Faculty Activities Report using Interfolio
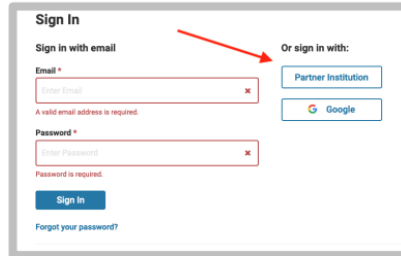
Instructions for the Faculty Member
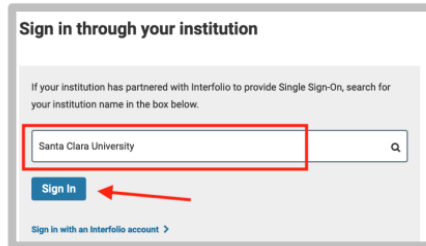
There are two ways to log on to Interfolio

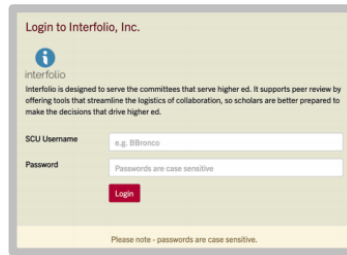### 1. Interfolio: https://www.scu.edu/interfolio

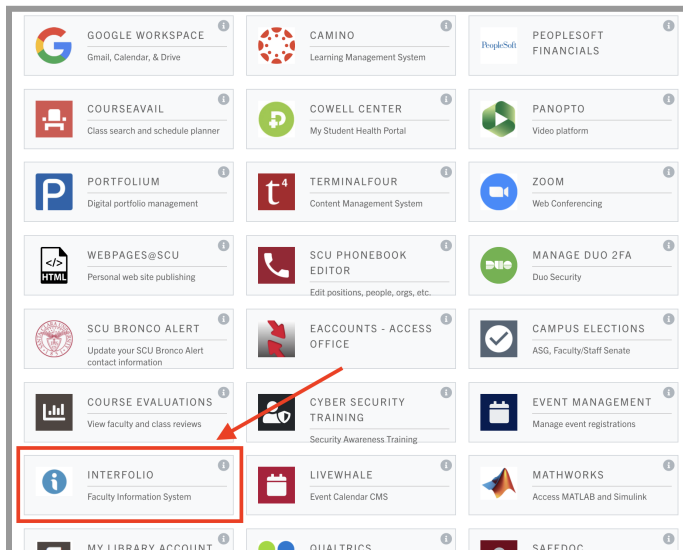Click the Partner Institution button.

Search for "Santa Clara University" and click the Sign In button.


Log in with your single sign-on credentials.

### 2. Click on the Interfolio tile on your MySCU SSO page.

Reviewing and Submitting your FAR

PART 1 - Reviewing your FAR Vita

The Vita is a document that Interfolio automatically generates from the entries you have made in the Activities section of Faculty180 for the review period. You can preview the Vita to make sure it has captured everything you want to include. When your Faculty Activities Report trigger appears on your dashboard:
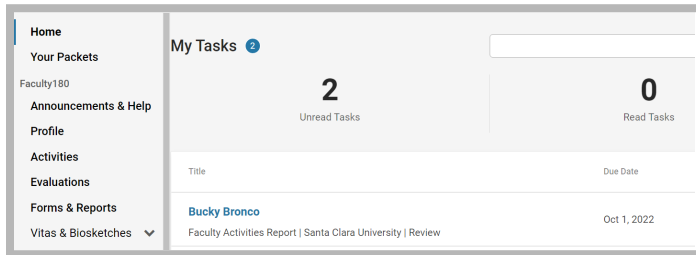
1. Click on your name in blue to bring you to your Faculty Activities Report case. You can also click on the tab "Your Packets" under the Home tab in the upper left corner.
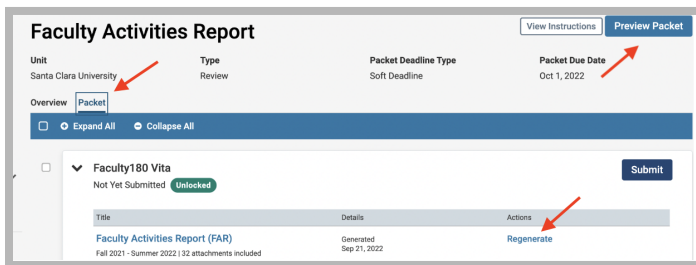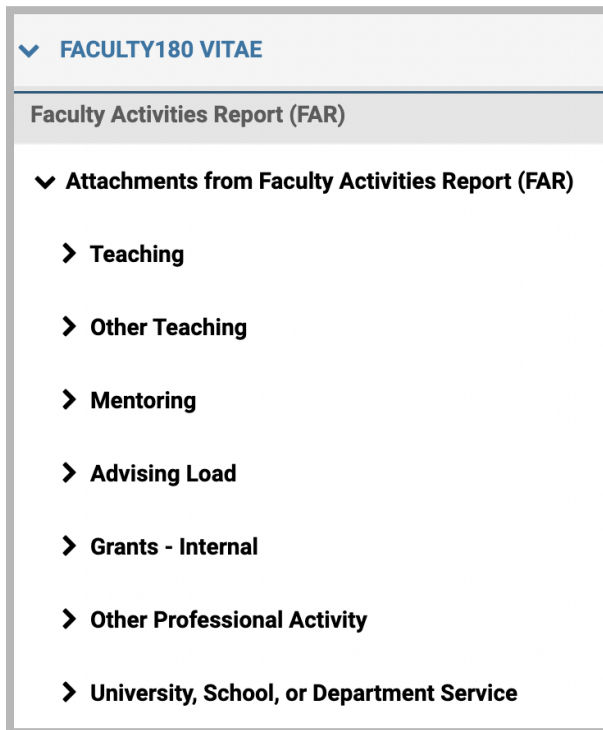

2. Click the Packet tab in the upper left to bring you to this page.

3. If you've made any edits to your Activities in Faculty180 since you received the original trigger, click **Regenerate** to make the system capture those edits.

4. Click the **Preview Packet** button at the top right corner to review your FAR Vita. This allows you to view the Vita as your evaluators will see it.
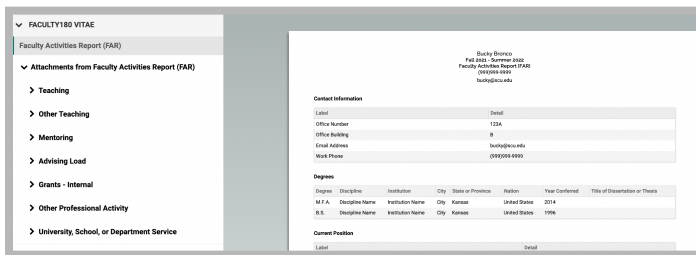
5. Here is what it looks like. The left sidebar lists the Activities sections that have evidence you've uploaded for the review period. You can click on any section in the sidebar to view the contents as they will appear to your evaluators.

   In the main window, you'll see the system-generated Vita for the period under review. This Vita is shorter than your actual CV, as it only captures the activities you've listed for the period under review. (Your school may require your full and current CV as well, which you can store in the **CV Uploads** section in Faculty180).

Review Faculty180 Vitae Documents

FACULTY180 VITAE

Faculty Activities Report (FAR)

∨ **Attachments from Faculty Activities Report (FAR)**

> Teaching

> Other Teaching

> Mentoring

> Advising Load

> Grants - Internal

> Other Professional Activity

> University, School, or Department Service

Click on **Faculty180 Vitae** in the left sidebar to view the order and titles of your uploaded documents (only those categories with uploaded documents from your review period will appear). The categories are listed in the order they appear in your Faculty180 Activities. Click on any › (caret) symbol to expand the section and see how your uploaded documents will appear to your reviewer(s).

Teaching materials will be listed by course in chronological order beginning with the most recent term, and following your class 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

For a single course, your documents might look like this:

F21 ENGL 25 Syllabus.pdf
F21 ENGL 25 Peer Evaluation.pdf
F21 ENGL 25 SET.pdf
F21 ENGL 25 Student Narrative Eval.pdf
F21 ENGL 25 Assignment.pdf

How to Exit the Packet
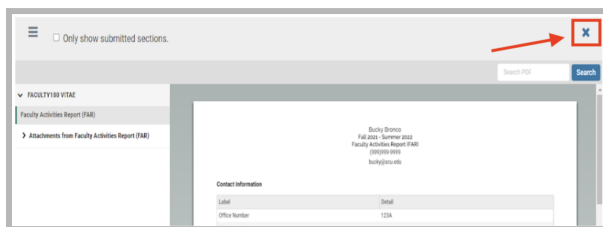
Click the X in the top right corner to exit this Preview Packet section.

When you have finished reviewing your Vita, you will submit your case (see next page).

PART 2 - Submitting your FAR Case

Step 1. Click the **Packet** tab above the left edge of the blue bar. You will see two items in this section:

    a. Faculty180 Vita

    b. Submission Form

Click on the › (caret) symbol next to Faculty180 Vita to expand that section.

Step 2. Click the **Regenerate** button to make sure the system captures any edits you made in the Faculty180 module during your earlier review.

Step 3. Click on the › (caret) symbol next to the Submission Form section to expand it.

Step 4. Once you've taken step 2 above, click "Yes" here. Once you select either yes or no, both buttons below will be blue.

Step 5. Click the blue **Save Responses** button.

Step 6. Click the (now blue) **Return to Packet** button.

Step 7 (top picture). Click the dark blue **Submit** button to the right of the Submission form.

Step 8 (top picture). Click on the dark blue **Submit** button next to Faculty180 Vita to submit and lock your vita. *Note: you will not be able to change your FAR after this point.*

Step 9 - Confirm and Complete Submission
This window will pop up to alert you that the section will lock. When you are ready, click the **Yes** button.

You have completed the FAR submission.

Part 3 - Reviewing your FAR Evaluation Letter

After your department reviews your materials, they will forward their assessment to the dean.

- In the College of Arts & Sciences and the School of Education and Counseling Psychology, the dean will discuss the evaluation with the department chair, and the chair will notify you that your evaluation is complete.
- In the Schools of Business, Engineering, and the Jesuit School of Theology, the dean will notify you that your evaluation is complete.

The letter will be shared with you through Interfolio. You will receive an Interfolio notification from either the chair or the dean notifying you that your FAR Evaluation Letter is complete. We recommend you download this letter and store it along with your original Faculty Activities Report in the **Historical FARs & FAR Evaluation Letters** section in Faculty180 Activities.
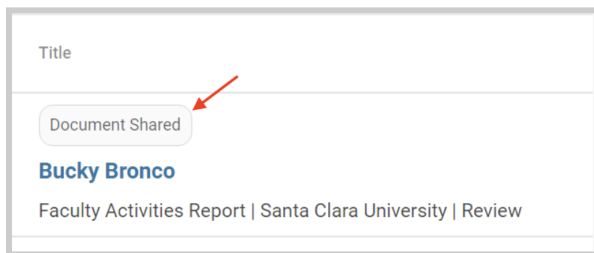
Login to Interfolio. The trigger to view the FAR Evaluation Letter will be on your dashboard (note the shaded button where it says "Document Shared" above your name). Click on your name to view the shared file.
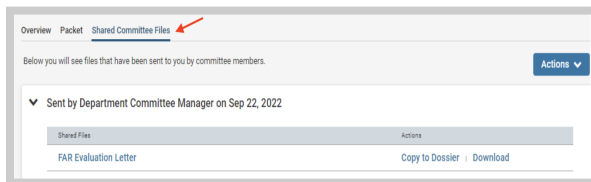
Click on the **Shared Committee Files** tab to navigate to the file. You have three options:

1. Click on the file name to open and read the letter in the browser window;

2. Copy to Dossier - do not use; Santa Clara does not subscribe to the dossier service;

3. Download - we recommend you download the letter, then navigate to Activities in the left sidebar and upload the letter to the "Historical FARs & FAR Evaluation Letters" section.