

# Senior Lecturer Promotion using Interfolio

## Instructions for the Candidate

There are two ways to log on to Interfolio

### 1. Interfolio: <https://www.scu.edu/interfolio>

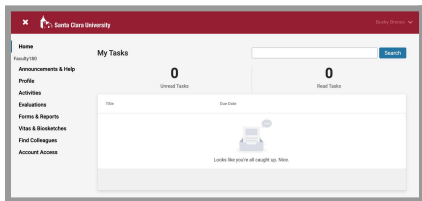
Click the Partner Institution button.

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

Log in with your single sign-on credentials.

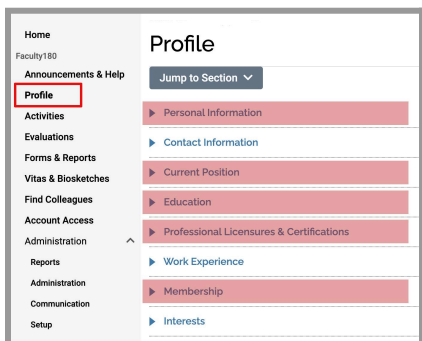
### 2. Click on the Interfolio tile on your MySCU SSO page.

## PART 1 - Preparing your Promotion to Senior Lecturer Vita



### 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](mailto:pdelcarmen@scu.edu)) to help you troubleshoot.



### Confirm Personal Information

Click **Profile** in the left sidebar. Check to make sure your personal information, current position, education, professional licensures & certifications, and (professional) membership(s) are correct. Be sure to complete the highlighted areas.

### Enter Activities

Add activities from the period under review to the relevant activity categories. The bold elements below are the only categories or items *required*; as to what evidence to supply for “superior teaching,” “professional activity,” and “service contributions,” suggestions are offered below.

#### **Evidence of Superior Teaching**

- ▶ **Teaching**  
For each listed section, **syllabus**, **student (= department) evaluations** (you may choose whether to upload SET results for Winter, Spring and Summer 2020), **peer evaluation** (if available), evidence of superior teaching (assignments, exams, student achievement). This [guide](#) shows you how to download files from Camino.
- ▶ **Other Teaching / Mentoring / Advising Load / Grants - External / Grants - Internal**  
Information uploaded here provides evidence of “superior teaching.” Include in “Other Teaching” contributions to the student learning environment. If you received internal or external grants related to teaching, list those in the Grants section.  
*Note: the Provost’s Office will upload a summary of your SET results for the period under review. The summary will not include results for Winter, Spring or Summer 2020. If you choose to supply those results in a summary form, upload them to “Other Teaching” (here are [guides](#) for creating them).*

#### **Faculty Activities Reports (FARs)**

- ▶ **Historical FARs & FAR Evaluation Letters**  
Upload these from your records.

#### **Evidence of Professional Activity**

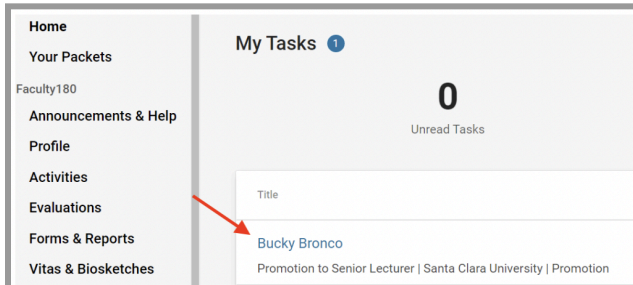
- ▶ **Professional Development**  
List here any in-residence programs, short courses, workshops, conferences, or other programs in which you participated that were designed to bring faculty up-to-date in your discipline, including any activities designed to update your pedagogy or course delivery skills.
- ▶ **Scholarly Contributions and Creative Productions / Scholarly Plans**  
Put “evidence of professional activity” here, focusing on conference attendance and presentations, publications, and creative work.
- ▶ **Grants - External / Grants - Internal**  
If you received any external or internal grants related to your scholarship of discovery, list those here. (This category may also be used for scholarship of teaching).

#### **Evidence of Service Contributions**

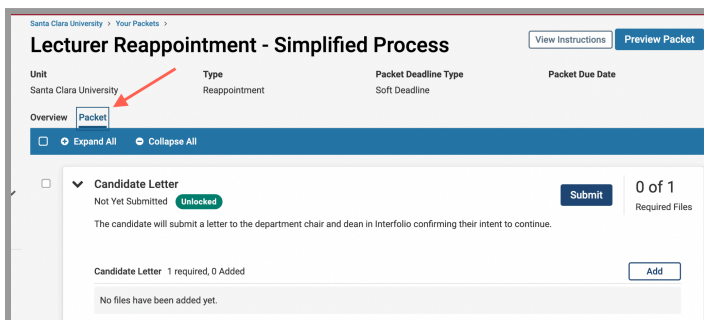
- ▶ **University, School, or Department Service / Major Professional Service / Major Community Service / Administrative Service**  
Most faculty will use just the first of these categories, but use any that apply.

## PART 2 - Reviewing your Promotion to Senior Lecturer Vita and Packet

The vita is a document that Interfolio automatically generates from the entries you have made in the Activities section of Faculty180 for the review period. You can preview the vita and packet to make sure it has captured everything you want to include. When your Promotion to Senior Lecturer trigger appears on your dashboard:

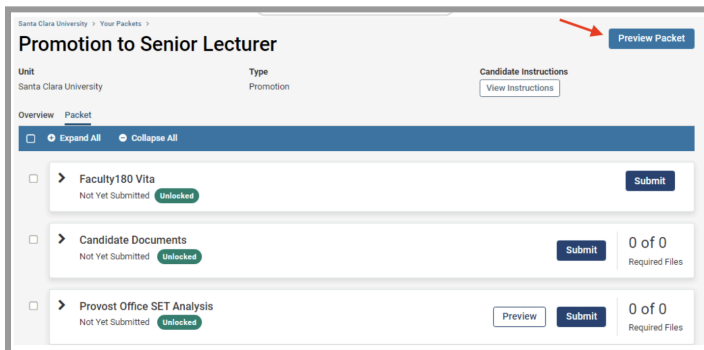


1. Click on your name in blue to bring you to your Promotion to Senior Lecturer case.



2. Click the **Packet** tab to view the screen pictured to the left. The following sections are in your packet:
  - a. Faculty180 Vita
  - b. Candidate Documents
  - c. Provost Office SET Analysis (uploaded 2-3 weeks before your deadline)

Click on any > (caret) symbol to expand the section.

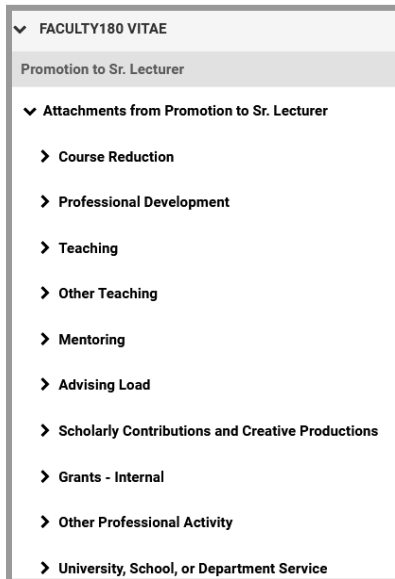


3. Click the **Preview Packet** button on the top right corner to review your Promotion to Senior Lecturer packet. This allows you to view the packet and vita as your evaluators will see it.



4. The left sidebar lists the sections of your packet as your evaluators will see them. You can click on any section to view the contents. In the main window, you'll see the system-generated curriculum vitae for the period under review. Because the system provides this document, you do not need to upload your full CV (but if you choose to do so, the Activities list in Faculty180 has a CV category).

## Review Faculty180 Vitae Documents



Click on **Faculty180 Vitae** in the left sidebar to view the order and titles of your uploaded documents (only categories with uploaded documents from your review period will appear). They are listed in the order of the category and subcategory listing in your Faculty180 Activities section. Click on any › (caret) symbol to view how your uploaded documents appear in that section.

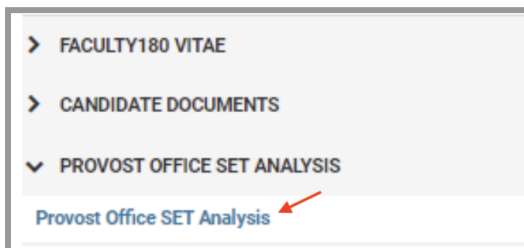
Teaching materials will be listed by course in chronological order beginning with the most recent term, and following your section list in the Teaching section. Since there will be a lot of these documents, we recommend the following title convention for your teaching materials to help evaluators locate documents:

### Term/Year AREA # Type

For a single course, your documents might look like this:

F21 ENGL 25 Syllabus.pdf  
F21 ENGL 25 Peer Evaluation.pdf  
F21 ENGL 25 SET.pdf  
F21 ENGL 25 Student Narrative Eval.pdf  
F21 ENGL 25 Assignment.pdf

## Provost Office SET Analysis



Click on the › (caret) next to Provost Office SET Analysis in the left sidebar to view the Provost Office SET Analysis. A blue link will appear 2-3 weeks before your submission deadline. The document lists your scores for all sections during the period under review (except Winter, Spring, and Summer 2020\*), and compares these to other faculty in your department and school (in the College of Arts & Sciences, scores are compared by disciplinary cluster as well).

*\* If you carried part of your 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.*

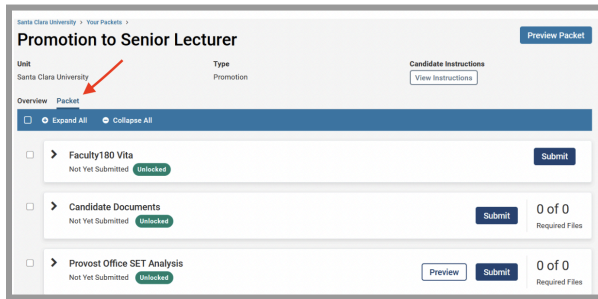
## How to Exit the Packet



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

## PART 3 - Submitting your Promotion to Senior Lecturer Case

When you have finished reviewing your vita and packet, you will submit your vita along with a required form.

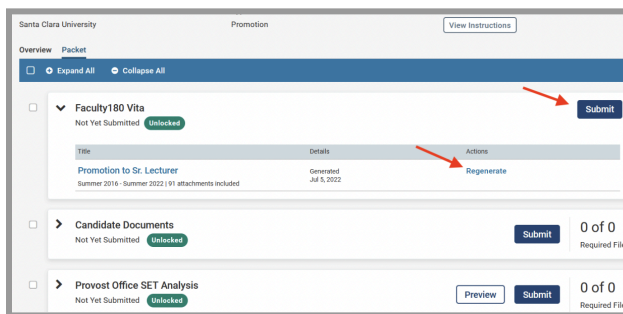


Click the **Packet** tab in the upper left. This section will reveal the items in the packet.

Once again, you will see the following items in this section:

1. Faculty180 Vita
2. Candidate Documents
3. Provost Office SET Analysis

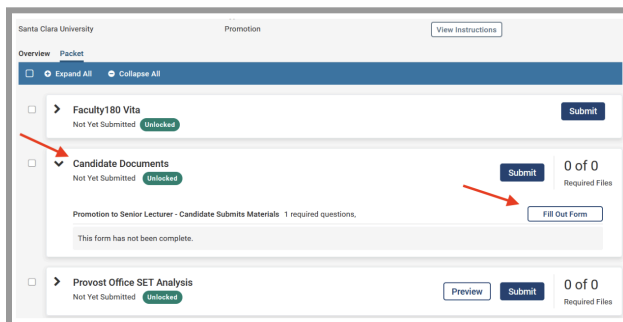
Click on any › (caret) symbol to expand the section.



### Step 1 - Submit Vita

Click on the › (caret) next to Faculty180 Vita to expand the section. Click **Regenerate** to make sure the system captures any edits you made in Faculty180 during your earlier review.

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



### Step 2 - Submit Required Form

Click on the › (caret) next to Candidate Documents to expand the section.

To open the form, click on the **Fill Out Form** button on the right side.

**Promotion to Senior Lecturer - Candidate Submits Materials**

Bucky Bronco

Is there anything not provided in Faculty180 that should be considered for your application? \*

Yes  
 No

If yes, please comment.

Last Saved on Jul 5, 2022 at 11:24 AM

Save Responses    Return to Packet

Complete the form, then click in sequence on:

1. **Save Responses** button
2. **Return to Packet** button

**Promotion to Senior Lecturer** Preview Packet

Unit: Santa Clara University    Type: Promotion    Candidate Instructions: View Instructions

Overview    Packet

Expand All     Collapse All

Faculty180 Vita Submit  
Not Yet Submitted    Unlocked

Title	Details	Actions
Promotion to Sr. Lecturer Summer 2016 - Summer 2022 (9) attachments included	Generated Jul 5, 2022	Regenerate

Candidate Documents Submit    0 of 0 Required Files  
Not Yet Submitted    Unlocked

Promotion to Senior Lecturer - Candidate Submits Materials    1 required questions.    Edit Form

Title	Details	Actions
Promotion to Senior Lecturer - Candidate Submits Materials	Completed Not Yet Submitted	Edit

Upon returning to the packet, click the blue **Submit** button in the Candidate Documents section to submit the form you just completed.

**Confirm** ✕

You cannot edit the documents and forms within a section once it has been submitted. An administrator will need to unlock the section in order for you to make any changes. Are you sure you want to submit the section Candidate Documents at this time?

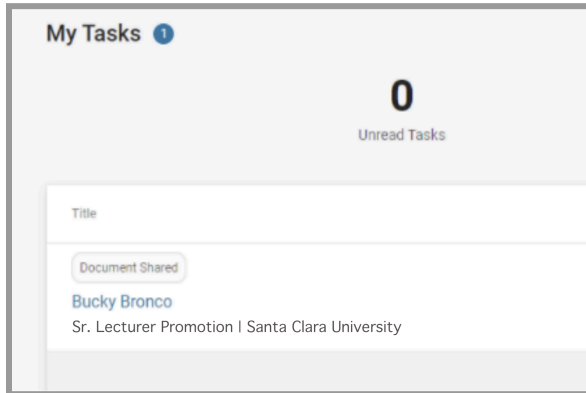
  

This window will pop up to alert you that the section will lock. When you are ready, click the **Yes** button.

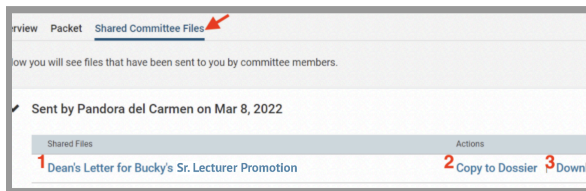
You have completed the submission.

## Part 4 - Dean Letter Notification & Provost Final Decision

After your department reviews your materials, they will forward their recommendation and report to the dean. You will receive an Interfolio notification from the dean notifying you of the department's recommendation. If the department recommends promotion, the dean will forward your materials to the school Promotion to Senior Lecturer Committee, and the Provost will notify you of the final decision. The final decision letter will also be shared with you through Interfolio, and we recommend you download this letter and store it in the "Reappointment & Promotion Decision Letters" section in Faculty180 Activities.



Login to Interfolio. The triggers to view the dean's letter and the Provost's 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.

There are three options:

1. Click on the file to open and read it 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 Provost's final decision letter; then upload to the "Reappointment & Decision Letters" section in Faculty180 Activities for your records)