
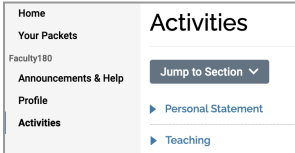

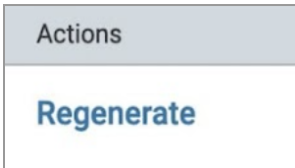




Mid-Probationary Review (MPR) using Interfolio

Instructions for the Candidate

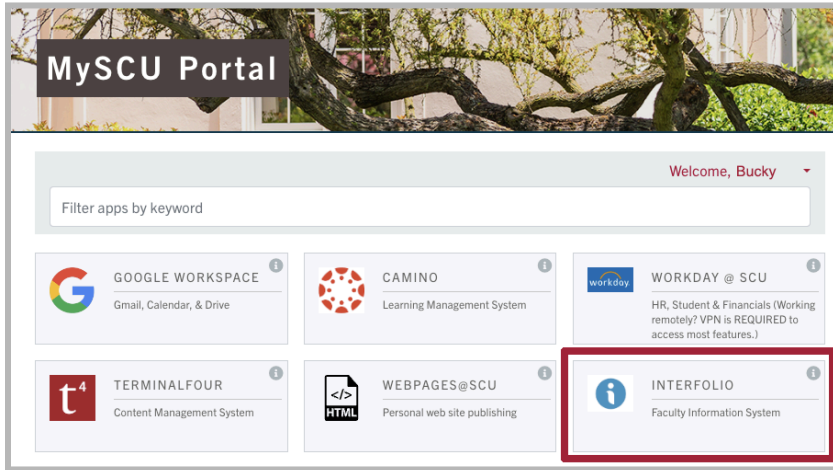
Overview

	Step	Page
 INTERFOLIO Faculty Information System	1. Login to Interfolio Use the tile at the MySCU single sign-on portal.	2
	2. Upload your materials to Faculty180 You can do this whenever it is convenient. Faculty180 is available 24/7/365.	3
	3. Preview Your Packet When your case is available about two months before your deadline, preview your packet.	4
	4. Revise & Regenerate Update files in Faculty180, regenerate your case, and repeat as often as needed.	5
	5. Regenerate & Submit When your packet is complete, regenerate your case and submit.	6
<i>After case is submitted</i>		
	6. Receive Notification & Advisory Letter The Provost's Office will notify you of the reappointment decision via email. If the decision is positive, your department will subsequently give you an MPR Advisory Letter, which you can file in Faculty180.	7

STEP 1 - LOGIN TO INTERFOLIO

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

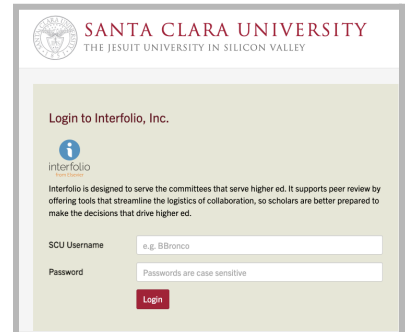
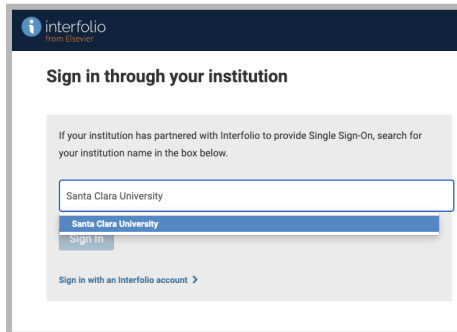
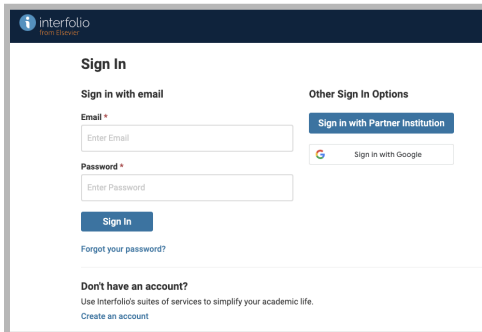
A



Sign into MySCU

Click on the Interfolio tile

B

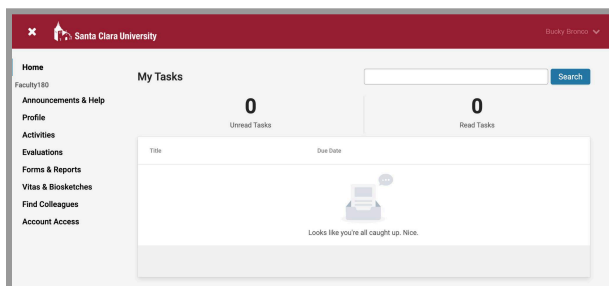


Go to <https://www.scu.edu/interfolio>

Type in Santa Clara University

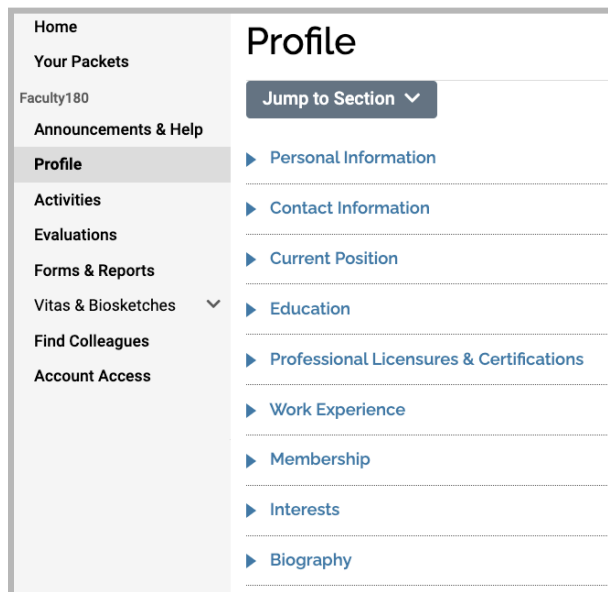
Log in to MySCU Portal

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 - UPLOAD YOUR MATERIALS TO FACULTY180



Confirm Profile Information

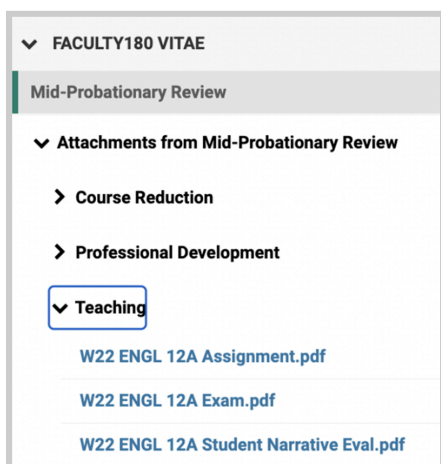
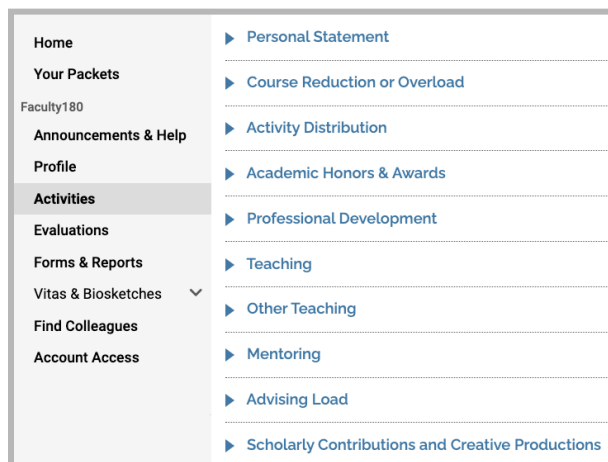
Click **Profile** in the left sidebar. Check to make sure that the following categories (at least) are correct:

- current position
- education
- professional licenses & certifications
- work experience
- membership

Enter Activities

Add activities from the period under review to the relevant activity categories in Faculty180. In general, required elements include:

- personal statement - don't exceed 8 pages or 2,000 words.
- teaching - syllabi, course evaluations, peer evaluations (if any), and other course materials that provide significant evidence of your teaching. Do not add DEI comments to each relevant course, but discuss these more holistically in either your personal statement or a teaching document uploaded to "Other Teaching."
Note: The DEI tag may be added to individual courses, but comments will not display in the course list table. It is therefore recommended that you discuss the DEI contributions of your courses in a summary way in either your personal statement or a document uploaded to "Other Teaching."
- scholarly contributions & creative productions - publications and grants from the period under review.



Add any significant documents you produced as part of a service obligation in the relevant service activity. For further guidance on where to place evidence in Faculty180, see [Uploading Activities - Tenure-Track](#) and the current [University Procedures for Mid-Probationary Review](#).

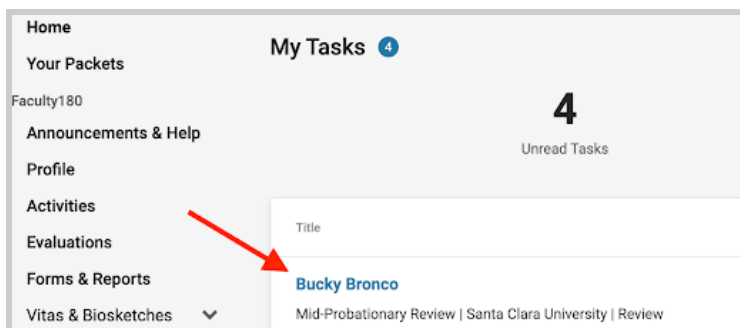
Teaching materials will be listed by course in chronological order beginning with the most recent term, and following your section list in the Teaching section. Since there are a lot of these documents, the following title convention is recommended for your teaching materials to help evaluators locate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

Term/Year AREA # Type

When your case is built, these files will appear alongside your vita in a sidebar, as shown on the left. Short, clear names will help your reviewers find materials.

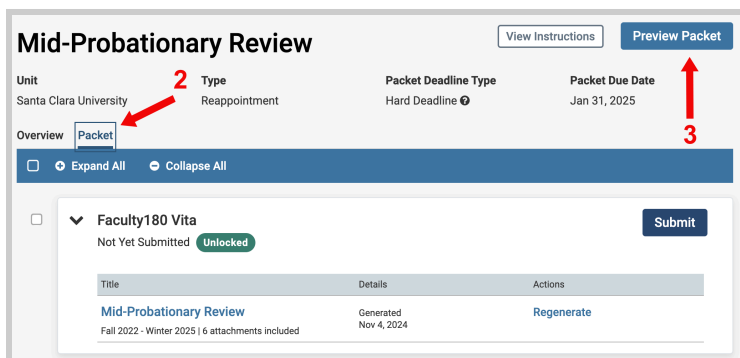
STEP 3 - PREVIEW YOUR PACKET

About two months before your submission deadline, the Provost's Office will create your case in Interfolio's "Review, Promotion & Tenure" (RPT) module. The case pulls all files for the review period that are in Faculty180 on the case creation date. You will receive an email alerting you that your case has been created. Login to Interfolio to preview your packet.



1. Click your **Name** on the dashboard to open your case.

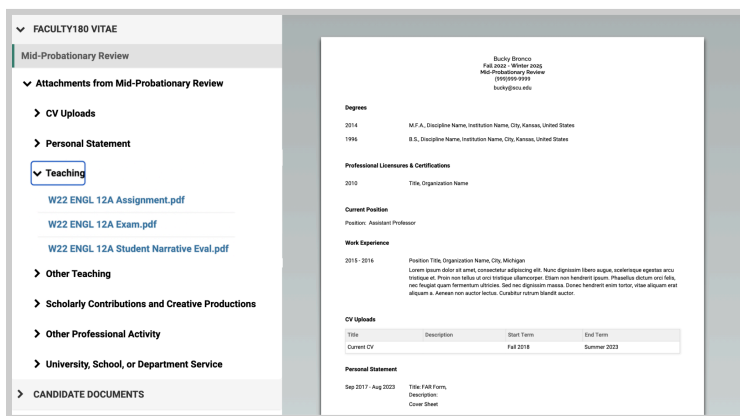
Note: The dashboard is your "home page" in Interfolio; you can always access it from the "Home" or "Your Packets" tabs in the upper left corner.



2. Click the **Packet** tab to view the screen pictured to the left.

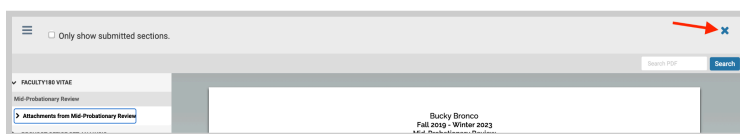
3. Click the **Preview Packet** button on the top right corner to review your portfolio.

The window is divided into two sections.



In the main window, you'll see the system-generated curriculum vitae for the period under review, which is like an annotated CV for the period under review. Because it is limited to that period, you will also need to upload a complete CV in Faculty180, at "CV Uploads."

In the left sidebar, you'll see all the files you uploaded to Faculty180, grouped by activity categories. The only sections that show are those to which you've uploaded files. Click on any > (caret) symbol to view the contents of that section.



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

STEP 4 - REVISE & REGENERATE

If you want to adjust the files that appear in your case — for example, add or delete any documents, or retitle files — you can continue to do this up to your submission deadline.

The screenshot shows the 'Teaching' form in Faculty180. It includes a 'Course Information' section with a table of course details and an 'Attachments' section with a table of file types and an 'Add' button.

Term	Course	Course Title	Instruction Mode	Credit Hours	Days	Enrollment	Course Not Taught
Winter 2020	SCTR 165R 95679	RSS:Gndr/Sexuality in Bibl Int	SEM	5	TTH	13	<input type="checkbox"/>

Syllabus	Course Evaluation	Peer Evaluation	Other	Add
-	-	-	-	<input type="button" value="Add"/>

Buttons: Save, Save and Go Back, Cancel

1. Go back into Faculty180 and make the changes to your uploaded files.

The screenshot shows the 'Faculty180 Vita' case in Faculty180. It includes a 'Submit' button and a table of case details with a 'Regenerate' button.

Faculty180 Vita
Not Yet Submitted Unlocked

Title	Details	Actions
Mid-Probationary Review	Generated Nov 4, 2024	<input type="button" value="Regenerate"/>

2. Return to your case in Review, Promotion & Tenure and click **Regenerate** to bring your changes in the RPT module.

STEP 5 - REGENERATE & SUBMIT

When you have finished reviewing your vita and packet, you will submit your vita. You do this in three simple steps.

The screenshot shows the 'Mid-Probationary Review' interface. At the top, there are buttons for 'View Instructions' and 'Preview Packet'. Below this, a header displays 'Unit: Santa Clara University', 'Type: Reappointment', 'Packet Deadline Type: Hard Deadline', and 'Packet Due Date: Jan 31, 2025'. The 'Overview' and 'Packet' tabs are visible, with 'Packet' selected. A red arrow labeled '1' points to the 'Packet' tab. Below the tabs, there are 'Expand All' and 'Collapse All' buttons. A section titled 'Faculty180 Vita' is expanded, showing 'Not Yet Submitted' and an 'Unlocked' status. A table below this section has columns for 'Title', 'Details', and 'Actions'. The 'Title' is 'Mid-Probationary Review', 'Details' shows 'Generated Nov 4, 2024', and 'Actions' has a 'Regenerate' button. A red arrow labeled '2' points to the 'Regenerate' button. To the right of the table is a 'Submit' button, with a red arrow labeled '3' pointing to it.

1. Click the **Packet** tab in the upper left. This section will reveal the items in the packet. Click on the › (caret) symbol next to “Faculty180 Vita” to expand the section. Double-check that it’s complete.
2. Click **Regenerate** to make sure the system captures any edits you made in Faculty180 during your earlier review.
3. Click on the blue **Submit** button to submit and lock your vita. *Please note: Your vita will lock automatically at 8:59pm PST on the day of your deadline.*

You have completed the submission.

The screenshot shows the 'Faculty Activities Report (A&S, BUS, ECP)' interface. It has buttons for 'View Instructions' and 'Preview Packet'. The header shows 'Unit: Santa Clara University', 'Type: Review', 'Packet Deadline Type: Soft Deadline', and 'Packet Due Date'. The 'Overview' and 'Packet' tabs are visible, with 'Packet' selected. Below the tabs, there are 'Expand All' and 'Collapse All' buttons. A section titled 'Faculty180 Vita' is expanded, showing 'Submitted' and a 'Locked' status. A red box highlights the 'Submitted' and 'Locked' status.

You’ll know your case is submitted if it says “Submitted” and the blue button says “Locked” under your Faculty180 Vita at the Packet tab.

The screenshot shows the 'Your Packets' interface. It has a section for 'Active' packets. Below this, there is a table with columns for 'Packet', 'Type', 'Status', and 'Due Date'. The table contains one row: 'Santa Clara University Faculty Activities Report (A&S, BUS, ECP)', 'Review', 'Not Submitted ignore', and '-'. The word 'ignore' is in red.

Under “Your Packets,” you may see the message that the file has not been submitted, but you can disregard this—it refers to a default candidate documents section that is not a required part of your case, and for that reason was not submitted.

STEP 6 - RECEIVE NOTIFICATION & ADVISORY LETTER

You will receive a notification of the Provost's decision regarding your mid-probationary review in early April. This will be shared via email and within Interfolio.

If the outcome of the MPR review is positive, you will receive an advisory letter from the department expressing the views of the tenured faculty members as to what you might do in the remainder of the probationary period to enhance your candidacy for tenure. Please upload the department's letter in Faculty180 Activities at [▶ MPR & MPR Advisory Letters](#), so it is available for subsequent reviews.