Teaching Professor Reappointment and/or Promotion using Interfolio
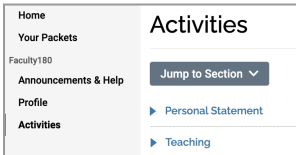
Instructions for the Candidate

Overview

	Step	Page
INTERFOLIO — Faculty Information System	**1. Login to Interfolio** Use the tile at the MySCU single sign-on portal.	2
Activities panel	**2. Upload your materials to Faculty180** You can do this whenever it is convenient. Faculty180 is available 24/7/365.	3-4
Preview Packet	**3. Preview Your Packet** When your case is available about a month before your deadline, preview your packet.	4-5
Actions — Regenerate	**4. Revise & Regenerate** Update files in Faculty180, regenerate your case, and repeat as often as needed.	6
Submit	**5. Regenerate & Submit** When your packet is complete, regenerate your case on last time and submit.	6

STEP 1 - LOGIN TO INTERFOLIO
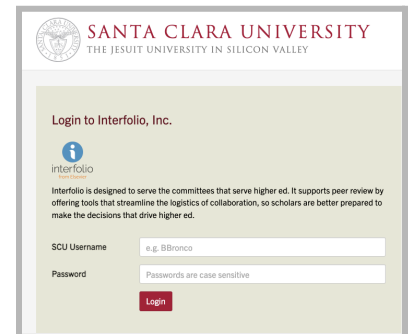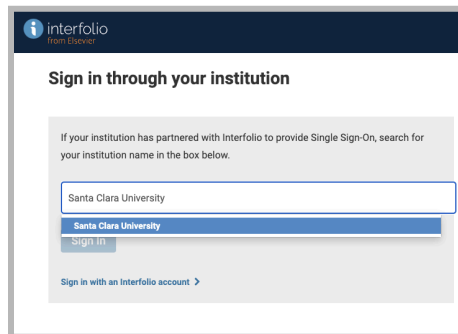
You can login to Interfolio one of two ways (A or B):

A
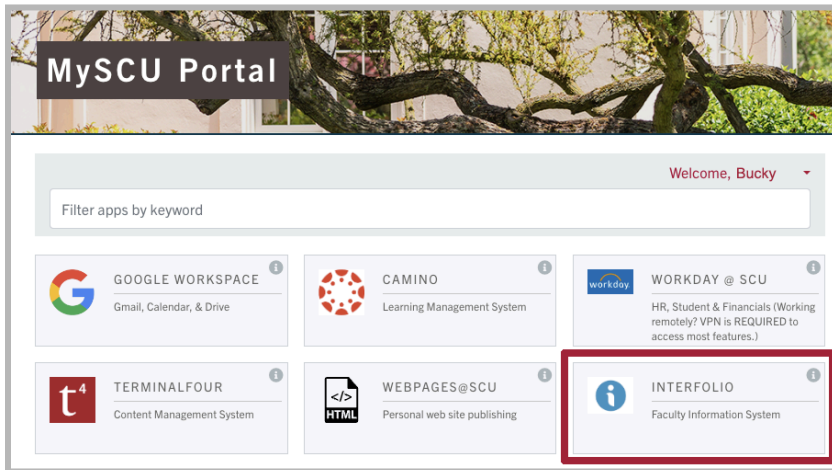
Sign into MySCU

Click on the Interfolio tile

B
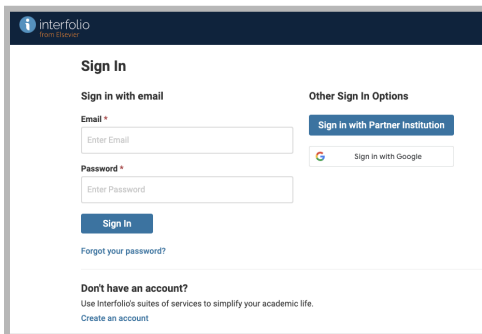
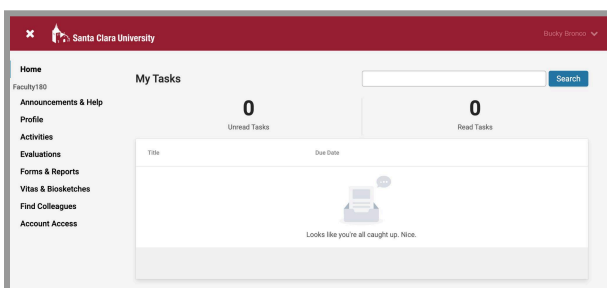Go to https://www.scu.edu/interfolio   Type in Santa Clara University   Log in to MySCU Portal

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 - UPLOAD YOUR MATERIALS TO FACULTY180

Home	**Profile**
Your Packets	
Faculty180	**Jump to Section** ∨
Announcements & Help	
Profile	▶ Personal Information
Activities	
Evaluations	▶ Contact Information
Forms & Reports	
Vitas & Biosketches ∨	▶ Current Position
Find Colleagues	▶ Education
Account Access	
	▶ Professional Licensures & Certifications
	▶ Work Experience
	▶ Membership
	▶ Interests
	▶ Biography

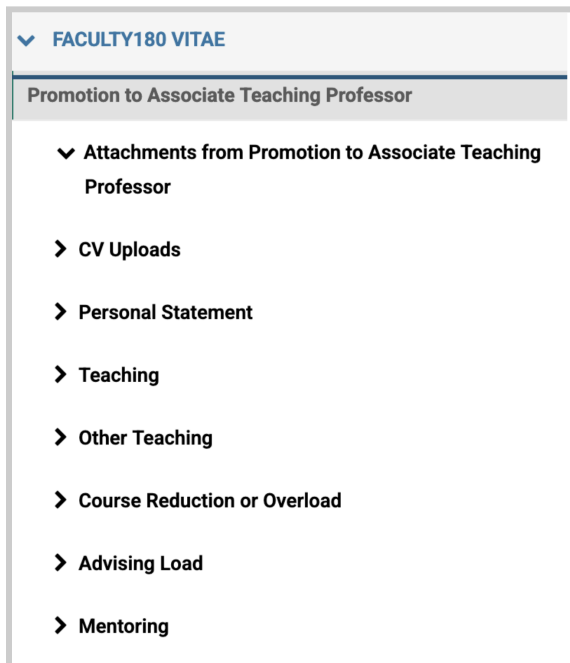| Home	▶ Personal Statement
Your Packets	▶ Course Reduction or Overload
Faculty180	
Announcements & Help	▶ Activity Distribution
Profile	▶ Academic Honors & Awards
Activities	
Evaluations	▶ Professional Development
Forms & Reports	▶ Teaching
Vitas & Biosketches ∨	▶ Other Teaching
Find Colleagues	
Account Access	▶ Mentoring
	▶ Advising Load
	▶ Scholarly Contributions and Creative Productions

A note regarding the DEI tag and comments

Activities that support diversity, equity, and inclusion can be flagged using the DEI tag, and explanatory comments added. However, the comments will not appear in the tabular list of your individual courses. 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."

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:

- ☐ **Teaching** - syllabi, course evaluations, peer evaluations, and other course materials that provide significant evidence of your teaching quality; evidence of mentoring and advising, leadership in promoting the development, retention, and academic achievement of a diverse student body

- ☐ **Professional Activity** - professional development, attendance at conferences, scholarly contributions, creative productions, grants, scholarly plans

- ☐ **Service** - List your major service at the various categories, and add any significant documents you produced as part of a service obligation

- ☐ **FARs and FAR Evaluation Letters**

For further guidance on where to place evidence in Faculty180, see Uploading Activities - Lecturers & Teaching-Track Faculty and the current University Procedures that apply to your case:

- Assistant Teaching Professor Reappointment (only),

- Teaching Professor Reappointment & Promotion (hybrid), or

- Teaching Professor Rank & Promotion (promotion only, to associate or full rank).

FACULTY180 VITAE

Promotion to Associate Teaching Professor

- ∨ Attachments from Promotion to Associate Teaching Professor
- ∨ CV Uploads
- ∨ Personal Statement
- ∨ Teaching
- ∨ Other Teaching
- ∨ Course Reduction or Overload
- ∨ Advising Load
- ∨ Mentoring

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 will be a lot of these documents, we recommend the following title convention for your teaching materials to help evaluators locate documents:

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.

This guide shows you how to download teaching files from Camino.

A personal statement is not required for this promotion process, but if you choose to include one, upload it to the activity category "Personal Statement."
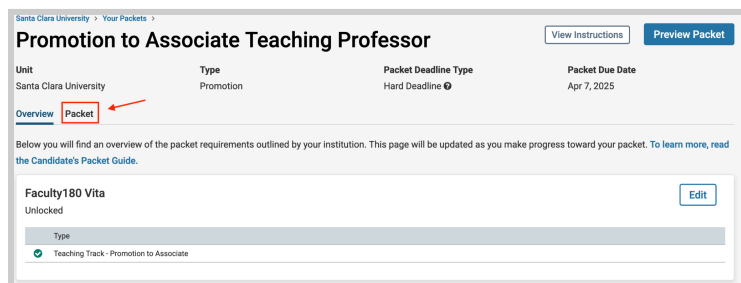
STEP 3 - PREVIEW YOUR PACKET

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. *Please note that your case description (under your name on the dashboard, at the top of your case, and on your vita) will look different depending on the process you are undergoing—reappointment (only), reappointment and promotion to associate (hybrid process), or promotion (only, to either associate or to full).*
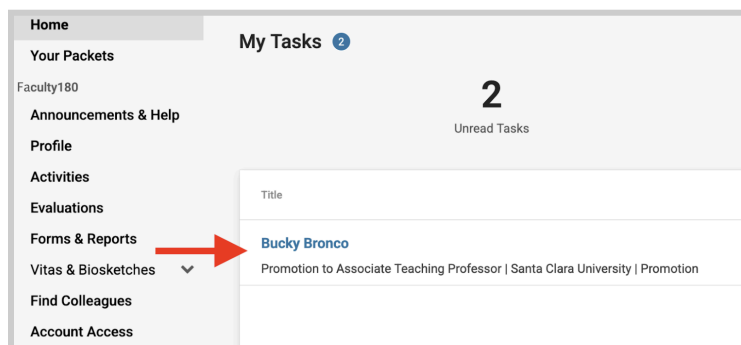
1. Click your **Name** on the dashboard to open your case.

   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 at the top right corner to review your portfolio.

   The window is divided into two sections.

   In the main window on the right, you'll see the system-generated curriculum vitae for the period under review, which includes comments you've added for certain types of activities and so resembles an annotated CV. It includes only those activities that fall within the review period.

   In the left sidebar, you'll see all the files you uploaded to Faculty180, grouped by activity categories. Only activity categories to which you have uploaded files will appear. 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.

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 5 - REGENERATE & SUBMIT

When you finish reviewing your materials, you will submit your case. You do this in three 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 and confirm that you are locking your vita. *Note: Your vita will lock automatically at **8:59pm PST** on the day of your deadline.*

You have completed the submission.