





# Promotion to Teaching Professor using Interfolio

## Instructions for the School Committee

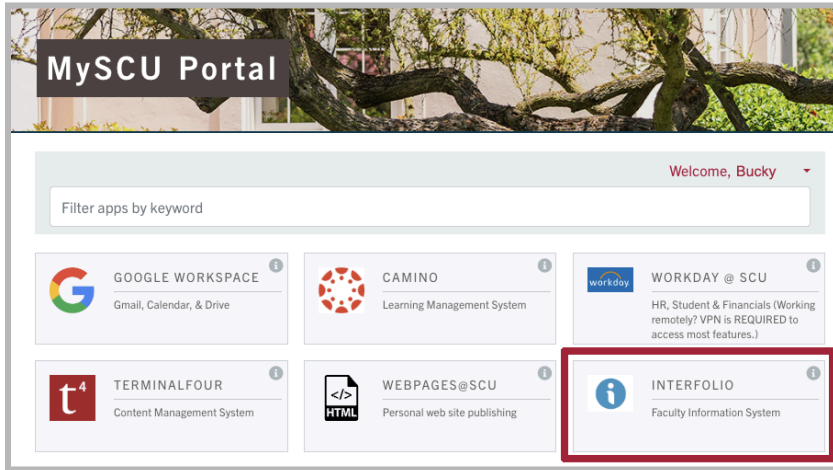
### Overview

	Step	Page
	<b>1. Login to Interfolio</b> Use the tile at the MySCU single sign-on portal.	2
	<b>2. Review the Case</b> All committee members who are participating in the review read the case materials in Interfolio to inform their evaluation. A single evaluation with the individual votes is prepared in Google Drive.	3-4
<b>The remaining steps are for the committee chair alone</b>		
	<b>3. Complete Required Steps</b> The committee chair uploads one required document (the committee report and recommendation) and fills out a form indicating the results of voting.	4-5
	<b>4. Send Case Forward</b> The committee chair sends the case forward to the dean for the next stage of review.	6

# STEP 1 - LOGIN TO INTERFOLIO

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

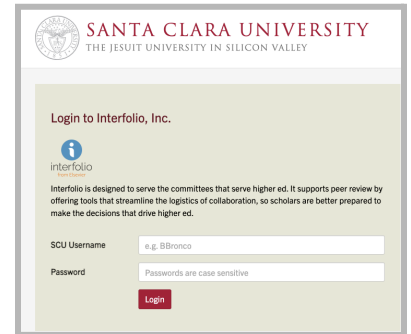
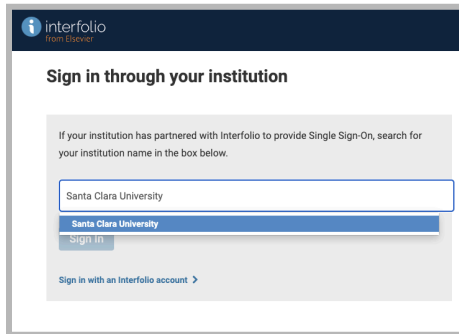
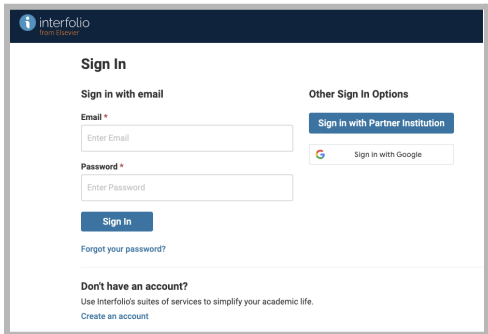
**A**



Sign into MySCU

Click on the Interfolio tile

**B**

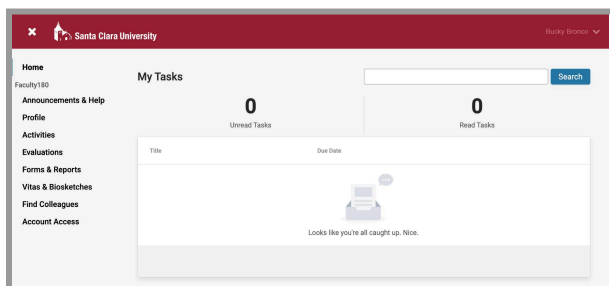


Go to <https://www.scu.edu/interfolio>

Type in Santa Clara University

Log in to MySCU Portal

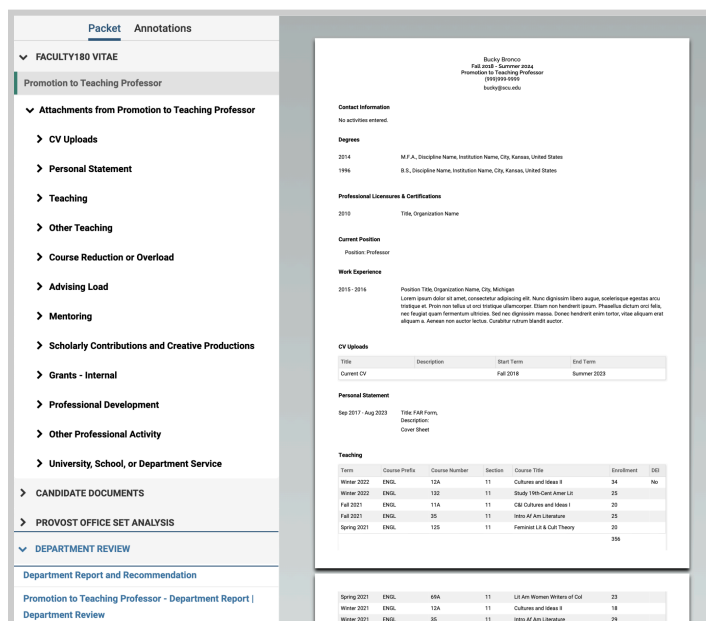
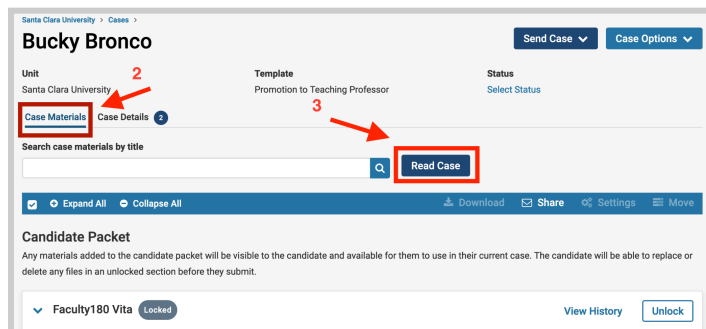
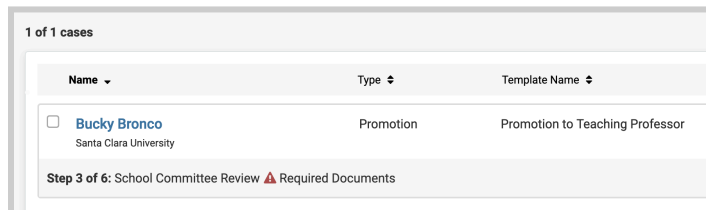
However you login, double-check that you're in the right account:



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

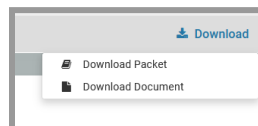
## STEP 2 - REVIEW THE CASE

All committee members who are participating in the review will be given access to the candidate's case materials through Interfolio when the dean has notified the candidate of a positive department recommendation. A trigger with the candidate's name will appear on your dashboard:

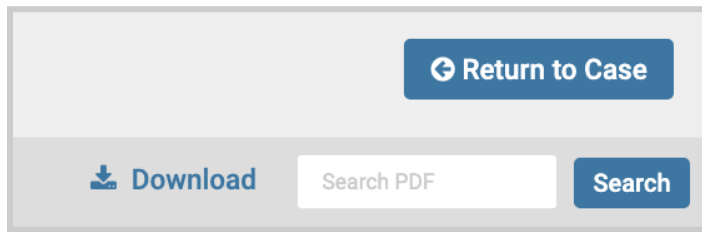


1. Click on the candidate's name in blue to bring you to the candidate's packet.
2. Select the Case Materials tab (upper left) of the candidate packet.
3. Click the dark blue Read Case button on the right to review the candidate's packet.
4. The left sidebar lists the sections of the candidate packet. 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.



In addition to the candidate's materials the sections in the left sidebar include the **Provost Office SET Analysis** and the **Department Review**. The SET Analysis provides a summary of course SET report averages and comparison to department and school averages for the period under review, excepting the initial online quarters during COVID (Winter and Spring 2020). The Department Review contains the department report and recommendation, with voting results.



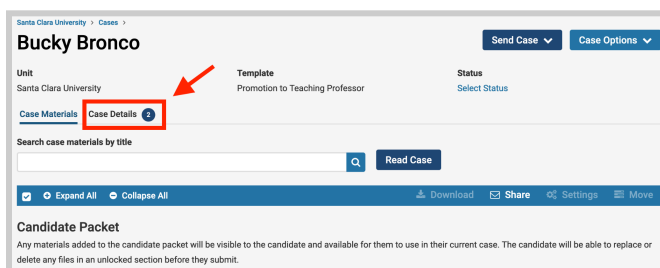
- To exit the case materials, click the blue **Return to Case** button in the top right.

The school committee reviews the candidate's materials, meets to discuss their evaluation, and prepares a report and recommendation that the committee chair will upload to Interfolio.

**The remaining steps are for the committee chair alone**

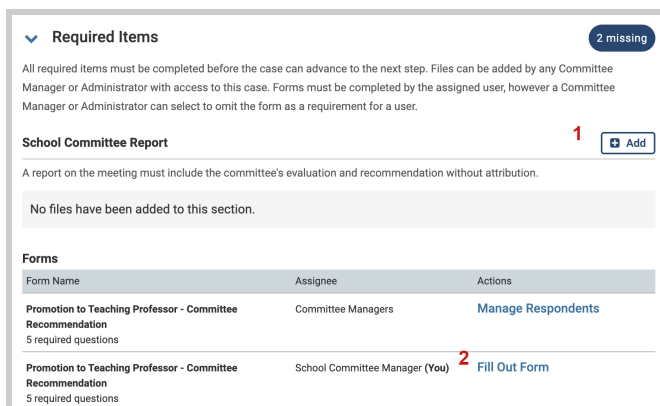
## STEP 3 - COMPLETE REQUIRED STEPS

The committee chair will submit one required document (the School Committee Report) and fill out one required form, both available from the Case Details tab. Have the report available on your desktop to facilitate uploading to Interfolio. The file name will appear in the sidebar for reviewers at subsequent stages, so please title it with that in mind.



Click the **Case Details** tab at the upper left. This section will reveal the department's required items:

- School Committee Report (PDF file)
- Required Form: Promotion to Teaching Professor - Committee Recommendation



### 1. Required Document

Click on the **Add** button to upload the School Committee Report (PDF). A pop-up window will allow you to browse your computer for the report.

**Add School Committee Report** ✕

[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 \***

**Section \***

- ✓ Provost Office SET Analysis
- Department Review
- Dean Notification to Candidate
- School Committee Review**
- Dean Review
- Provost Decision
- Decision Letter

After uploading the report from your computer, this screen will pop-up. In the Section field, select “School Committee Review.” Then click the blue **Add** button (bottom right) to submit.

Santa Clara University > Cases > Bucky Bronco >

### Promotion to Teaching Professor - Committee Recommendation

Please fill out the questions below, including confirmation that you have uploaded a report supporting your recommendation. The composition of and procedures for the school Promotion to Senior Lecturer (Teaching Professor) Committee are detailed on pp. 4-5 of the University Procedures for Promotion to Senior Lecturer. You will find this resource, along with Interfolio guide and video tutorial for the school committee on the Provost's Office Evaluation, Reappointment & Promotion page (Promotion > Promotion to Teaching Professor).

**Committee materials to be submitted by committee chair**  
 Please complete the committee report in the text box below.

**What is the overall recommendation of the committee? \***

Highly Recommend

Recommend

Do Not Recommend

**Number of Highly Recommend Votes \***

**Number of Recommend Votes \***

**Number of Do Not Recommend Votes \***

**Number of faculty who participated in voting \***

b      a

## 2. Required Form

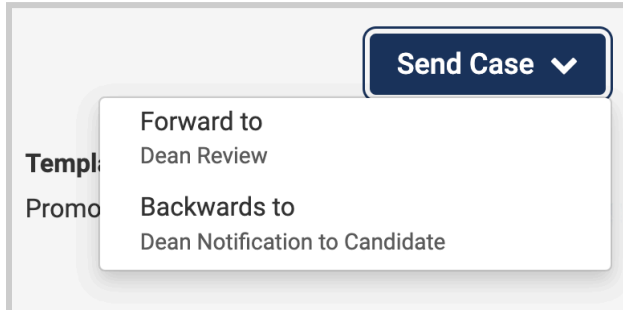
Click **Fill Out Form** under Actions; this form will pop-up.

Use the fields to report the overall recommendation, the number of votes for each recommendation option, and the number of faculty participating in the review. Confirm that you have uploaded the required document. Then click in sequence:

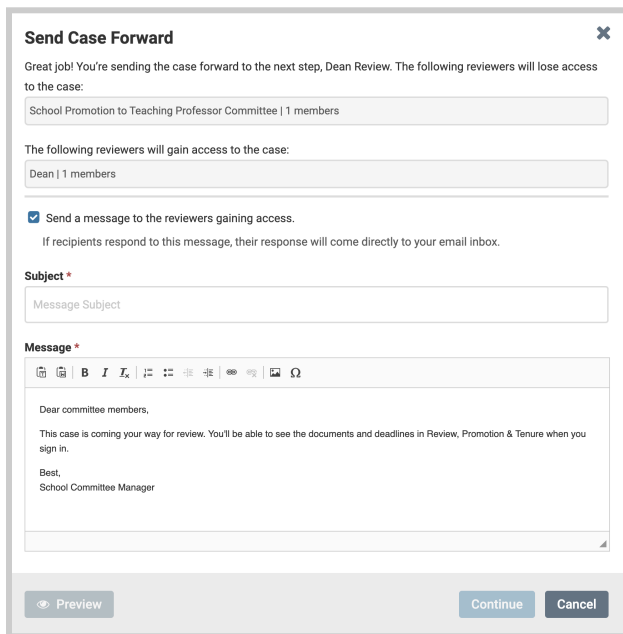
- a. **Save Responses** button. This takes you to the prior screen. Click “Fill Out Form” to return to this screen to submit the form.
- b. **Submit Form** button.

## STEP 4 - SEND CASE FORWARD

The final step is to send the case to the dean for review.



1. Click on the dark blue **Send Case** button in the upper right corner to move the case to the Dean Review step.

A screenshot of a web form titled "Send Case Forward". The form contains several sections: a header with a close button, a message stating "Great job! You're sending the case forward to the next step, Dean Review. The following reviewers will lose access to the case:" followed by a text field containing "School Promotion to Teaching Professor Committee | 1 members"; a section "The following reviewers will gain access to the case:" followed by a text field containing "Dean | 1 members"; a checkbox labeled "Send a message to the reviewers gaining access." which is checked, with a note "If recipients respond to this message, their response will come directly to your email inbox."; a "Subject \*" field with the placeholder "Message Subject"; and a "Message \*" field with a rich text editor toolbar and the following text: "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, School Committee Manager". At the bottom, there are three buttons: "Preview", "Continue", and "Cancel".

2. The blue **Continue** button (lower right) 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.