Faculty Activities Report using Interfolio

Instructions for Department Review

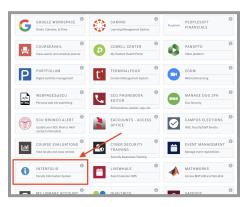
for the Leavey School of Business

There are two ways to log on to Interfolio

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

Click the Partner Institution button.	Sign in with enal Sign in with enal Total Total Total and address to regard A and end address to regard C G Google C G Google C G Google Particle Total Conference Total Total Conference Total Total Conference Total Conference Total Conference C G Congle C C C Congle C C C C C C C C C C C C C C C C C C C
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.





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.

Faculty Activities Report using Interfolio Instructions for Department Review for the LSB

Template Faculty Activities Report

Q Read Case

Details

Generated Sep 21, 2022

Bucky Bronco

Case Materials Case Details ① Search case materials by title

O Expand All
 Collapse All
 Condidate Packet
 Any materials added to the candidate pack
 files in a unlocked section before they sub
 Faculty180 Vita (Locked)

Title

Faculty Activities Report (FAR) Fall 2021 - Summer 2022 | 32 attachments included

Unit Santa Clara University

PART 1 - Reviewing the Faculty Member's Vita

The Vita is a document that Interfolio automatically generates from the entries the faculty member has made in the Activities section of Faculty180 for their review period. You can preview their Vita when their case is shared with you. A trigger with the faculty member's name will appear on your dashboard:

Title		 Click on the faculty member's name in blue to bring you to the faculty member's packet. 	
Bucky Bronco			member's packet.
Santa Clara University Review	/ Faculty Activities Rep	ort	
Bucky Bronco Unit Sama Clars United Y Case Materials Case Details Search case materials by title	Status	Send Case 🗸 Case Options 🗸	 The following sections are available at the Case Materials tab (upper left) of the faculty member's packet:
O Expand All O Collapse All	≜ Download €	☑ Share 여 Settings	a. Faculty180 Vita
Candidate Packet Any materials added to the candidate packet will be visible to the candidate and files in an unlocked section before they submit.	s available for them to use in their current case. The cr	andidate will be able to replace or delete any	 b. Internal Sections - only available to individuals reviewing the
 Faculty180 Vita Locked The 	Details	View History Unlock	case.
Faculty Activities Report (FAR) Fall 2021 - Summer 2022, IS2 attachments included	Generated Sep 22, 2022	Edit	
Internal Sections These sections are available to committee members reviewing the case and ca be shared with the candidate by an administrator or committee manager.	nort be viewed by the candidate. Please note that son	ne materials added to internal sections can	
✓ Department Evaluation		Edit Add File	
Materials No files have been added to this section.			
> Dean Review		Edit Add File	
> Chair Notification to Faculty		Edit Add File	
5			

Send Case 🗸 🛛 Case Options 🗸

View History Unlock

Actions Edit 3. Click the **Read Case** button on the right to review the faculty member's Faculty Activities Report.

Packet Annotations			
✓ FACULTY180 VITAE			
Faculty Activities Report (FAR)		Bucky Bronco	
> Attachments from Faculty Activities Report (FAR)	Foil 2021 - Summer 2022 Foculty Activities Report (FAR) (999999999		
> DEPARTMENT EVALUATION	bucky@scu.edu		
> DEAN REVIEW	Contact Information		
> CHAIR NOTIFICATION TO FACULTY	Label	Detail	
	Office Number	123A	
	Office Building	8	
	Email Address	bucky@scu.edu	
	Wark Phane	(593)593-3559	

4. Here is what it looks like. The left sidebar lists the sections of the faculty packet. Click on any > (caret) symbol to expand the section and view the contents. In the main window, you'll see the system-generated Vita for the period under review. This Vita is shorter than their actual CV, as it only captures the activities they've listed for the period under review. (Your school may require a full and current CV as well, which can be found in the left sidebar at CV Uploads).

Review Faculty180 Vitae Documents

	Packet Annotations
/	FACULTY180 VITAE
Fa	culty 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

 Click on Faculty180 Vitae in the left sidebar to view the order and titles of the uploaded documents. 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.



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, and 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.

How to Exit the Faculty180 Vitae Section



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

PART 2 - Submitting FAR Evaluation Letter & Required Form

When the chair has finished reviewing the faculty member's materials and has created the FAR Evaluation Letter, the chair will upload the letter and complete the Department Evaluation form.

Bucky E	sronc	0		
Unit				
Santa Clara Unive	ersity			
Case Materials	Case Detai	ils 🚺		
Reviewing as				
Department				
Department				
 Required Items 	r a Committee Manager or Adr		per or Administrator with access to this case. I	Forms must be
Required Items Al required them must be completed by completed by the assigned user, howeve	r a Committee Manager or Adr			2 missie Forms must be 1 I Ac
 Required Items At required them must be completed by Department - FAR Evaluation Letter No files have been added to this as Forms 	r a Committee Manager or Adr	ministrator can select to omit the l	x a user.	Forms must be
Required Items A regiated term must be completed by completed by the astrgiand user, howeve Department - FAR Evaluation Letter No files have been added to bis as	r a Committee Manager or Adr			Forms must be

Click the **Case Details** tab at the upper left. This section will reveal the department's required items:

- 1. FAR Evaluation Letter
- 2. Required Form

Step 1 - Upload the FAR Evaluation Letter Click on the Add button to the right of the heading to upload the letter. A pop-up window will allow you to browse your computer for the letter.

After uploading the letter from your computer, this screen will pop-up. In the Section field, select "Department Evaluation." Then click the blue **Add** button (bottom right) to submit.

dd Department - FAR Evaluatio	on Letter	>
bload a new file Select file from case		
Please select the section of the packet where dropdown menu below.	this file will appear. Select the appropriate sect	tion from the
Name *	Section *	
Department Evaluation Letter	Department Evaluation	~
		Add Canc

Faculty Ac	ctivities Report - Department Evaluation 2023	
Teaching		
	all faculty evaluation score as well as the individual categories of teaching, scholarship and service are reported using half-integer values on a scale and 7.9 of the College Protocols & Procedures, chapter 3. https://www.scu.edu/media/college-of-arts-and-sciences/internal/Chapter-3-June-2021	
Teaching Score *	troper value (e.g., 4.5 or 4.0; not 4.2).	
		۵.
Teaching Weight * Enter the percentage	• a weight for teaching in the following formal: for 40% enter 0.4, for 70% enter 3, for 55% enter 55.	
		0
Scholarship/C	Creative Activity ("Professional Activity" for Lecturers)	
	tive Activity Score *	
		0
Service Service Score *	Hoger value (n.g., 4.5 or 4.5, not 4.7).	8
		3
Service Weight*	weight for service in the following format: for 20% enter 0.2, for 15% enter 1.5, for 5% enter 0.5,	
		0
	evaluations to the neurest half integer, nor to the neurest integer. For example, if an overall evaluation results in a 4.2, that evaluation score advantages in the properties as 4.5, an overall evaluation score of 4.8 shall be reported as a 4.5, an overall evaluation score of 4.8 shall be reported as a 5.0.	o reported as a 4.0; an overall
Submit Form	Save Responses Return to Case	

	Send Case 🗸
Forward to	
Dean Review	

	sending the case forward to the next step, Dean Review. The following reviewers will lose access
o the case:	
Department 1 m	nembers
The following rev	viewers will gain access to the case:
Dean Review 1 I	nembers
Send a mess	age to the reviewers gaining access.
If recipients r	espond to this message, their response will come directly to your email inbox.
Subject *	
Message Subje	et ×
'ou must provide a	subject.
Message *	
	$\mathcal{I}_{\mathbf{x}} \mid = :: \neq \neq \mid = \Rightarrow \mid = \Rightarrow \mid = \Omega$
Dear committee	
Dear committee i	
Dear committee i	nembers.
Dear committee i This case is com sign in. Best,	members. ng your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you
Dear committee i This case is com sign in.	members. ng your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you
Dear committee i This case is com sign in. Best,	members. ng your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you
Dear committee i This case is com sign in. Best. Department Com	members. ng your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you

Step 2 - Submit Required Form

After clicking on **Fill Out Form** under Actions, this form will pop-up. Complete the form with the individual evaluation scores for each of the three criteria (teaching, scholarship, and service), as well as the weight for each criterion. Typical weights for each rank are:

Rank	Teaching	Scholarship*	Service
AYAL	0.95		0.5
RTL, SL	0.70	0.15	0.15
Tenure-track	0.4	0.4	0.2

* "Professional Activity" for Lecturers and Senior Lecturers

Once you've filled in the scores and weights, click in sequence on:

- 1. Save Responses button
- 2. Submit Form button

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

The blue Continue button (lower right) will be inactive (faded) until you fill in the required 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.