

Lecturer Reappointment using Interfolio (Full Process)

Instructions for the Candidate

There are two ways to logon to Interfolio

1. Interfolio: <https://www.scu.edu/interfolio>

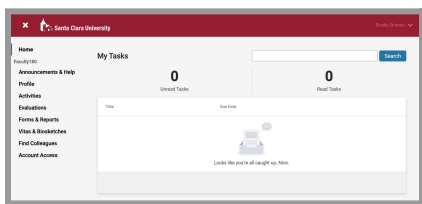
Click the Partner Institution button.

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

Log in with your single sign-on credentials.

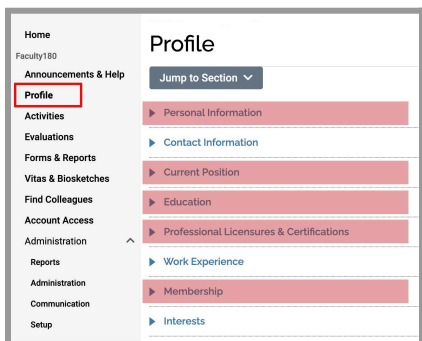
2. Click on the Interfolio tile on your SCU SSO page.

PART 1 - Preparing your Lecturer Reappointment Vita



Check Your SCU Interfolio Dashboard

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.



Confirm Personal Information

Click **Profile** in the left sidebar. Check to make sure your personal information, current position, education, professional licensures & certifications, and (professional) membership(s) are correct. Be sure to complete the highlighted areas.

Enter Activities

Add activities from the period under review to any activity category you like. The bold elements below are the only categories or items *required*; as to what evidence to supply for “superior teaching,” “professional activity,” and “service contributions,” suggestions are offered below.

Evidence of Superior Teaching

- ▶ **Teaching**
For each listed section, **syllabus**, **student (= department) evaluations** (you may choose whether to upload SET results for Winter, Spring and Summer 2020), **peer evaluation** (if available), evidence of superior teaching (assignments, exams, student achievement). This [guide](#) shows you how to download files from Camino.
- ▶ **Other Teaching / Mentoring / Advising Load / Grants - External / Grants - Internal**
Information uploaded here provides evidence of “superior teaching.” Include in “Other Teaching” contributions to the student learning environment. If you received internal or external grants related to teaching, list those in the Grants section.
Note: the Provost’s Office will upload a summary of your SET results for the period under review. The summary will not include results for Winter, Spring or Summer 2020. If you choose to supply those results in a summary form, upload them to “Other Teaching” (here are [guides](#) for creating them).

Faculty Activities Reports (FARs)

- ▶ **Historical FARs & Evaluation Letters**
Upload these from your records.

Evidence of Professional Activity

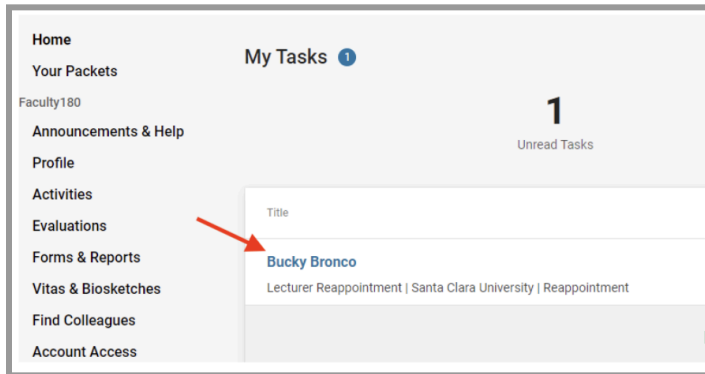
- ▶ **Professional Development**
List here any in-residence programs, short courses, workshops, conferences, or other programs in which you participated that were designed to bring faculty up-to-date in your discipline, including any activities designed to update your pedagogy or course delivery skills.
- ▶ **Scholarly Contributions and Creative Productions / Scholarly Plans**
Put “evidence of professional activity” here, focusing on conference attendance and presentations, publications, and creative work.
- ▶ **Grants - External / Grants - Internal**
If you received any external or internal grants related to your scholarship of discovery, list those here. (This category may also be used for scholarship of teaching).

Evidence of Service Contributions

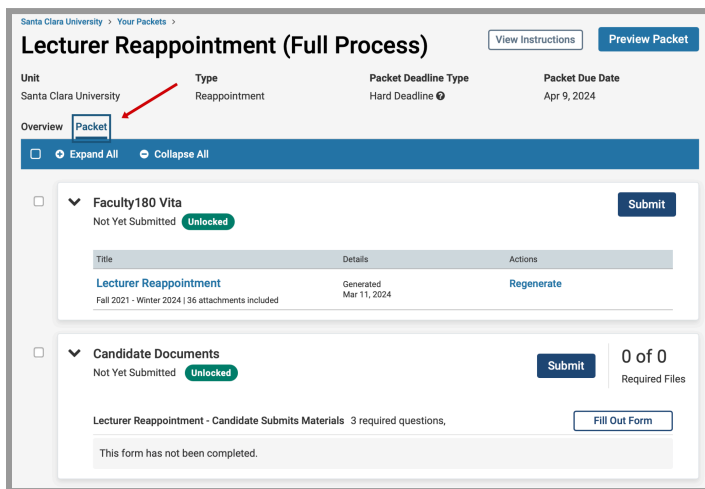
- ▶ **University, School, or Department Service / Major Professional Service / Major Community Service / Administrative Service**
Most faculty will use just the first of these categories, but use any that apply.

PART 2 - Reviewing your Lecturer Reappointment Vita and Packet

The vita is a document that Faculty180 automatically generates from the entries you have made in the Activities section of Faculty180 for the review period. You can preview the vita and packet to make sure it has captured everything you want to include. When your Lecturer Reappointment trigger appears on your dashboard:



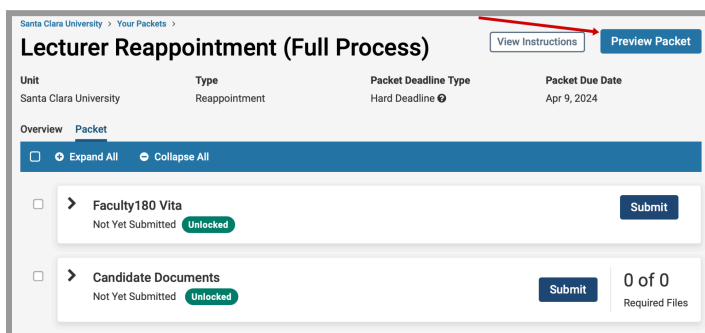
1. Click on your name in blue to bring you to your Lecturer Reappointment case.



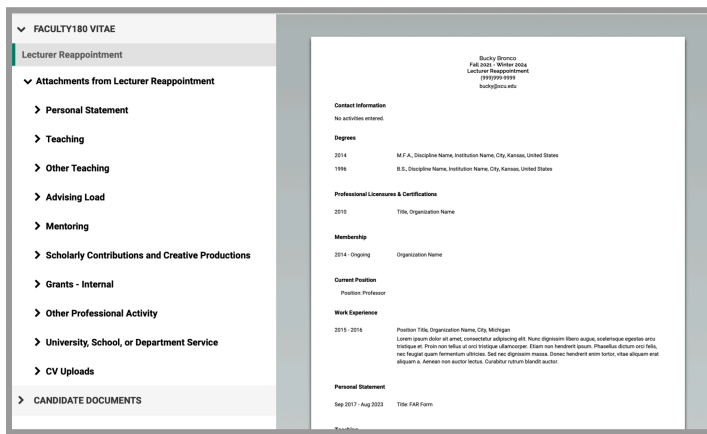
2. Click the **Packet** tab to view the screen pictured to the left. The following sections are in your packet:
 - a. Faculty180 Vita
 - b. Candidate Documents

Click on any > (caret) symbol to expand the section.

In the weeks ahead of your deadline, the Provost's Office will email you the Provost Office SET Analysis, which presents a summary and comparison of your SET results for the period under review. The Provost's Office will also provide this to your reviewers. Please also upload your individual SET reports for each class section to the appropriate class in the Teaching section of Interfolio.

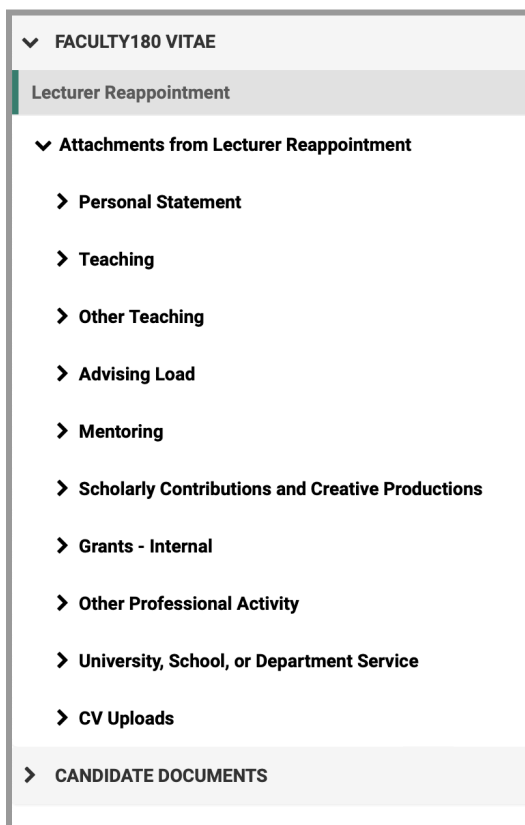


3. Click the **Preview Packet** button on the top right corner to review your Lecturer Reappointment packet. This allows you to view the packet and vita as your evaluators will see it.



4. The left sidebar lists the sections of your packet as your evaluators will see them. You can click on any section to view the contents. In the main window, you'll see the system-generated curriculum vitae for the period under review. Because the system provides this document, you do not need to upload your full CV (but if you choose to do so, the Activities list in Faculty180 has a CV category).

Review Faculty180 Vitae Documents



Click on **Faculty180 Vitae** in the left sidebar to view the order and titles of your uploaded documents (only categories with uploaded documents from your review period will appear). They are listed in the order of the category and subcategory listing in your Faculty180 Activities section. Click on any > (caret) symbol to view how your uploaded documents appear in that section.

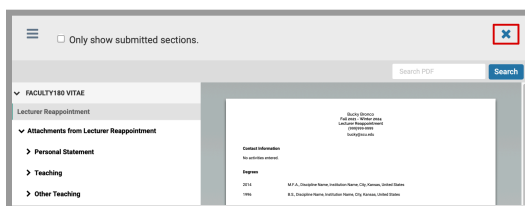
Teaching materials will be listed by course in chronological order, following your section list in the Teaching section. Since there will be a lot of these documents, we recommend the following title convention for your teaching materials to help evaluators locate documents:

Term/Year AREA # Type

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.

PART 3 - Submitting your Lecturer Reappointment Case

When you have finished reviewing your vita and packet, you will submit your vita along with a required form.

Santa Clara University > Your Packets >
Lecturer Reappointment (Full Process) View Instructions Preview Packet

Unit: Santa Clara University Type: Reappointment Packet Deadline Type: Hard Deadline Packet Due Date: Apr 9, 2024

Overview Packet Expand All Collapse All

Faculty180 Vita Not Yet Submitted Unlocked Submit

Title	Details	Actions
Lecturer Reappointment	Generated Mar 11, 2024	Regenerate

Candidate Documents Not Yet Submitted Unlocked Submit 0 of 0 Required Files

Lecturer Reappointment - Candidate Submits Materials 3 required questions. Fill Out Form

This form has not been completed.

Click the **Packet** tab in the upper left. This section will reveal the items in the packet.

Once again, you will see the items in this section:

1. Faculty180 Vita
2. Candidate Documents

Click on any > (caret) symbol to expand the section.

Santa Clara University > Your Packets >
Lecturer Reappointment (Full Process) View Instructions Preview Packet

Unit: Santa Clara University Type: Reappointment Packet Deadline Type: Hard Deadline Packet Due Date: Apr 9, 2024

Overview Packet Expand All Collapse All

Faculty180 Vita Not Yet Submitted Unlocked Submit

Title	Details	Actions
Lecturer Reappointment	Generated Mar 11, 2024	Regenerate

Candidate Documents Not Yet Submitted Unlocked Submit 0 of 0 Required Files

Step 1 - Submit Vita

Click on the > (caret) next to Faculty180 Vita to expand the section. Click **Regenerate** to make sure the system captures any edits you made in your earlier review.

Click on the blue **Submit** button to submit and lock your vita.

Santa Clara University > Your Packets >
Lecturer Reappointment (Full Process) View Instructions Preview Packet

Unit: Santa Clara University Type: Reappointment Packet Deadline Type: Hard Deadline Packet Due Date: Apr 9, 2024

Overview Packet Expand All Collapse All

Faculty180 Vita Not Yet Submitted Unlocked Submit

Candidate Documents Not Yet Submitted Unlocked Submit 0 of 0 Required Files

Lecturer Reappointment - Candidate Submits Materials 3 required questions. Fill Out Form

This form has not been completed.

Step 2 - Submit Required Form

Click on the > (caret) next to Candidate Documents to expand the section.

To open the form, click on the **Fill Out Form** button on the right side.

Santa Clara University > Your Packets > Lecturer Reappointment (Full Process) >

Lecturer Reappointment - Candidate Submits Materials

Bucky Bronco

Did you upload syllabi, student evaluations, peer evaluations you may have received, and your curated course materials in the "Teaching" area of the Activities section? *

Yes
 No

Did you upload your Faculty Activities Reports and departmental evaluation letters from your most recent appointment term in the "Historical FARs and Evaluation Letters" area of the Activities section? *

Yes
 No

Did you regenerate your case? We recommend you do this before you submit your case, to capture any changes in Faculty 180. *

Yes
 No

Is there anything else you would like to include that is otherwise not included in the Activities section? If so, please describe.

Last Saved: Mar 11, 2024 at 11:08 AM

Complete the form, then click in sequence on:

1. **Save Responses** button
2. **Return to Packet** button

Santa Clara University > Your Packets >

Lecturer Reappointment

Unit: Santa Clara University Type: Reappointment Candidate Instructions: View Instructions

Overview: Packet

Expand All Collapse All

Faculty180 Vita Submitted

Candidate Documents Due Mar 3, 2022 | Not Yet Submitted 0 of 0 Required Files

Lecturer Reappointment - Candidate Submits Materials 3 required questions.

Title	Details	Actions
Lecturer Reappointment - Candidate Submits Materials	Completed Not Yet Submitted	Edit

Upon returning to the packet, click the blue **Submit** button in the Candidate Documents section to submit the form you just completed.

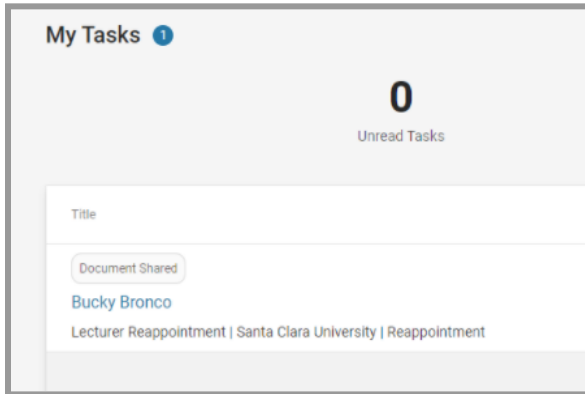
Confirm ✕

You cannot edit the documents and forms within a section once it has been submitted. An administrator will need to unlock the section in order for you to make any changes. Are you sure you want to submit the section Candidate Documents at this time?

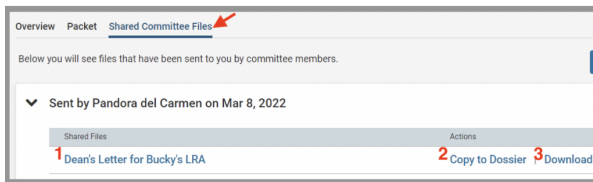
This window will pop up to alert you that the section will lock. When you are ready, click the **Yes** button.

Part 4 - Dean Letter Notification

After your department reviews your materials, they will forward their recommendation and report to the dean. When the dean completes their review and makes their decision, you will receive an email notification to view the decision letter in Interfolio.



Login to Interfolio. The trigger to view the dean 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.

There are three options you can click:

1. Click on the file to open it
2. Copy to Dossier (do not use; Santa Clara does not subscribe to the dossier service)
3. Download

Uploading your Dean Letter to your Faculty180 Activities

We recommend that you store your letter from the dean with your other evaluation documents in Faculty180. This is not required, but is helpful for keeping your materials together. When the dean uploads your letter, it is in Interfolio, but not yet in your Activities section (Faculty180). Since Faculty180 Activities has a “Reappointment & Promotion Decision Letters” section, we recommend that you upload your letter to that section.