Rank, Tenure and Promotion using Interfolio

Instructions for the Provost

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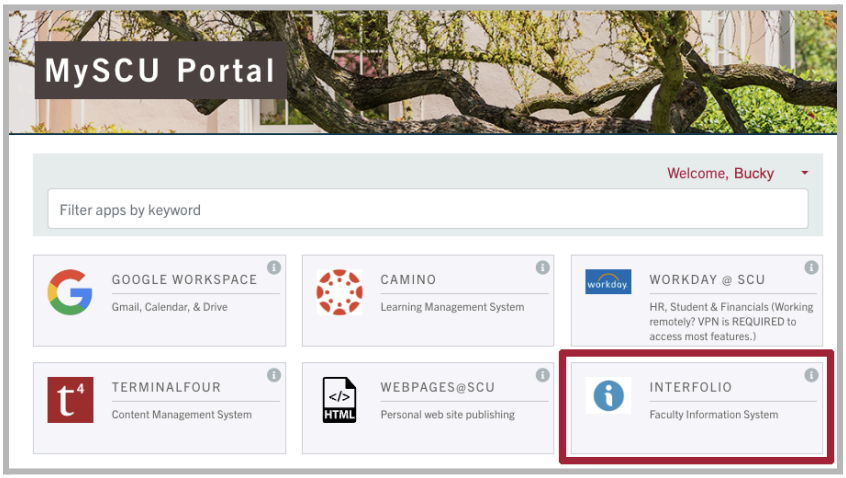
STEP 1 - LOGIN TO INTERFOLIO

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

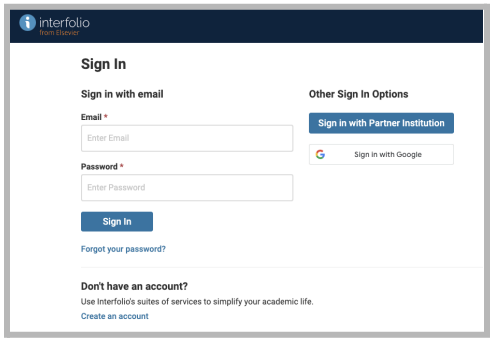
A



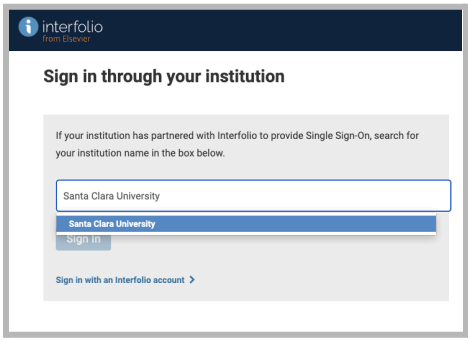
Sign into MySCU

Click on the Interfolio tile

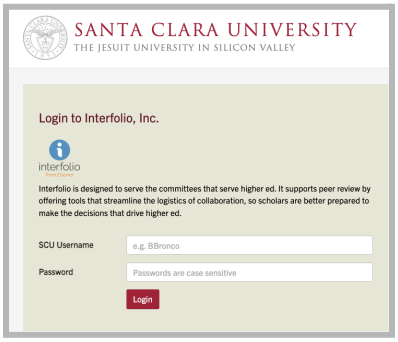
B



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

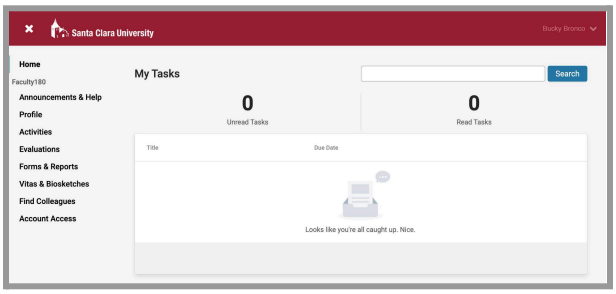


Type in Santa Clara University



Log in to MySCU Portal

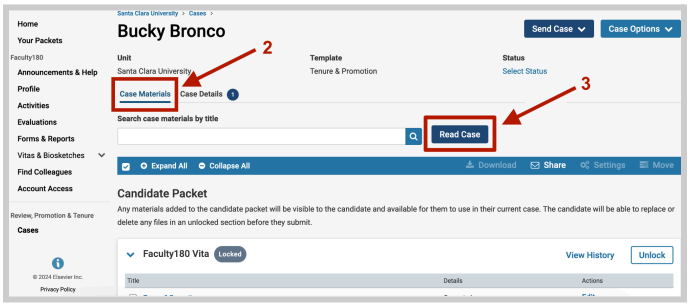
However you login, double-check that you're in the right account:

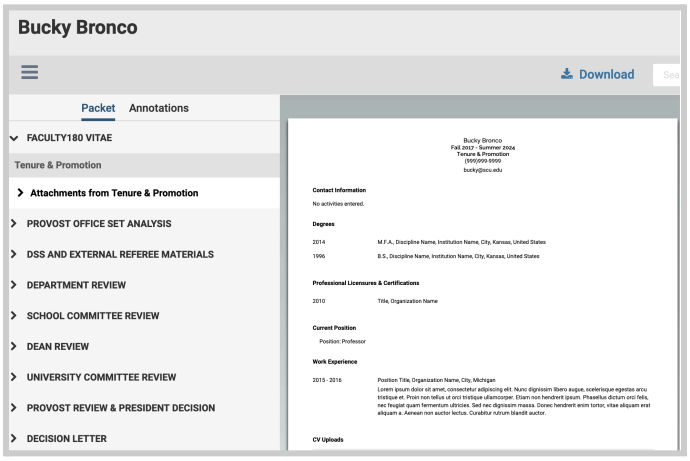


After you login, "Santa Clara University" should appear in the upper bar, and your screen should look like this (there may be cases in the central white window). If your screen doesn't look like this, you may be logged in to another Interfolio account. For troubleshooting support, contact Katie Williams (kfwilliams@scu.edu).

STEP 2 - REVIEW THE CASE

The Provost is given access to the candidate's case through Interfolio when it is forwarded from the university committee. A trigger with the candidate's name will appear on your dashboard:

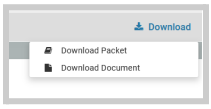




1. Click on the candidate's name in blue to bring you to the candidate's packet.

2. Select the Case Materials tab (upper left) of the candidate packet.

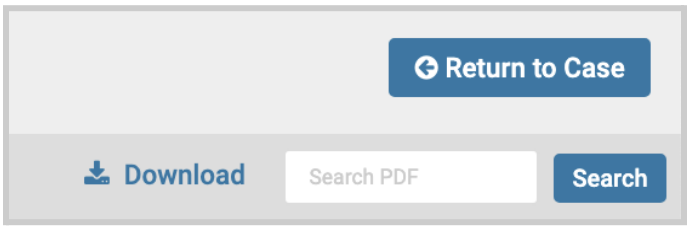
3. Click the Read Case button to review the candidate's packet. Candidates for promotion to full who used the modified process (submitting supporting evidence of scholarship and teaching on Google Drive) will have fewer files in Interfolio.

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. 

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 email when the download has completed.

   Notes on the contents of left sidebar sections:

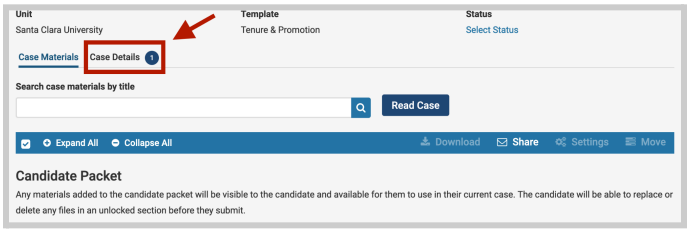
- **Candidate Materials** - There will be a caret and section for every activity category for which the candidate has uploaded files. For candidates for promotion to Professor who elected the "modified process," you will find a link to their supporting evidence in their petition cover sheet (in "Attachments from Tenure & Promotion > Personal Statement"), and their annotated CV in "CV Uploads."
- **Provost Office SET Analysis** - Provides summary of course SET report averages and comparison to department and school averages for the period under review to a maximum of 10 years, excepting the initial online quarters during COVID (Winter and Spring 2020).
- **DSS & External Referee Materials** - At an earlier stage, the dean's office provided the materials shared with external referees (professional CV, works shared, discipline-specific scholarship standards), the list of referees and non-referees, and the referees' letters.
- **Department Review** - Individual faculty letters, department meeting notes, and chair context letter.
- **School Committee Review** - School Rank & Tenure Committee evaluation and recommendation.
- **Dean Review** - The dean's evaluation and recommendation.
- **University Committee Review** - The university committee's evaluation and recommendation.



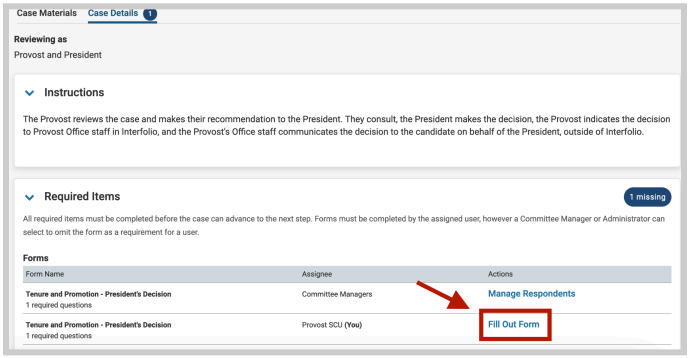
5. To exit the case materials, click the blue **Return to Case** button in the top right.

STEP 3 - FILL OUT THE REQUIRED DOCUMENT

You will fill out one required form at the Case Details tab: “Tenure and Promotion - President’s Decision.”

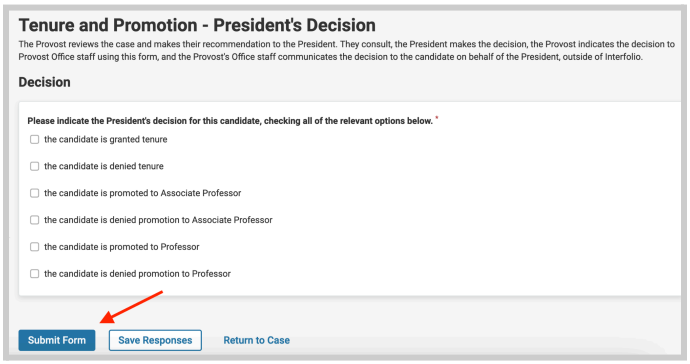


1. Click the **Case Details** tab at the upper left. This section will reveal the Provost’s required item: Tenure and Promotion - President’s Decision.



2. Click the blue text that reads “Fill Out Form” and mark all options that apply. Note that the granting of tenure and the promotion to Associate Professor are indicated separately, and must both be checked if both apply.

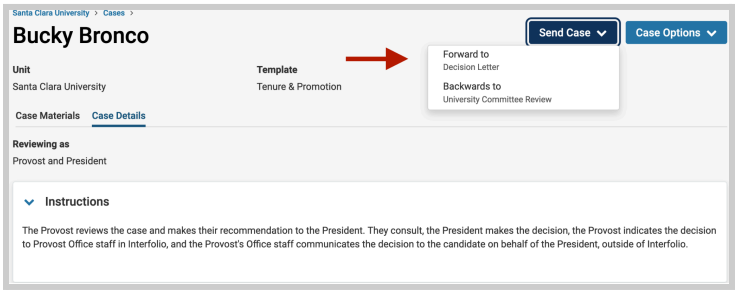
   Note: This brief form assists Provost’s Office staff with tracking the President’s decisions and generating notification letters to candidates.



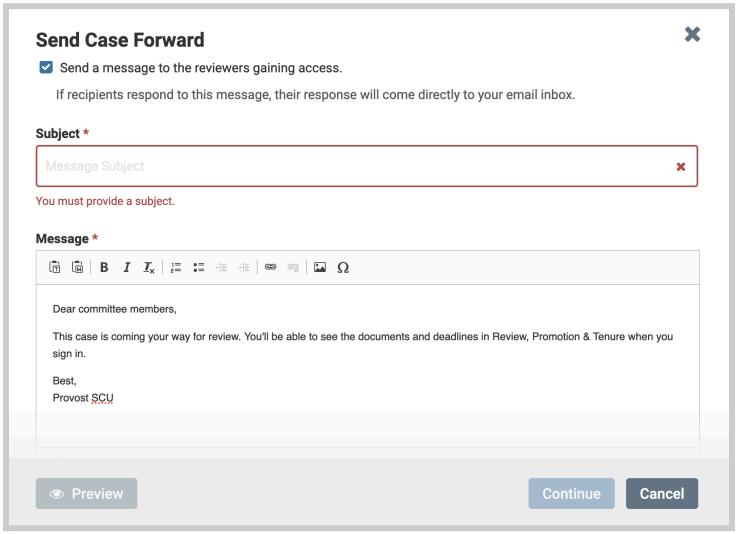
3. Click the blue **Submit Form** button when you have completed it.

   Provost Office staff will draft and upload notification letters in Interfolio, and will send them via email to the candidates. They will close the case when the period for appeal closes.

STEP 4 - SEND CASE FORWARD



1. Click on the dark blue **Send Case** button in the upper right corner to move the case to the Provost Office - Administrators. Select Decision Letter.



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.