

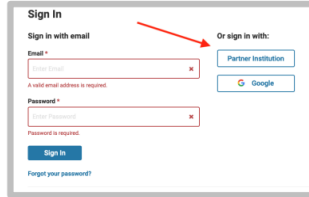
Mid-Probationary Review using Interfolio

Instructions for the Department

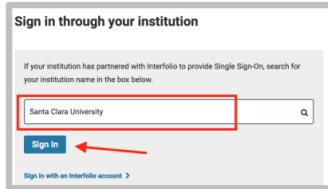
There are two ways to logon to Interfolio

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

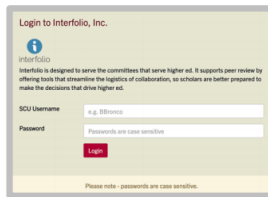
Click the Partner Institution button.



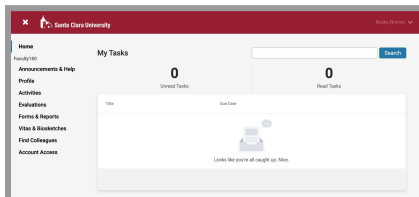
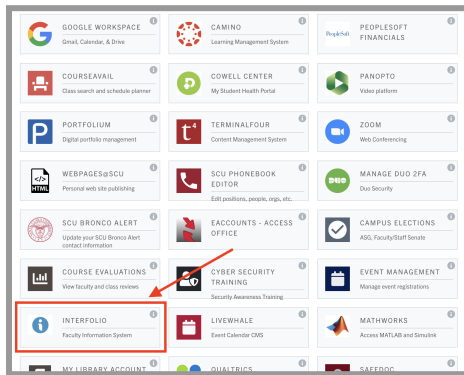
Search for "Santa Clara University" and click the Sign In button.



Log in with your single sign-on credentials.



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

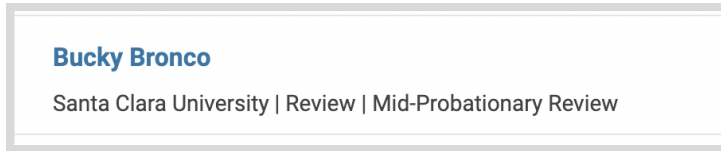


Check Your SCU Interfolio Dashboard

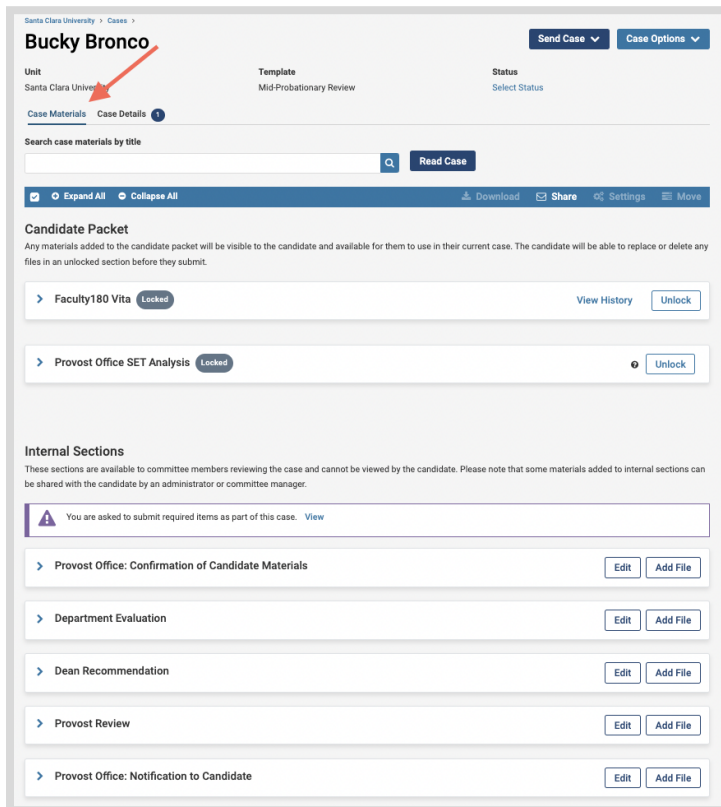
After you login, "Santa Clara University" should appear in the upper bar, and your screen should look like this. If it doesn't, you may be logged in to another Interfolio account. Contact Pandora del Carmen (pdelcarmen@scu.edu) to help you troubleshoot.

PART 1 - Reviewing the Candidate Vita and Packet

The vita is a document that Interfolio 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:

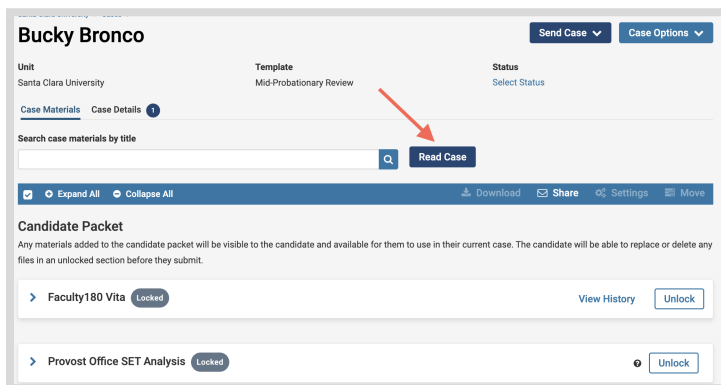


1. Click on the candidate's name in blue to bring you to the candidate's packet.

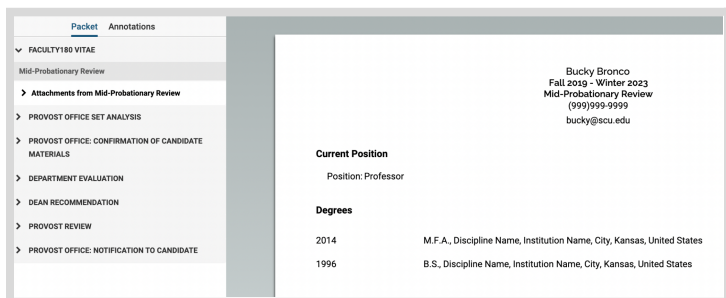


2. The following sections are available at the Case Materials tab (upper left) of the candidate packet:

- Faculty180 Vita
- Candidate Documents
- Provost Office SET Analysis
- Internal Sections - only available to individuals reviewing the case

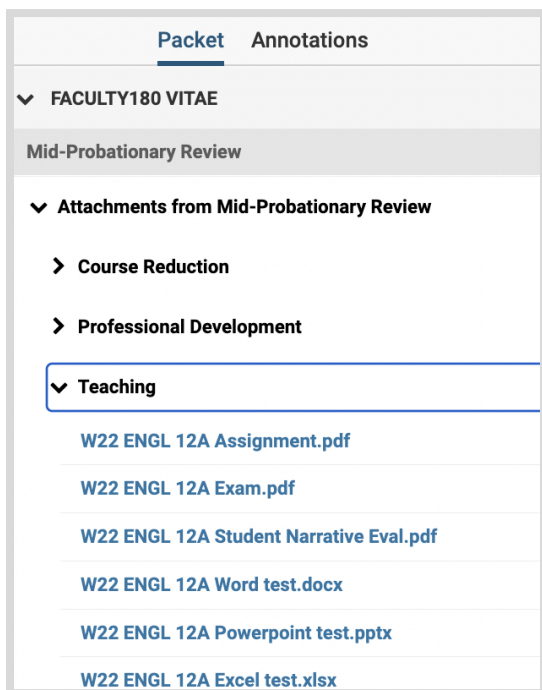


3. Click the **Read Case** button on the right to review the candidate's MPR packet and system-generated curriculum vitae for the period under review.



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

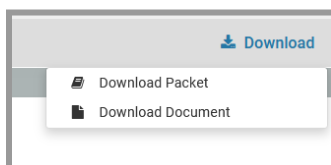
Review Faculty180 Vitae Documents



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 beginning with the most recent term, with titles assigned by the candidate.

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.

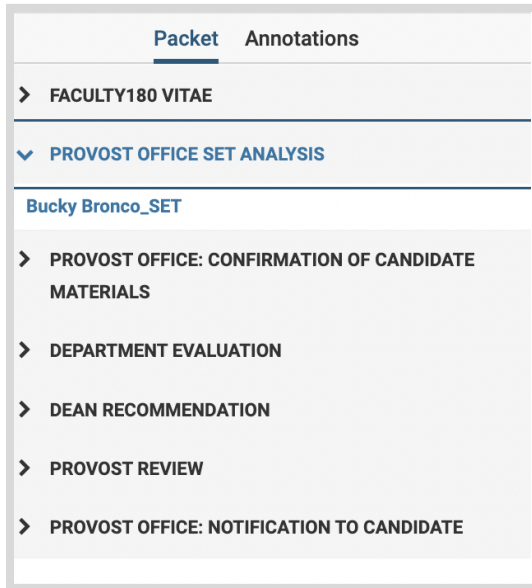


You can also download an individual document, or the entire Faculty180 Vitae packet, using the blue **Download** button in

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, click on "Your Files Are Ready to Download" on your dashboard.

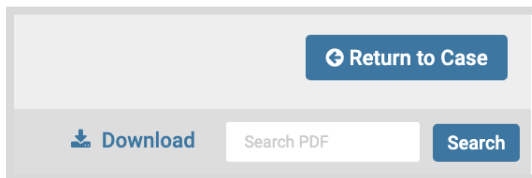
Provost Office SET Analysis



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.*

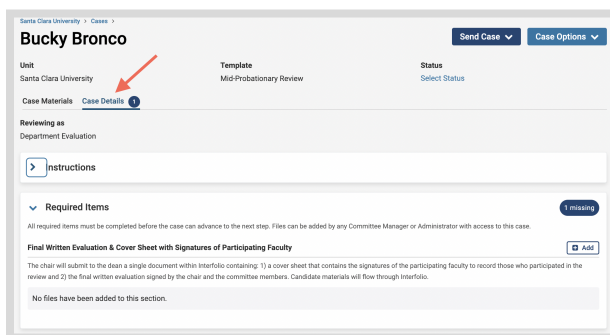
How to Exit the Faculty180 Vitae Section



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

PART 2 - Chair Submitting Candidate Department Final Written Evaluation and Sharing the Case with the Dean.

When you have finished reviewing the candidate's vita and packet, the department or process chair will submit a single document containing: 1) the Department Final Written Evaluation and 2) a cover sheet that contains the signatures of the participating faculty.



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

1. Final Written Evaluation & Cover Sheet as one document

Step 1 - Upload the Written Evaluation & Cover Sheet as one document

Click on the **Add** button to upload the document. 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 “Department Evaluation.” Then click the blue **Add** button (bottom right) to submit.

Sharing the Case with the Dean

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 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.