Promotion to Teaching Professor using Interfolio

Instructions for the School Committee

Overview

	Step	Page
INTERFOLIO Faculty Information System	 Login to Interfolio Use the tile at the MySCU single sign-on portal. 	2
Read Case	2. Review the Case 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
The rem	aining steps are for the committee chair alone	
Case Details	3. Complete Required Steps The committee chair uploads one required docu- ment (the committee report and recommendation) and fills out a form indicating the results of voting.	4-5
Send Case 🗸	4. Send Case Forward 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):





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Sign In Sign in with email	Other Sign In Options	Sign in through your institution	THE JESUTI UNIVERSITY IN SELICON VALLEY
Emsil * Enter Email Password *	Sign in with Partner Institution	If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.	Login to Interfolio, Inc.
Enter Password Sign In		Santa Clara University Santa Clara University	Interfolio is designed to serve the committees that serve higher ed. It supp offering tools that streamline the logistics of collaboration, so scholars are make the decisions that drive higher ed.
Forgot your password?		Sign in	SCU Username e.g. BBronco
Don't have an account? Use Interfolio's suites of services to simplify Create an account	y your academic life.	Sign in with an interfolio account >	Password Passwords are case sensitive

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:

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Home Faculty180 Announcements & Help Profile Activities	My Tasks O Unread T	aska	O Read Taska
Evaluations Forms & Reports Vitas & Biosketches Find Colleagues Account Access	754	Due Due	ış, Nos.

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

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:



Packet Annotations								
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- 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.
- 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

🛓 Download
Download Packet
Download Document

right of the browser window. You will receive an email 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:

- 1. School Committee Report (PDF file)
- 2. 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.

✓ Required Items		2 missing
All required items must be completed before the cas Manager or Administrator with access to this case. I Manager or Administrator can select to omit the for	se can advance to the next step. File Forms must be completed by the as m as a requirement for a user.	es can be added by any Committee ssigned user, however a Committee
School Committee Report		1 🖸 Add
A report on the meeting must include the committee	's evaluation and recommendation	without attribution.
No files have been added to this section.		
Forms		
Form Name	Assignee	Actions
Promotion to Teaching Professor - Committee Recommendation 5 required questions	Committee Managers	Manage Respondents
Promotion to Teaching Professor - Committee Recommendation 5 required questions	School Committee Manager (You) ² Fill Out Form

load a new file Select file from case	
Please select the section of the packet where dropdown menu below.	this file will appear. Select the appropriate section from the
Name *	Section *
School Committee Report, Bronco	✓ Provost Office SET Analysis
	Department Review
	Dean Notification to Candidate
	Dean Review
	Provost Decision
	Decision Letter

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.

O Highly Recommission	mend		
O Recommend			
O Do Not Recom	mend		
Number of Highly	Recommend Votes *		
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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.

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.



eat job! You're send the case:	ing the case forward to the next step, Dean Review. The following reviewers will lo	ose access
chool Promotion to T	eaching Professor Committee 1 members	
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Send a message f	to the reviewers gaining access.	
If recipients respon	nd to this message, their response will come directly to your email inbox.	
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1. Click on the dark blue **Send Case** button in the upper right corner to move the case to the Dean Review step.

 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.