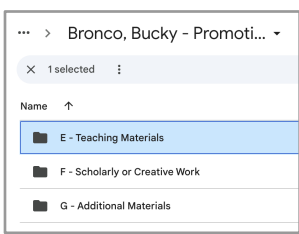

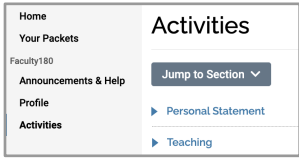





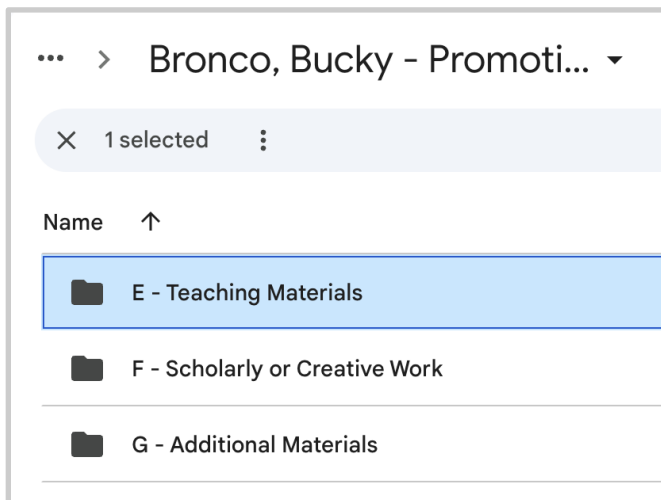
Promotion to Full Professor using Interfolio and Google Drive

Instructions for the Candidate

Overview

Step	Page
	1. Upload supporting materials to Google Drive Use the folders provided by the dean for this purpose.
	2. Login to Interfolio Use the tile at the MySCU single sign-on portal.
	3. Upload petition documents to Faculty180 You can do this whenever it is convenient. Faculty180 is available 24/7/365.
	4. Preview Your Packet When your case is available about a month before your deadline, preview your packet.
	5. Revise & Regenerate Update files in Faculty180, regenerate your case, and repeat as often as needed.
	6. Regenerate & Submit When your packet is complete, regenerate your case and submit. Complete your Google files uploads by midnight on the petition due date.

STEP 1 - UPLOAD SUPPORTING MATERIALS TO GOOGLE DRIVE

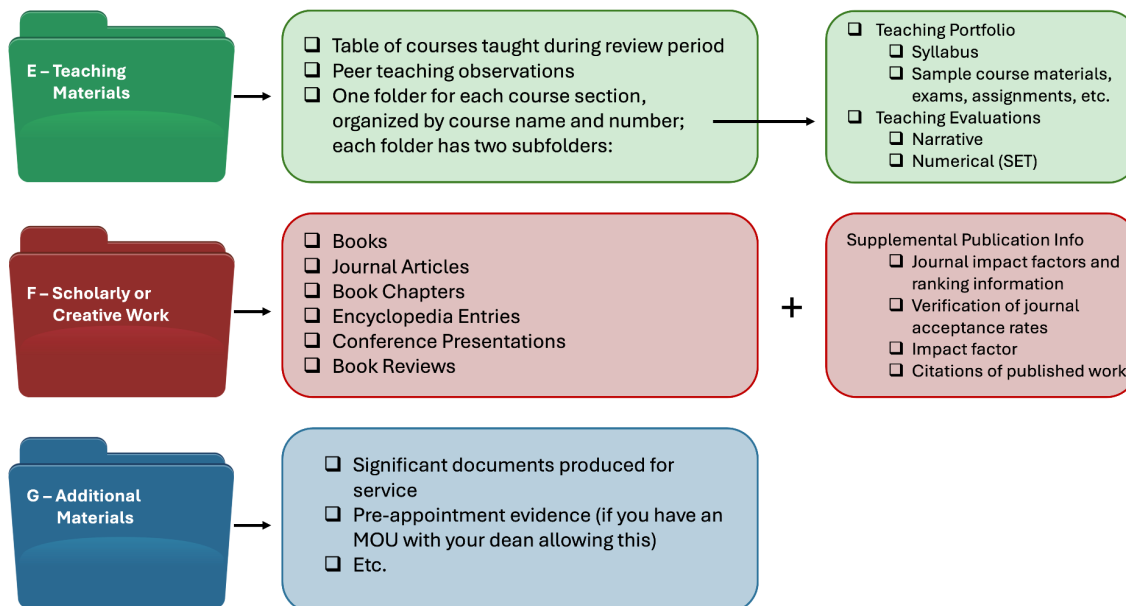


The Dean's Office creates and shares with you a Google Drive folder with subordinate folders for your supporting materials, illustrated to the left.

You can organize your materials in these folders in any way you like. The sample below was adapted from past Faculty Development resources.

You will provide a link to this promotion folder on your petition cover sheet, so that those reviewing your case in Interfolio will be able to access the materials. The dean will remove you from folder access by midnight on your petition deadline date.

Example of Organization for Google Drive folders

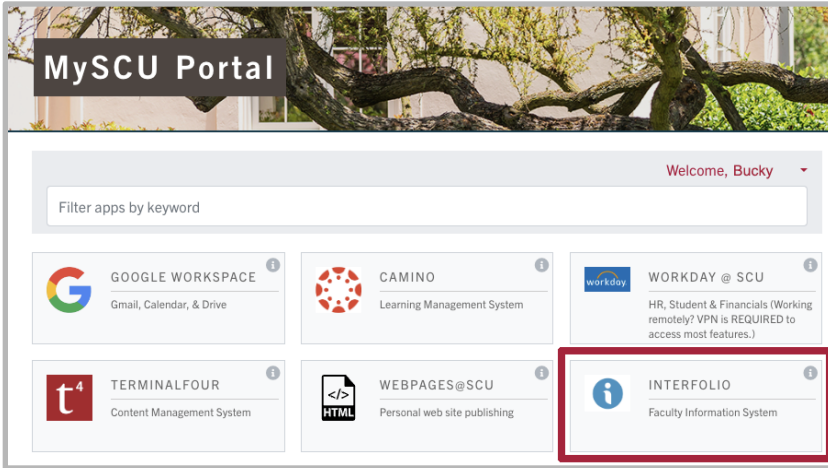


For further guidance on what is required and where to put it, see [University Promotion & Tenure Guidelines & Requirements for Candidates](#).

STEP 2 - LOGIN TO INTERFOLIO

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

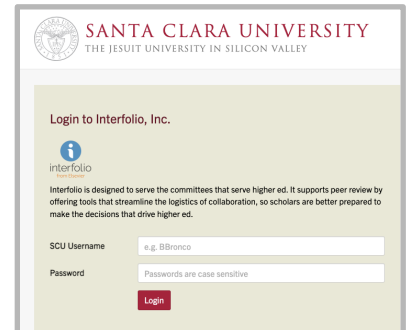
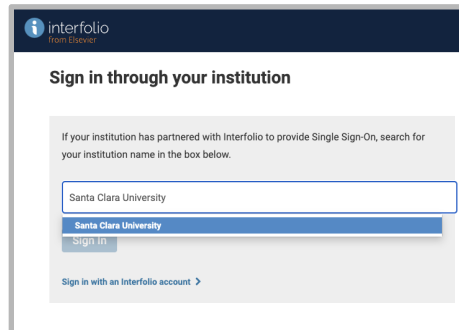
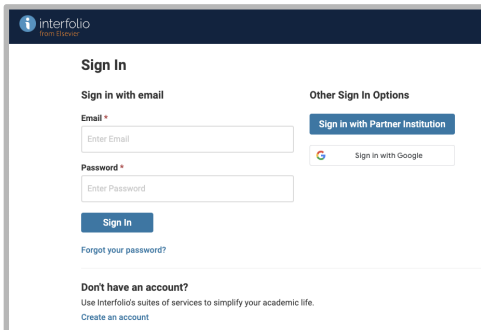
A



Sign into MySCU

Click on the Interfolio tile

B

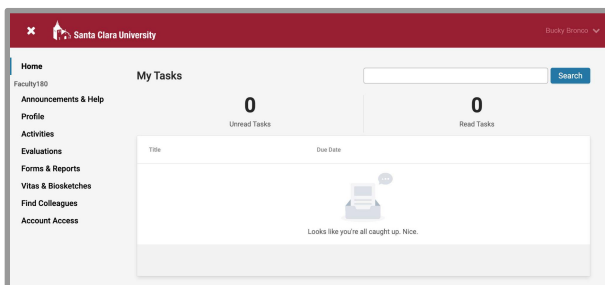


Go to <https://www.scu.edu/interfolio>

Type in Santa Clara University

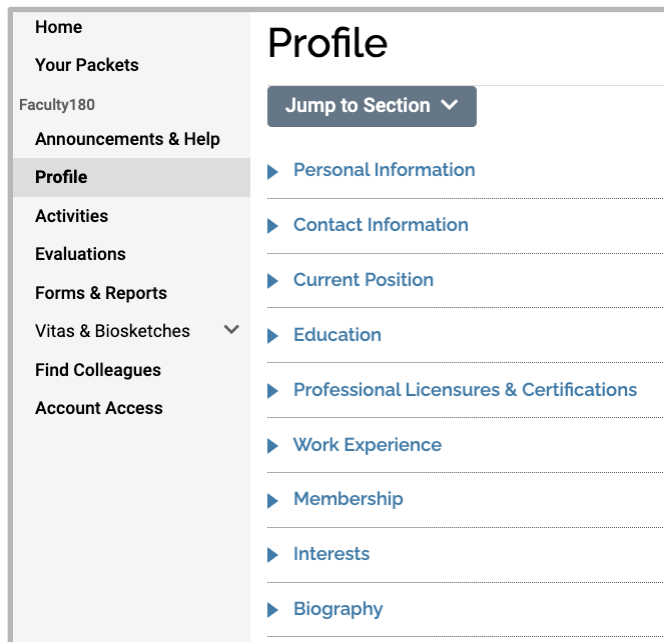
Log in to MySCU Portal

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 3 - UPLOAD PETITION DOCUMENTS TO FACULTY180

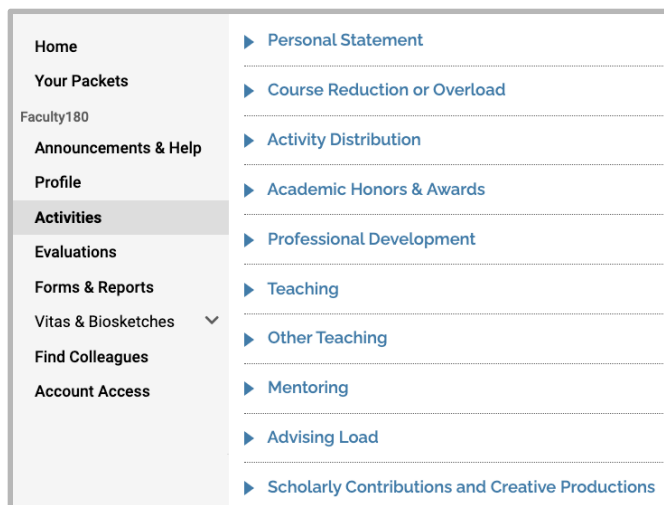


Confirm Profile Information

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

Click on any › (caret) symbol to view and edit the contents of that section. You won't upload any files here; you'll just type content.



Enter Activities

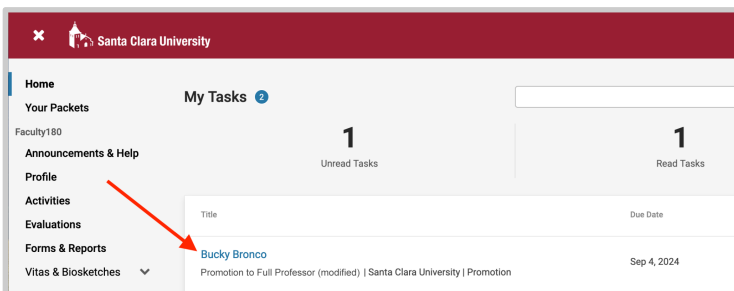
You will use a limited set of activity categories available from Activities in the left sidebar:

- ▶ **Personal Statement** - upload your petition cover sheet & personal statement
- ▶ **CV Uploads** - upload your annotated CV here (the dean will upload the professional CV you provided for your external referees)
- ▶ **Historical FARs and FAR Evaluation Letters** - upload these documents before your deadline; leave yourself time to request from your chair or dean letters you may be missing

You can copy the list of courses from the Teaching section and use this as the basis of your complete list of classes taught during the period under review (which you will put in your Google Drive Teaching folder). The list of courses in Interfolio goes back to Winter 2010.

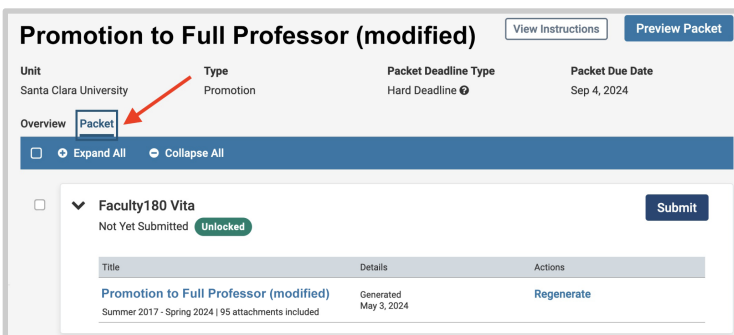
STEP 4 - PREVIEW YOUR PACKET

About a month 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.

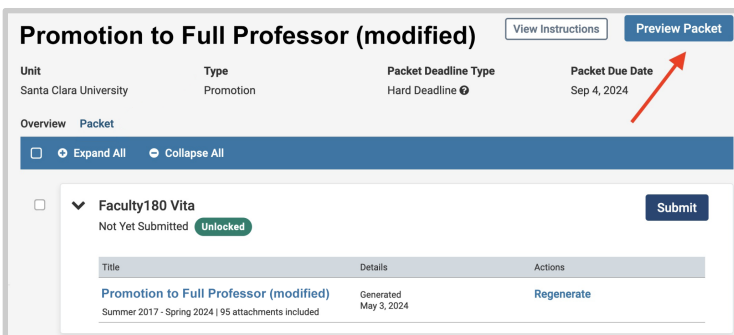


1. Click your **Name** on the dashboard to open your case.

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



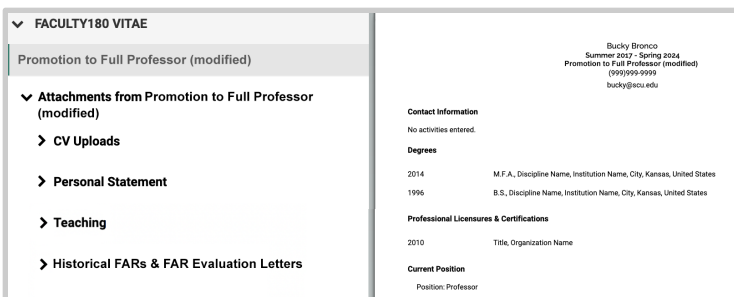
2. Click the **Packet** tab to view the screen pictured to the left.



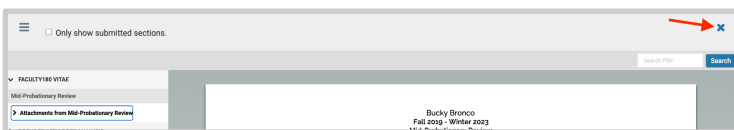
3. Click the **Preview Packet** button on the top right corner to review your portfolio.

The window is divided into two sections.

In the main window, you'll see the system-generated curriculum vitae for the period under review. Your's will be quite minimal, because your supporting evidence was not entered in Faculty180. Your reviewers will ignore this vita in favor of the annotated CV you uploaded.



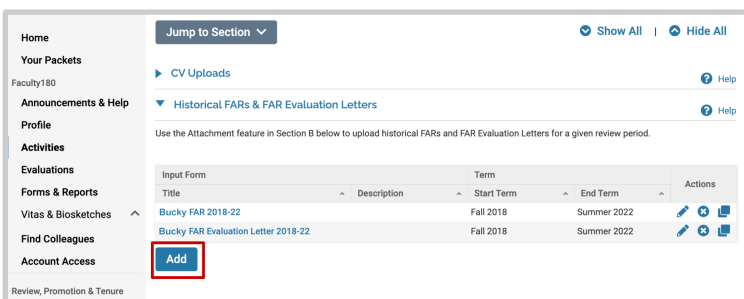
In the left sidebar, you'll see the files you uploaded to Faculty180, grouped by activity categories. The only sections that show are those to which you've uploaded files. Click on any > (caret) symbol to view the contents of that section.



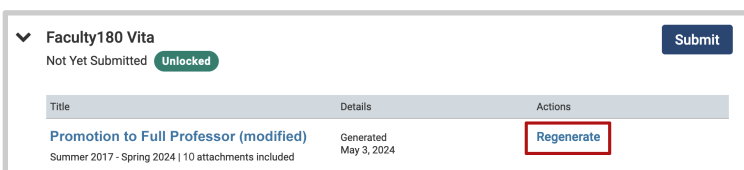
4. Click the **X** in the top right corner to exit the Preview Packet section.

STEP 5 - 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.



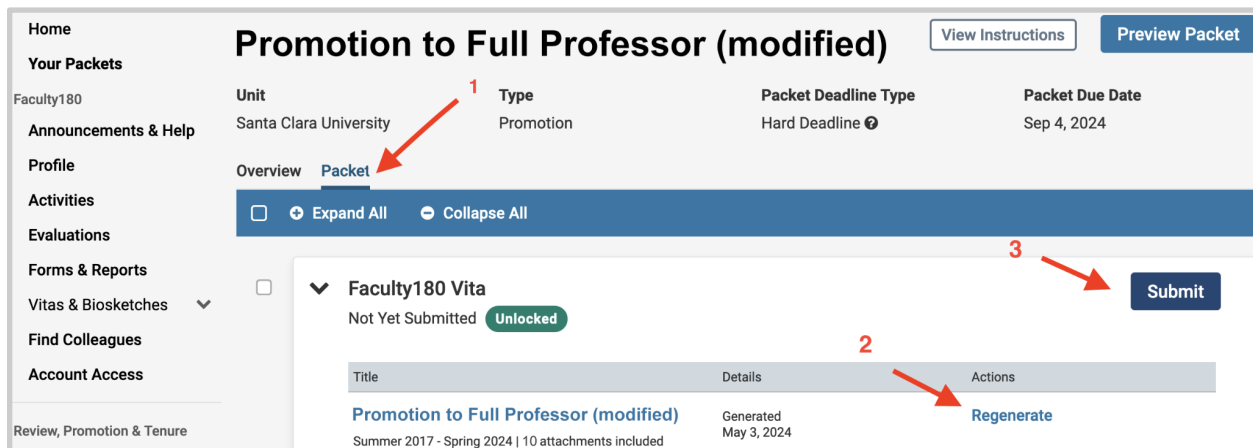
1. Go back into Faculty180 and make the changes to your uploaded files.



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

STEP 6 - REGENERATE & SUBMIT

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



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.