Faculty Activities Report using Interfolio

Instructions for the Dean

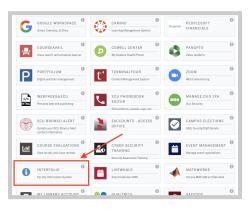
for the Leavey School of Business

There are two ways to log on to Interfolio

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

Click the Partner Institution button.	Sign In Sign in with enal Consign in with: Consign in with: Co
Search for "Santa Clara University" and click the Sign In button.	Sign in through your institution If your institution has partnered with interfale to provide Single Sign-On, search for your institution name in the box below.
Log in with your single sign-on credentials.	Lagin to Interfacio, Inc. Descent Descent Control

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



Hame wulty180	My Tasks			Search
Announcements & Help Profile Activities		0 University Tassies	Read	,
Evaluations Forms & Reports	704	Due Date		
Vitas & Biosketches Find Colleagues				
Account Access		Looks like proint all caught up. Note.		

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 Department's FAR Evaluation Letter

You can preview the department's FAR Evaluation Letter when the case is shared with you. A trigger with the faculty member's name will appear on your dashboard:

Bucky Bronco		
Unit	Template	Status
Santa Clara University	Faculty Activities Report	Select Status
Case Materials Case Details 1		
Search case materials by the	QRe	ead Case

...and navigate to the Department Evaluation entry in the left sidebar to view the department's FAR Evaluation Letter.

Click the **Read Case** button on the right ...

1	Bucky Bronco		
-	=		
	Packet Annotations		
>	FACULTY180 VITAE		
>	DEPARTMENT EVALUATION		
>	DEAN NOTIFICATION TO FACULTY		

Review Faculty180 Vitae Documents

	Packet Annotations
✓ F	ACULTY180 VITAE
Fac	ulty Activities Report (FAR)
~	Attachments from Faculty Activities Report (FAR)
•	✓ Teaching
	W22 ENGL 12A Assignment.pdf
	W22 ENGL 12A Exam.pdf
	W22 ENGL 12A Student Narrative Eval.pdf
	W22 ENGL 12A Word test.docx
	W22 ENGL 12A Powerpoint test.pptx
	W22 ENGL 12A Excel test.xlsx
	https://webpages.scu.edu/ftp/cmurphy/courses/sc
	W22 ENGL 12A Screengrab test.png
	W21 PMIN 210 Website.docx
	W21 PMIN 210 Website (link version).docx



If you would like to review the faculty member's vita and packet in the course of reviewing the department letter, click on **Faculty180 Vitae** in the left sidebar. Click on any > (caret) symbol to expand the section.

Activity categories are listed in the order they appear in the faculty member's Faculty180 Activities listing. Within the Teaching section, files are listed by course in chronological order beginning with the most recent term, with titles assigned by the faculty.

	🕹 Download
	Download Packet
Ľ	Download Document
_	

You can download an individual document, or the entire Faculty180 Vitae packet, using the blue **Download** button in

the upper right of the browser window. If you choose to download the packet, you can do that either as a zip file of the individual documents or as a single PDF. You will receive an email when the download has been completed. Login to Interfolio, click on "Your Files Are Ready to Download" on your dashboard to open the candidate's file. Be sure to delete the materials from your computer when you're finished reviewing the case.

To exit the Faculty180 Vitae section, click the blue **Return to Case** button in the top right corner of the browser window.

PART 2 - Notify the Faculty Member

After the dean reviews the FAR Evaluation Letter in Interfolio, the dean then shares the letter with the faculty member.

Share the Letter with the faculty member:



Message to Candidate	×
Ta Ducky three- (bucky)(incuredu)	Details Direct email reply:
bulget * FAR Evaluation Letter	tirst.manager.scu@interfolis.com
Message *	File Response:
0.0 A 7 X 2 2 + + = + 2 0	When you share a file for the recipient to review, you can check this bis to allow them to sudent a file in response. Check this option to allow the recipient of this message to subnit a file in response.
Dear Pacity Minibel	
Adverteal is your PAR evaluation inter-	
With warm regards.	
toly y A	
riss shared with the messare face the reason by the considerer when togging the constraints.	
TAI Enduation Letter K	
@ Possiew	Send Cancel

MESSAGE SENT	~	Department Eval
Your message was successfully sent.		
		Department Evaluation Dr

- 1. Click the **Case Materials** tab at the upper left.
- 2. Click the Share button on the blue banner.
- 3. Select "With Candidate".

This messaging window will pop up. Complete the Subject and Message to the faculty member. In your message, you might remind them to upload their original FAR and the department's FAR Evaluation Letter in the designated Faculty180 Activities section ("Historical FARs & FAR Evaluation Letters"), so it's there for future multi-year evaluations. Then select the **FAR Evaluation Letter** to share with the faculty member. Click the blue **Send** button to share the FAR Evaluation Letter with the faculty member.

This message will pop up at the bottom of your screen when the letter has been successfully shared with the faculty member.

You have completed the FAR process.

Part 3 - Download the FAR & FAR Evaluation Letter

The Dean downloads the FAR and FAR Evaluation letter for the Dean's Office faculty's electronic file.

nit	Template	Status
nix anta Clara University	Faculty Activities Report	Select Status
ase Materials Case Details		
earch case materials by title		i i i i i i i i i i i i i i i i i i i
earch case materials by the		Read Case
	٩	Read Case
		🕹 Download 🖂 Share 🕫 Settings 🗐 Mo
O Expand All O Collapse All		🕹 Download 🖂 Share 🕫 Settings 📰 Mo
andidate Packet		
	et will be visible to the candidate and available for them to	o use in their current case. The candidate will be able to replace or delete
ny materials added to the candidate pack es in an unlocked section before they su		

Bucky Bronco			O Return to Case
=		📥 Download	Search FSF Search
Packet Annotations		Download Packet	
· FACULTY 180 VITAE	Badia Down	Download Document	
Peoulty Activities Report (FAR) - 2023	Winter 2003 - Full 2003 Danativ Artholian Basset (TAR) - mm		
> Attachments from Faculty Autilities Report (FAR) - 2022	(MALAND PROVIDER) Build pilling and a		
	1		

1. Click the blue Read Case button

2. Click Download. Select either Download Packet or Download Document

Faculty Activities Report using Interfolio Instructions for Dean for the Leavey School of Business

PART 4 - Close the Case

	Send Case 🗸	Case Options 🗸
1	Select Status	51. NOL
	Granted 2 FAR: Complete	
Read Case	Tenure Granted Pending External Evaluation	IS
🕹 Do	Testing	∃ Move
	Add Custom Status	

- 1. Click Select Status
- 2. Scroll down, select FAR: Complete

You have completed the Dean Process.