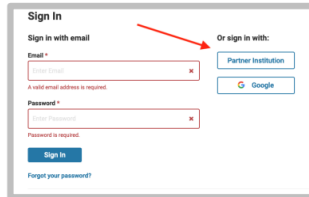# Mid-Probationary Review using Interfolio

Instructions for the Dean
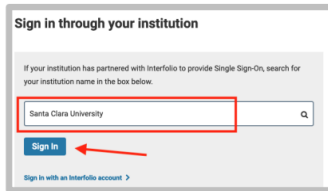
There are two ways to logon to Interfolio

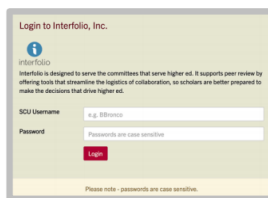### 1. Faculty180: https://www.scu.edu/interfolio

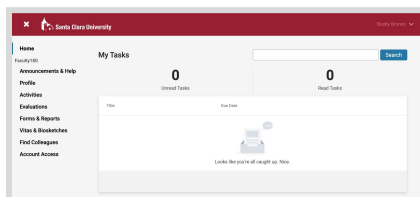Click the Partner Institution button.

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.
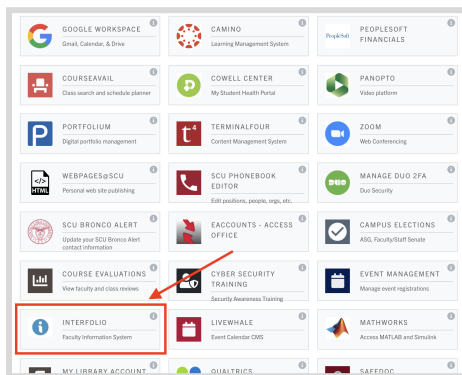
Check Your SCU Interfolio Dashboard

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 Department Evaluation

You can review the department evaluation when the case is shared with you. A trigger with the candidate's name will appear on your dashboard:
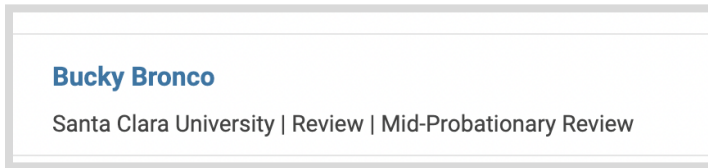
1. Click on the candidate's name in blue to bring you to the candidate's packet.
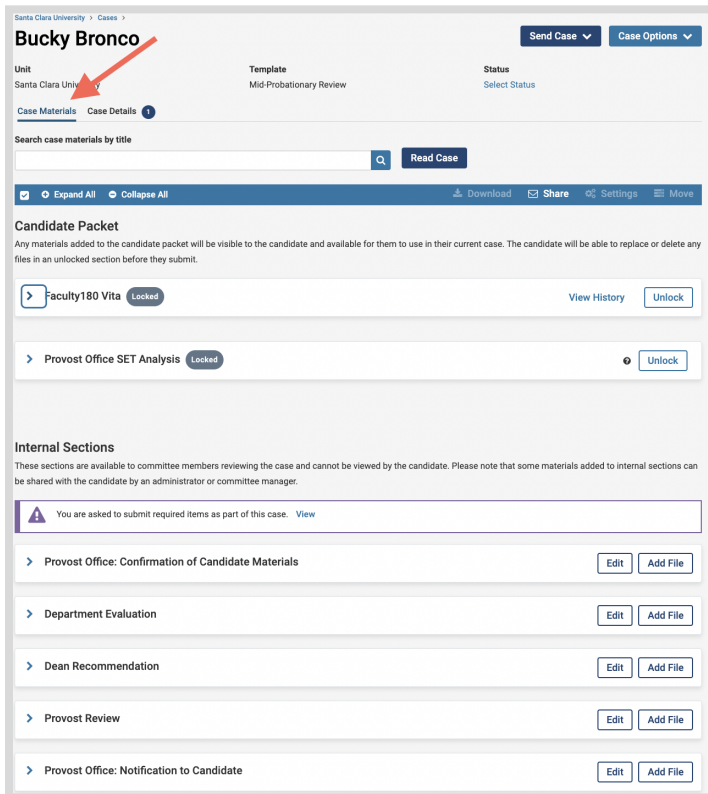
2. The following sections are available at the Case Materials tab (upper left) of the candidate packet:
   a. Faculty180 Vita
   b. Candidate Documents
   c. Provost Office SET Analysis
   d. Internal Sections - only available to individuals reviewing the case
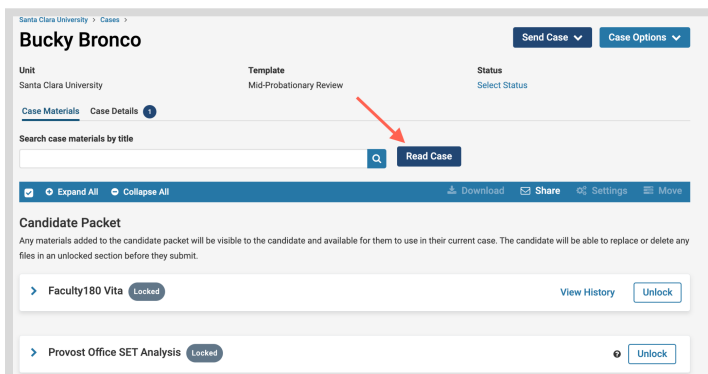
3. Click the **Read Case** button on the right to review the candidate's MPR packet and system-generated curriculum vitae for the period under review.
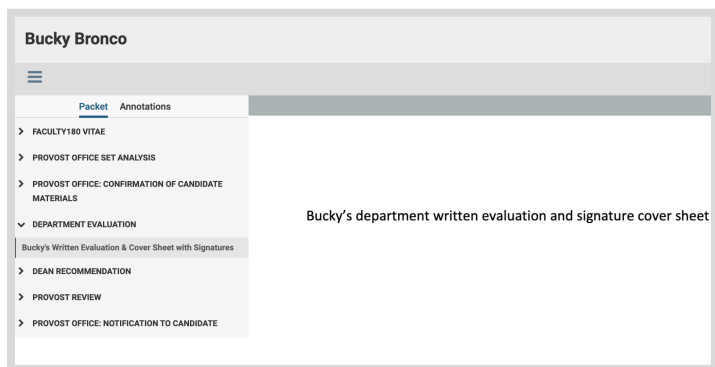
4. The left sidebar lists the sections of the candidate packet. Click on the › (caret) symbol next to Department Evaluation to expand the section and view the contents. Click on the Department Evaluation. You'll see the Department Evaluation in the main window on the right.

How to Exit the Faculty180 Vitae Section
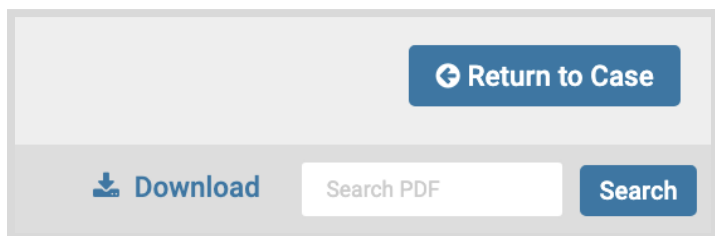
Click the blue **Return to Case** button in the top right to exit.

PART 2 - Submitting Dean Recommendation to Provost

When you have finished reviewing the department's evaluation letter, you will upload the dean recommendation letter to the Provost.
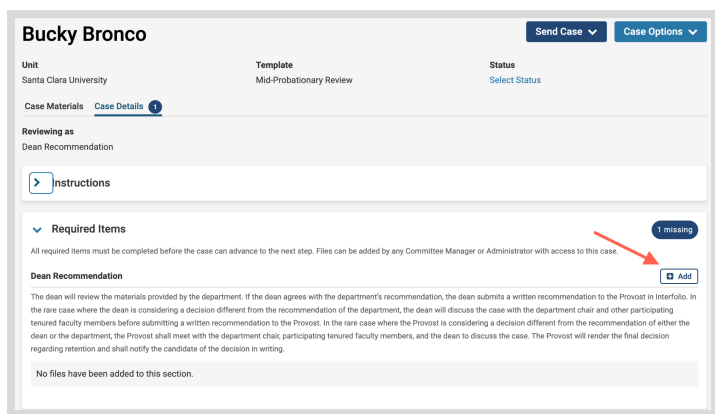
Click the **Case Details** tab at the upper left. This section will reveal the Dean's required item:

1. Dean Recommendation

Step 1 - Upload Dean Recommendation
Click on the **Add** button to upload the letter. A pop-up window will allow you to browse your computer for the letter.

Add Dean Recommendation

Upload a new file   Select file from case

Please select the section of the packet where this file will appear. Select the appropriate section from the dropdown menu below.

Name *
Dean Recommendation Letter

Section *
Dean Recommendation

➕ Add   Cancel

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

Send Case ⌄   Case Options ⌄

Forward to
Provost Decision

Backwards to
Department Section: Evaluation

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

Send Case Forward

Great job! You're sending the case forward to the next step, Provost Decision. The following reviewers will lose access to the case:

Dean Recommendation | 1 members

The following reviewers will gain access to the case:

Provost Decision | 1 members

☑ Send a message to the reviewers gaining access.

If recipients respond to this message, their response will come directly to your email inbox.

Subject *

Message Subject

Message *

Dear committee members,

This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.

Best,
Dean #1

👁 Preview   Continue   Cancel

The blue Continue button 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.