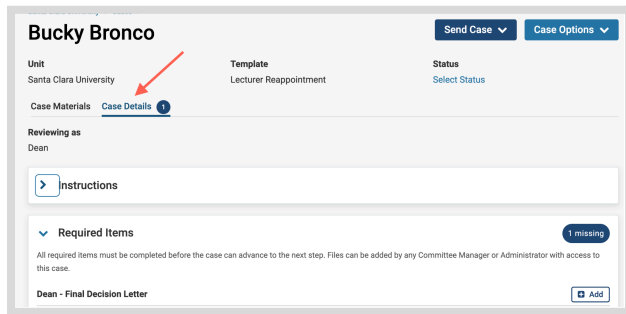
How to Exit the Faculty180 Vitae Section



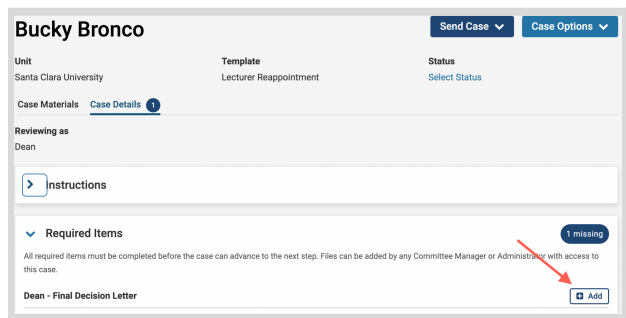
Click the **Return to Case** blue button in the top right to exit.

PART 2 - Dean Submitting the Decision Letter and Sharing the Letter with the Candidate

After consulting with the Provost, the dean submits the dean decision letter in Interfolio and shares the letter with the candidate.

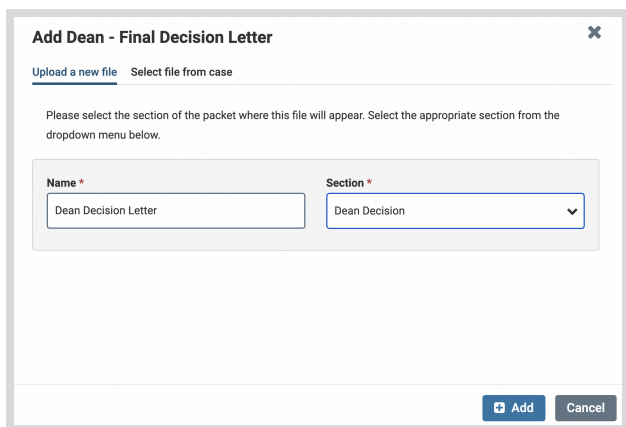


Click the **Case Details** tab at the upper left. This section will reveal the dean's required item: the dean decision letter.



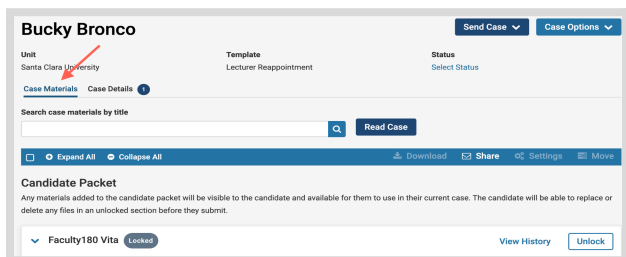
Step 1 - Upload the Dean Decision Letter

Click on the **Add** button to upload the letter. A pop-up window will allow you to browse your computer for the document.

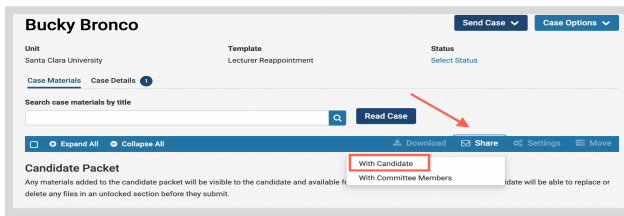


After uploading the document from your computer, this screen will pop-up. In the Section field, select "Dean Decision." Then click the blue **Add** button (bottom right) to submit.

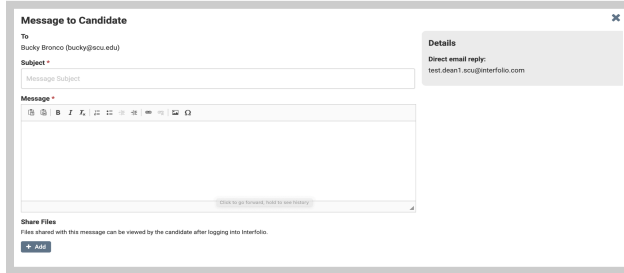
Share the Letter with the Candidate in Interfolio



Click the **Case Materials** tab at the upper left.

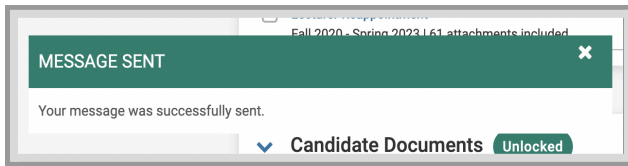


Click the **Share** button on the blue banner. Select “With Candidate.”



This messaging window will pop up. Complete the Subject and Message to the candidate. Select the **Dean Decision Letter** to share with the candidate. **DO NOT** select the other uploaded documents or “Select All” button.

Click the blue **Send** button to share the Dean Decision Letter with the candidate.



This message will pop up at the bottom of your screen when the letter has been successfully shared with the candidate.