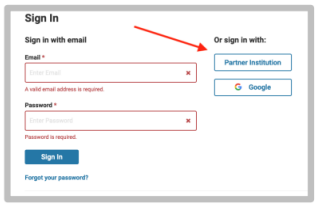
Senior Lecturer Promotion

Instructions for the Provost

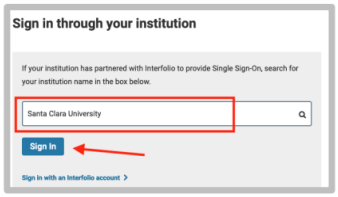
There are two ways to log on to Interfolio

1. **Faculty180: https://www.scu.edu/interfolio**

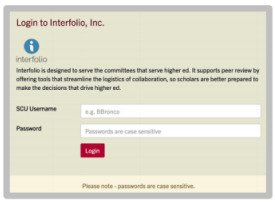
Click the Partner Institution button.



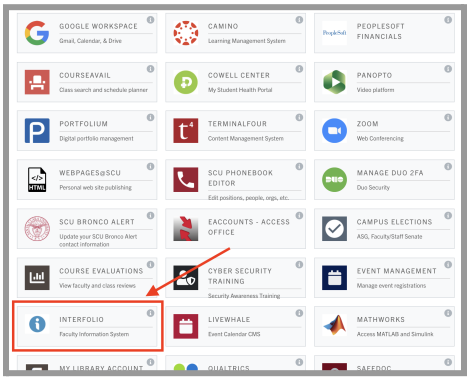
Search for "Santa Clara University" and click the Sign In button.

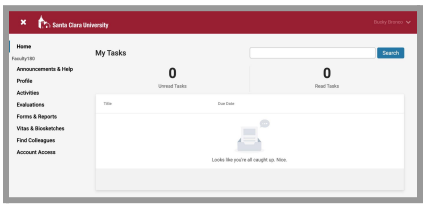


Log in with your single sign-on credentials.



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



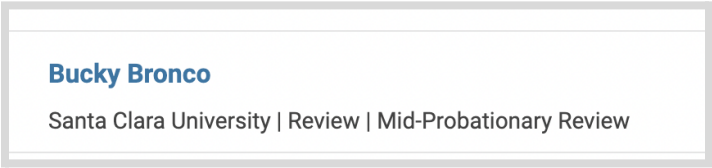


Check Your SCU Interfolio Dashboard

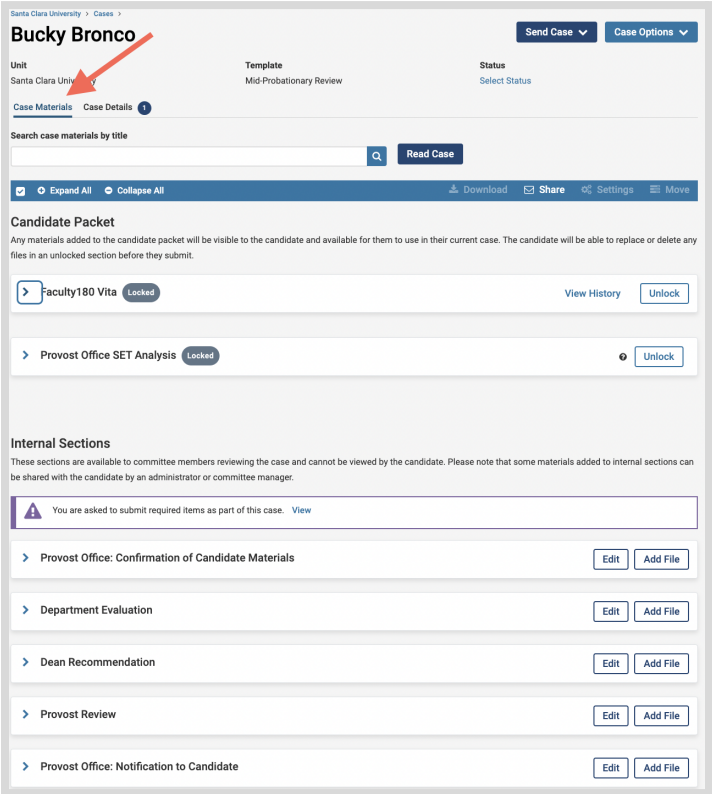
After you log in, "Santa Clara University" should appear in the upper bar, and your screen should look like this. If it doesn't, you may be logged in to another Interfolio account. Contact Pandora del Carmen (pdelcarmen@scu.edu) to help you troubleshoot.

PART 1 - Reviewing the Dean Recommendation

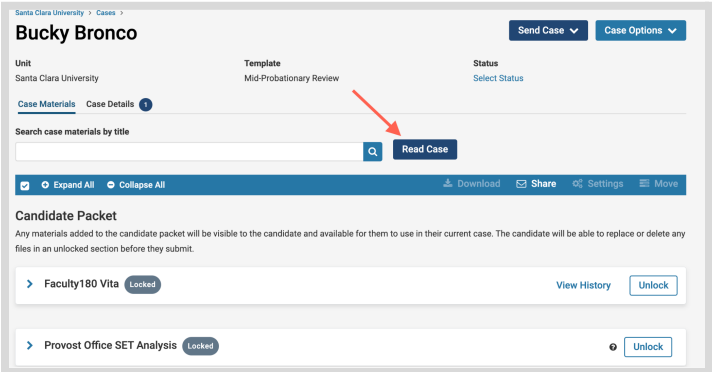
You can review the dean recommendation when the case is shared with you. A trigger with the candidate's name will appear on your dashboard.



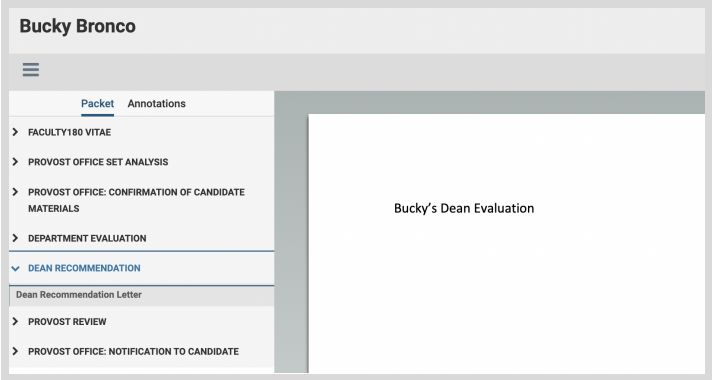
1. Click on the candidate's name in blue to bring you to the candidate's packet.



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

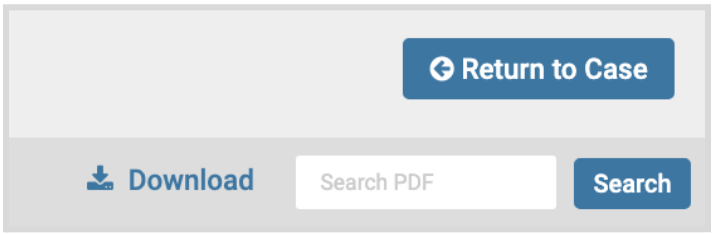


3. Click the **Read Case** button on the right to review the candidate's MPR packet and system-generated curriculum vitae for the period under review.



4. 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

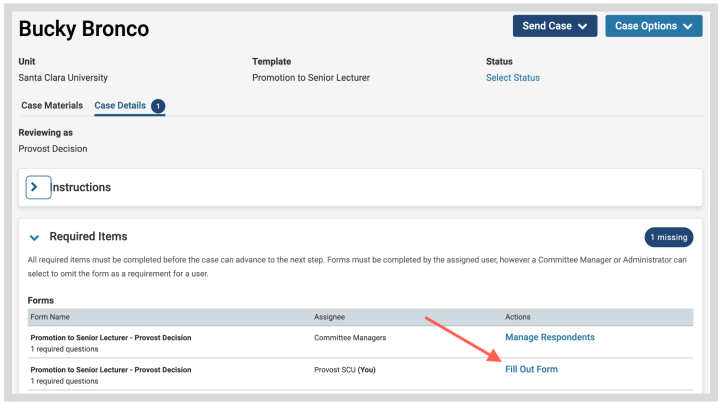


Click the blue **Return to Case** button in the top right to exit.

You have completed the review.

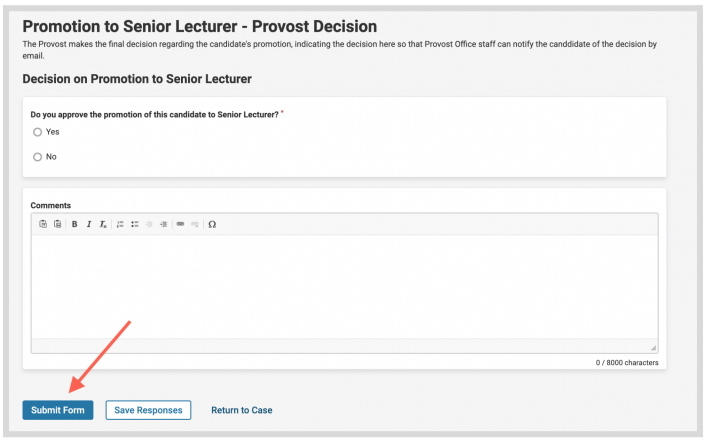
PART 2 - Completing the Required Form

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**



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

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

You have completed the submission.