## Faculty Activities Report using Interfolio

Instructions for the Dean

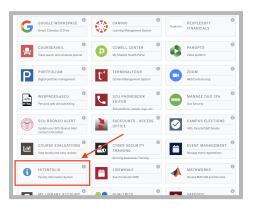
### in the School of Engineering

### There are two ways to log on to Interfolio

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

Click the Partner Institution button.	Sign in with enal Sign in with enal Total Total Total and address to traject A and end address to traject Particle institution C diag in with: Particle institution C diag in with: Particle institution C diag in with: Particle institution C diag in with: Particle institution Total institution T
Search for "Santa Clara University" and click the Sign In button.	Sign in through your institution If your institution has partnered with Interfalio to provide Single Sign-Oix, search for your institution name in the box bolow. Sareta Clara University Q G Figure G Fi
Log in with your single sign-on credentials.	Lagin to Interfolio, Inc.         Directoria         Directoria         Stream         Stream         Directoria

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



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Evaluations	10.0	Due Date			
Forms & Reports					
Vitas & Biosketches			-		
Find Colleagues					
Account Access		Looks like po	rre all caught up. Nice.		

#### 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 title	Q	ad Case

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

Bucky Bronco	
≡	
Packet Annotations	
> FACULTY180 VITAE	
> DEPARTMENT EVALUATION	
> DEAN NOTIFICATION TO FACULTY	

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

### **Review Faculty180 Vitae Documents**

	Packet Annotations
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culty Activi	ities Report (FAR)
Attachme	nts from Faculty Activities Report (FAR)
✔ Teachin	ng
W22 E	NGL 12A Assignment.pdf
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W22 E	NGL 12A Student Narrative Eval.pdf
W22 E	NGL 12A Word test.docx
W22 E	NGL 12A Powerpoint test.pptx
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W21 PI	MIN 210 Website (link version).docx

	G Return	to Case
📥 Download	Search PDF	Search

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.

You can click on any document to view it in the browser window. You can increase the size of the document in the window using the zoom tool in the lower left. If you need to compare two documents, such as two versions of a syllabus, you can open another browser window and login to Interfolio, navigating to the appropriate second document in the case.

	📥 Download
B	Download Packet
	Download Document

You can also 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 1A - Optional Letter from the Dean to the Candidate

Santa Clara University > Cases >		
Bucky Bronco		Send Case 🗸 Case Options 🗸
Unit	Template	Status
Santa Clara University	Faculty Activities Report	Select Status
Case Materials Case Details (2)		
Search case materials by title		
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Candidate Packet Any materials added to the candidate packet will be visible files in an unlocked section before they submit.	le to the candidate and available for them to	use in their current case. The candidate will be able to replace or delete any
> Faculty180 Vita Locked		View History Unlock
> Faculty Activities Report - Final Check	Locked	• Unlock
be shared with the candidate by an administrator or comm	nittee manager.	candidate. Please note that some materials added to internal sections can
You are asked to submit required items as part	t of this case. View	
> Department Evaluation		Edit Add File
> Dean Review		Edit Add File

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a	Details	
ucky Bronco (bucky@scu.edu)	Direct email reply:	
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Letter from the Dean		
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Attached is a letter from the Dean.		
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Dean Letter		
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* Preview		Send Cancel

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

 If you would like to add a letter of your own to the faculty member, click the Add File button to the right of Dean Review to upload the letter. A pop-up window will allow you to browse your computer for the document.

2. Click the **Share** button on the blue banner, and select "With Candidate."

 This messaging window will pop up. Complete the Subject and Message to the faculty member. Select the letter you uploaded to share with the faculty member.

Click the blue **Send** button to share the 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.

# Part 2 - Download the FAR & FAR Evaluation Letter

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

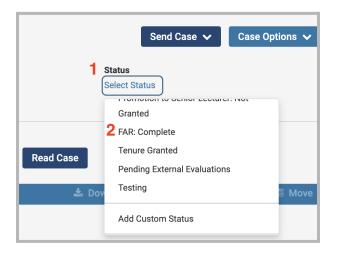
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1. Click the blue Read Case button

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

# PART 3 - Close the Case



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

You have completed the Dean Process.