






Faculty Activities Report using Interfolio

Instructions for the Dean (CAS, BUS, ECP, ENG)

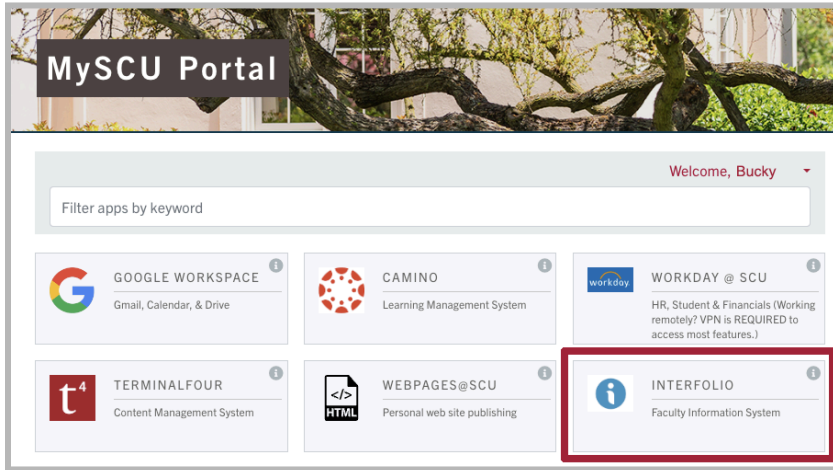
Overview

	Step	Page
	1. Login to Interfolio Use the tile at the MySCU single sign-on portal.	2
	2. Review the Case Read the case materials in Interfolio, including the Department's final FAR Evaluation Letter.	3
	3. Download the Vita & Letter Download the candidate's vita and the Department's final FAR Evaluation Letter for the faculty member's personnel file.	4
	3a. ENG & BUS: Share Letter with Faculty Engineering only: The Dean may choose to add their own letter and share it with the faculty member. Business: The Dean shares the department letter with the faculty member.	4-5
	4. Change Status of Case The Dean changes the status of the case to FAR: Complete.	6

STEP 1 - LOGIN TO INTERFOLIO

You can login to Interfolio one of two ways (A or B):

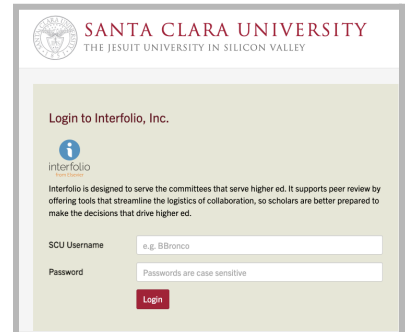
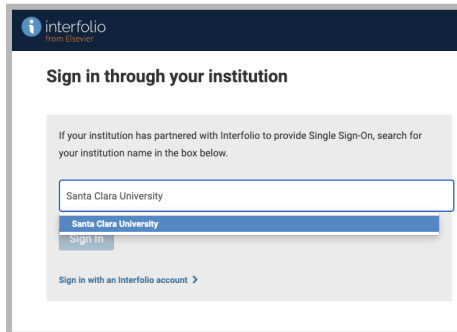
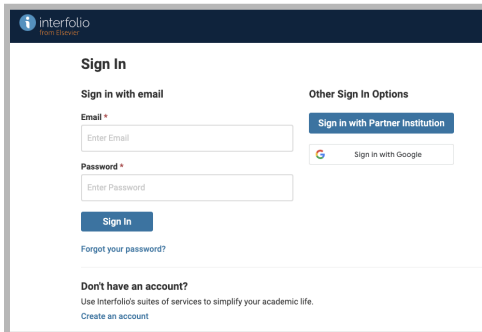
A



Sign into MySCU

Click on the Interfolio tile

B

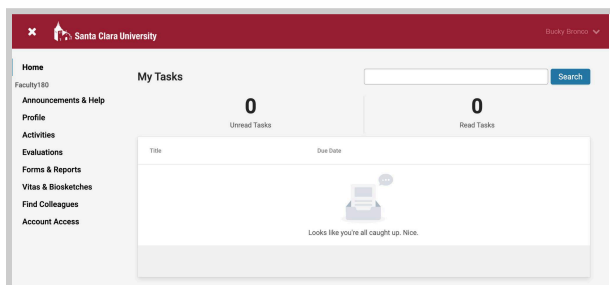


Go to <https://www.scu.edu/interfolio>

Type in Santa Clara University

Log in to MySCU Portal

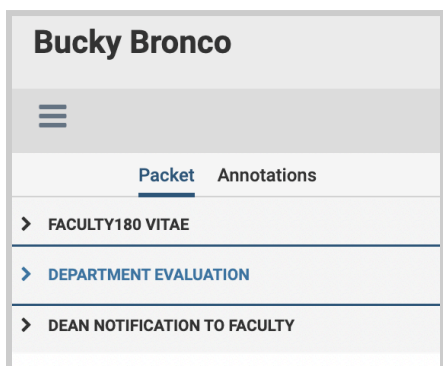
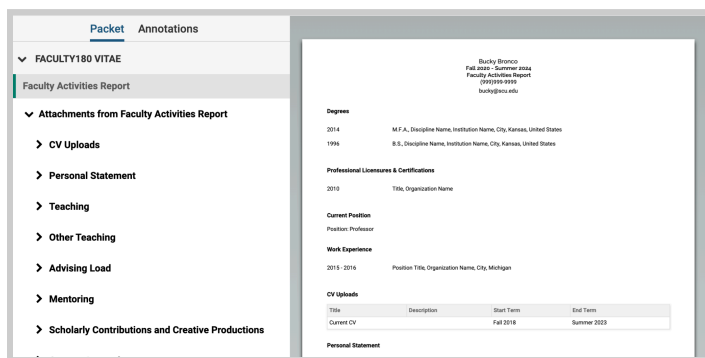
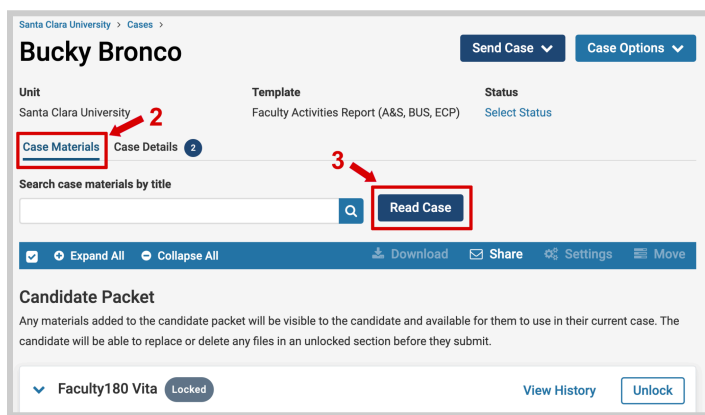
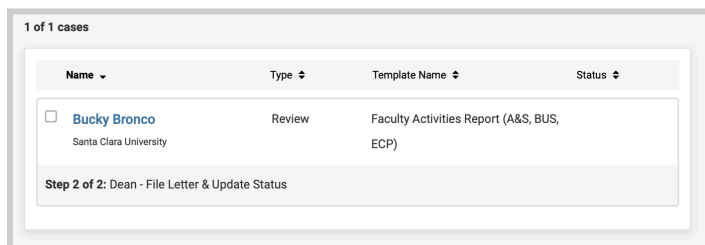
However you login, double-check that you're in the right account:



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.

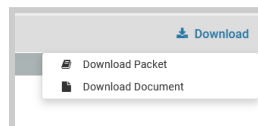
STEP 2 - REVIEW THE CASE

In CAS and ECP, the Associate or Assistant Dean will be given access to the case as part of the department committee, to assist with the drafting of the department's FAR Evaluation Letter. In all schools, the department will upload the final letter and forward the case to the Dean. A trigger with the candidate's name will appear on your dashboard:



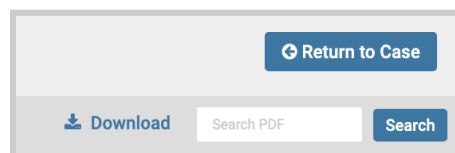
1. Click on the candidate's name in blue to bring you to the candidate's packet.
2. Select the Case Materials tab (upper left) of the candidate packet.
3. Click the dark blue Read Case button on the right to review the candidate's packet.
4. The left sidebar lists the sections of the candidate packet. Click on the > (caret) symbol next to any category to expand the section and to view its contents. There will be a section for every activity category for which the candidate has uploaded files.

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. You will receive an e-mail when the download has completed.



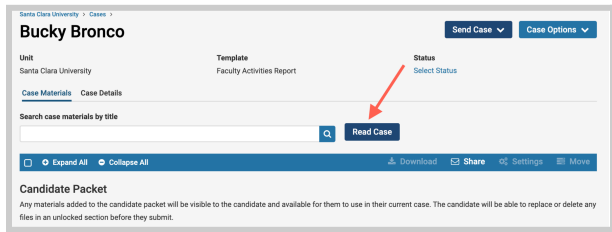
The department's final evaluation letter is in the left sidebar, along with the form indicating the merit scores/weights (teaching-track and tenure-track) or overall evaluation (fixed-term faculty).

5. To exit the case materials, click the blue **Return to Case** button in the top right.

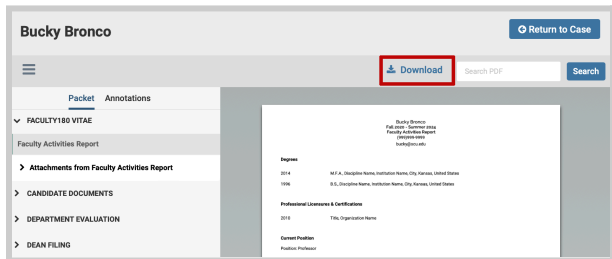


STEP 3 - DOWNLOAD THE VITA & LETTER

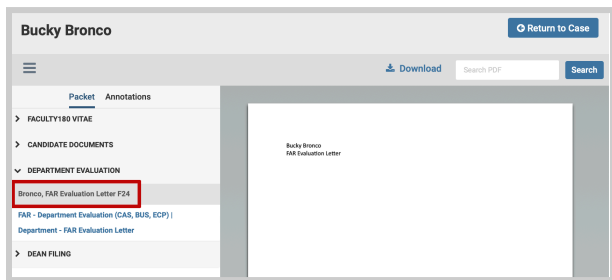
The Associate or Assistant Dean downloads the FAR Vita and FAR Evaluation letter for the Dean's Office faculty file.



1. With the Case Materials tab selected, click the blue Read Case button.



2. The Vita appears in the main browser window. Click the blue Download button. Select "Download Document" to download the Vita.

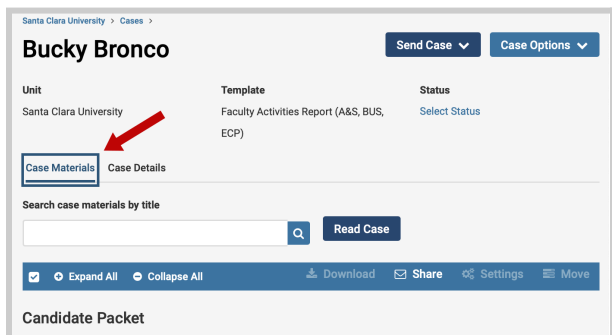


3. Click the caret next to Department Evaluation in the left sidebar to reveal the final Department FAR Evaluation Letter and scoring form. Select the letter, and then click "Download" (and "Download Document") to download the letter for the faculty member's personnel file.

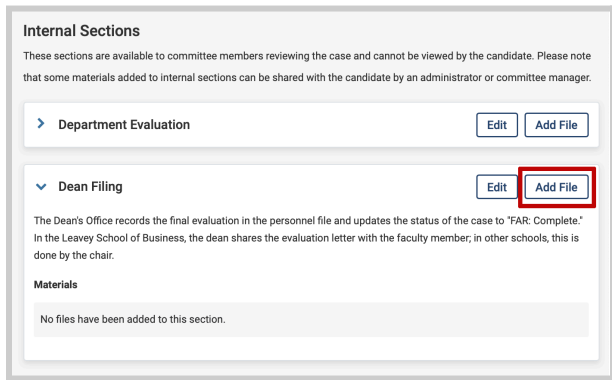
STEP 3a - ENG & BUS: Share Letter with Faculty

In the School of Engineering, the Dean may add a letter of their own to the faculty member's case and share it with the faculty member. In the Leavey School of Business, the Dean sends the final Department FAR Evaluation Letter to the faculty member.

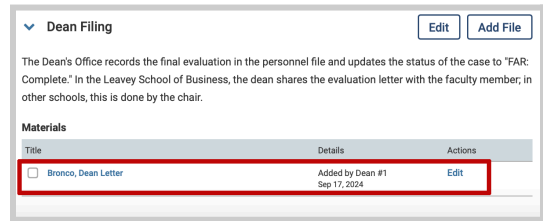
Engineering: To Add the Dean's Letter (optional)



1. Select the Case Materials tab. Scroll down to the Internal Sections to the "Dean Filing" section.



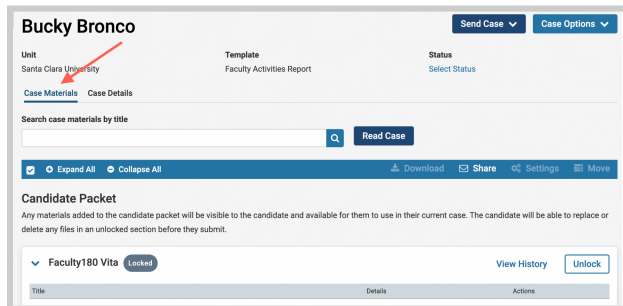
2. Click the "Add File" button. Browse your computer for the file, and upload it. The letter will now appear in the internal section.



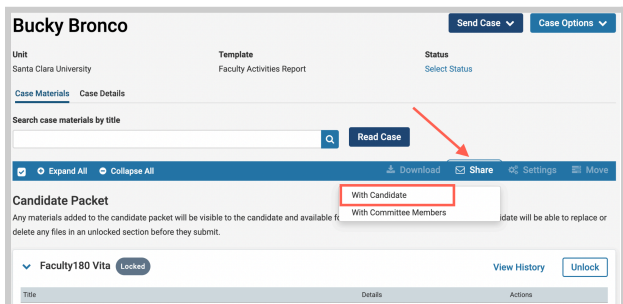
Engineering & Business: Share Letter with Faculty

Share the letter with the faculty member, via email, in hard copy, or in Interfolio. Recommend that they discuss the results with their chair if they have questions. Mention their right to file a written response to the letter (Faculty Handbook 3.3); for bargaining unit members, this needs to be done within ten (10) days of receipt of the letter (CBA Art. 11.E).

Directions follow for sharing the letter with the faculty member from within Interfolio.

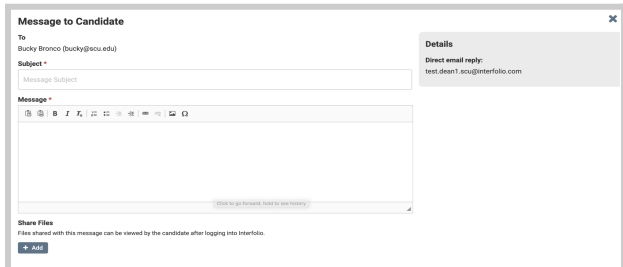


1. Click the **Case Materials** tab at the upper left.



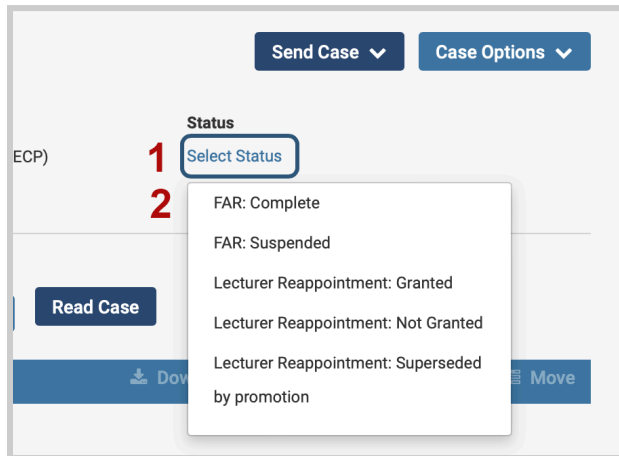
2. Click the **Share** button on the blue banner. Select "With Candidate."

3. This messaging window will pop up. Complete the Subject and Message to the faculty member. Select the **FAR Evaluation Letter** to share with the faculty member (and the Engineering Dean letter, if there is one). **DO NOT** select the other uploaded documents or the "Select All" button. Then click the blue **Send** button to share the FAR Evaluation Letter with the faculty member. A message will pop up briefly to indicate that the message has been successfully shared with the faculty member.



STEP 4 - CHANGE STATUS OF CASE

Change the status of the case to “FAR: Complete.” This indicates to Provost Office staff that the Dean’s Office has completed its review and downloaded all needed materials to the faculty member’s personnel file. The Provost’s Office will subsequently close the case.



1. Click **Select Status**
2. From the pop-up window, select “FAR: Complete.”

You have completed the Dean steps for the case.

Note: You can request a report of completed cases and faculty merit scores/weights; email Katie Williams (kfwilliams@scu.edu) or Kitty Murphy (cmurphy@scu.edu).