

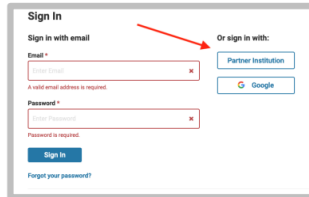
Mid-Probationary Review using Interfolio

Instructions for the Provost

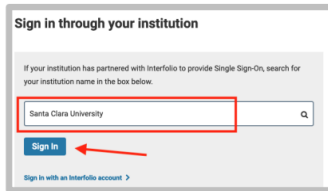
There are two ways to logon to Interfolio

1. Faculty180: <https://www.scu.edu/interfolio>

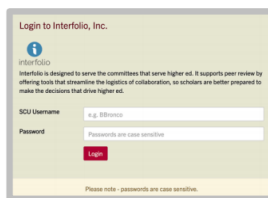
Click the Partner Institution button.



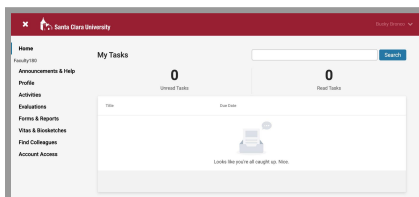
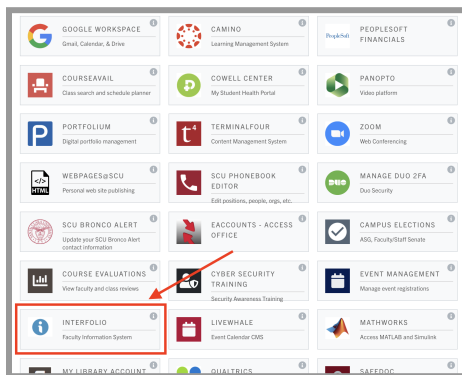
Search for "Santa Clara University" and click the Sign In button.



Log in with your single sign-on credentials.



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

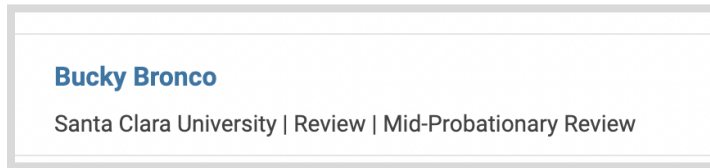


Check Your SCU Interfolio Dashboard

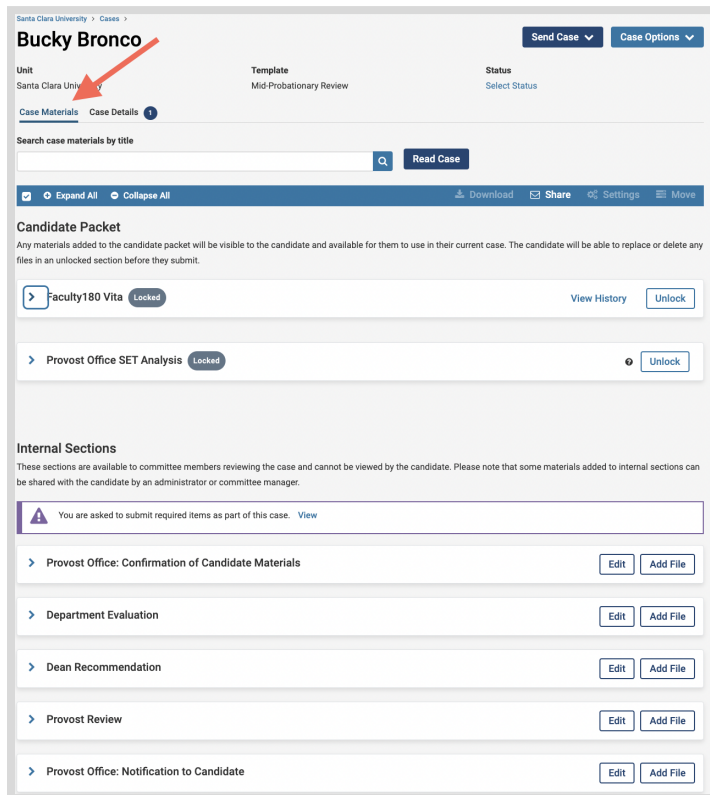
After you login, "Santa Clara University" should appear in the upper bar, and your screen should look like this. If it doesn't, you may be logged in to another Interfolio account. Contact Pandora del Carmen (pdelcarmen@scu.edu) to help you troubleshoot.

PART 1 - Reviewing the Dean Recommendation

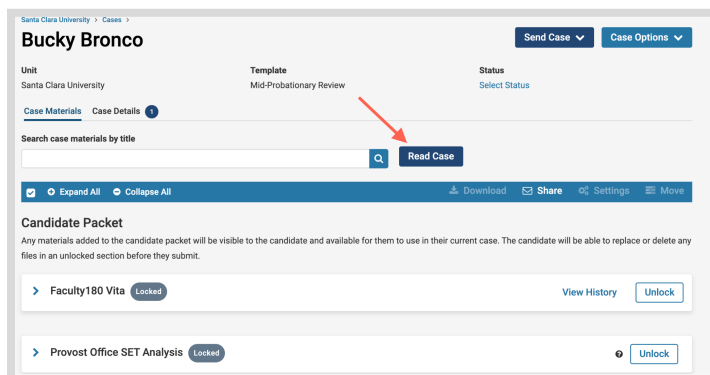
You can review the dean recommendation when the case is shared with you. A trigger with the candidate's name will appear on your dashboard.



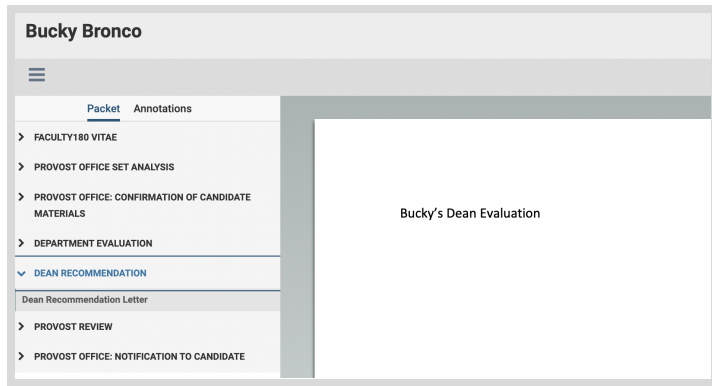
1. Click on the candidate's name in blue to bring you to the candidate's packet.



2. The following sections are available at the Case Materials tab (upper left) of the candidate packet:
 - a. Faculty180 Vita
 - b. Candidate Documents
 - c. Provost Office SET Analysis
 - d. Internal Sections - only available to individuals reviewing the case

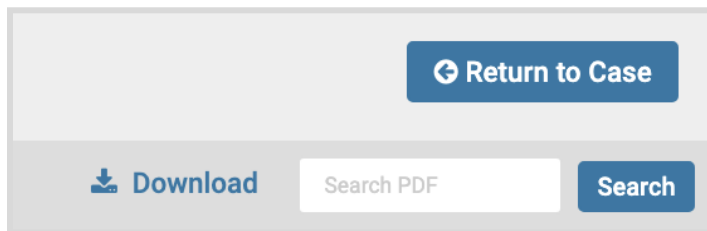


3. Click the **Read Case** button on the right to review the candidate's MPR packet and system-generated curriculum vitae for the period under review.



- The left sidebar lists the sections of the candidate's packet. Click on the › (caret) symbol next to Dean Recommendation to expand the section and view the contents. Click on the Dean Recommendation Letter. You'll see the dean's recommendation letter in the main window on the right.

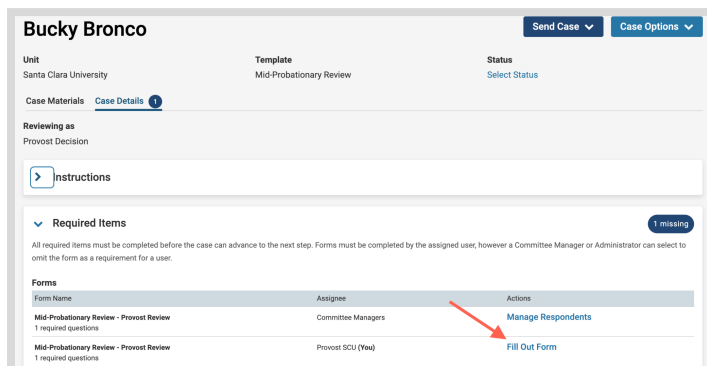
How to Exit the Faculty180 Vitae Section



Click the blue **Return to Case** button in the top right to exit.

PART 2 - Completing the Required Form

When you have finished reviewing the dean's recommendation letter, you will complete the required form in Interfolio. You will notify the candidate of the decision in writing **via email**, copying the dean and department chair. Provost Office staff will follow up later and upload the notification in Interfolio.



Click the **Case Details** tab at the upper left. This section will reveal the single item required from the Provost under Required Items: Forms

Step 1 - Click on Fill Out Form

Mid-Probationary Review - Provost Review

Do you recommend retention for this candidate? *

Yes

No

Submit Form Save Responses Return to Case

Step 2 - Complete the form, then click the **Submit Form** button.

* *Note: this brief form assists Provost's Office staff with tracking Provost recommendations and generating notices to candidates.*

Send Case ▾ **Case Options** ▾

Forward to
Provost Office: Notification to Candidate

Backwards to
Dean Section: Dean Recommendation

Click on the dark blue **Send Case** button in the upper right corner to move the case to the Provost Office staff.

* *Provost Office staff will upload the Provost letter and share the letter with the candidate in Interfolio.*

Send Case Forward

Great job! You're sending the case forward to the next step, Provost Office: Notification to Candidate. The following reviewers will lose access to the case:

Provost Decision | 1 members

The following reviewers will gain access to the case:

Provost Office - Administrators | 1 members

Send a message to the reviewers gaining access.
If recipients respond to this message, their response will come directly to your email inbox.

Subject *

Message Subject

Message *

Dear committee members,

This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.

Best,
Provost SCU

Preview Continue Cancel

The blue Continue button in the 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.