

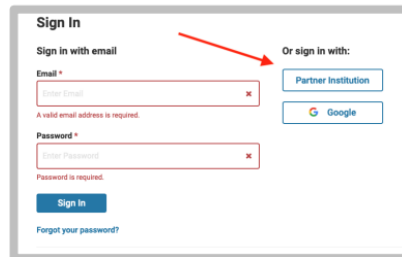
Faculty Activities Report using Interfolio (Modified Process)

Instructions for Full Professors in the College of Arts & Sciences who elect this option

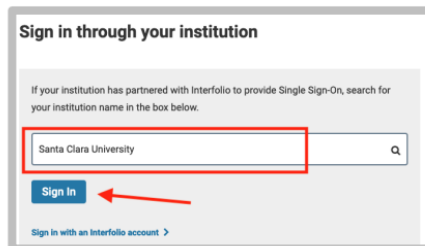
There are two ways to log on to Interfolio

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

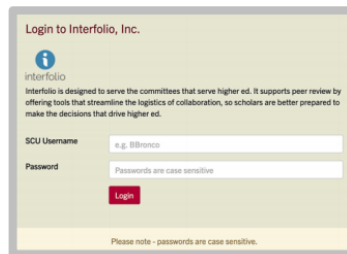
Click the Partner Institution button.



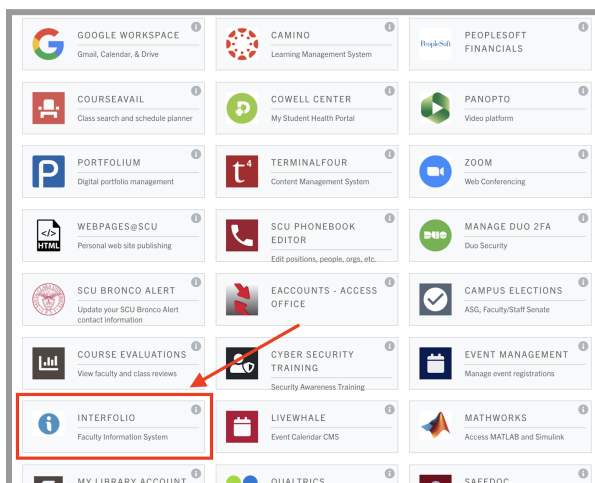
Search for "Santa Clara University" and click the Sign In button.



Log in with your single sign-on credentials.

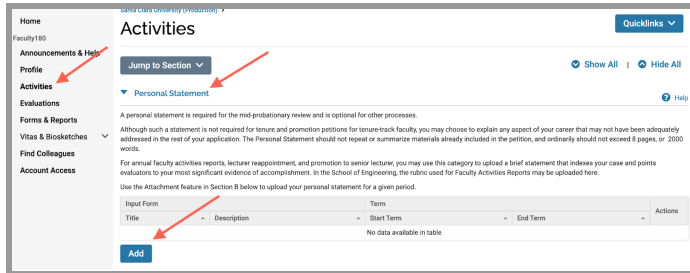


2. Click on the Interfolio tile on your MySCU SSO page.



PART 1 - Uploading your FAR form & Current CV in Interfolio

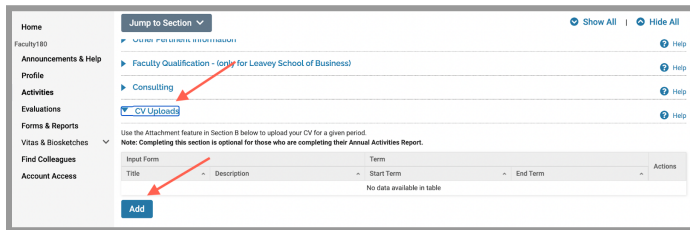
The FAR form for full professors in the College is available from the Appendices at the bottom of the [College Protocols and Procedures](#) page. Once you have completed it and assembled your supporting evidence in Google Drive, you will submit the FAR form and current CV in Interfolio.



1. In the Faculty180 area in the left sidebar, click the **Activities** tab to open up the various activities where supporting materials for your case may be placed.

Personal Statement is the first activity category. Click the carat to open this section. The open page is shown to the left.

2. Click the **Add** button to upload your FAR form.

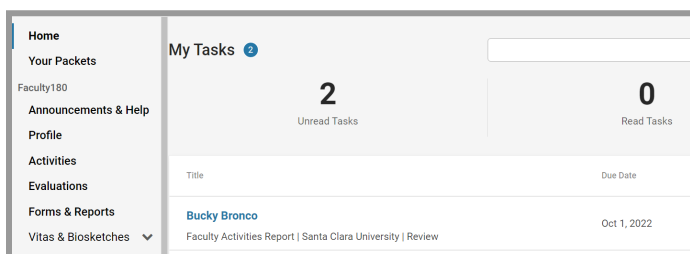


3. Scroll down the list of other Activities, and click the carat next to **CV Uploads**.

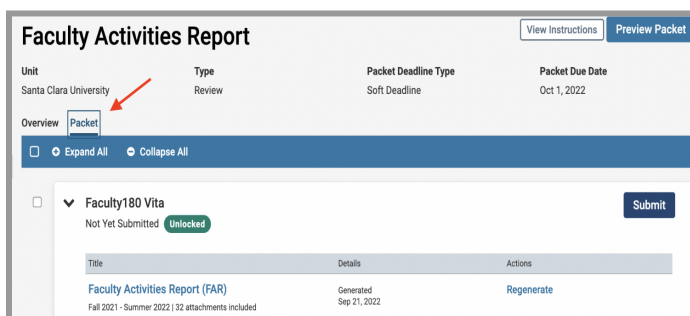
4. Click the Add button to upload your CV.

PART 2 - Submitting your FAR Vita

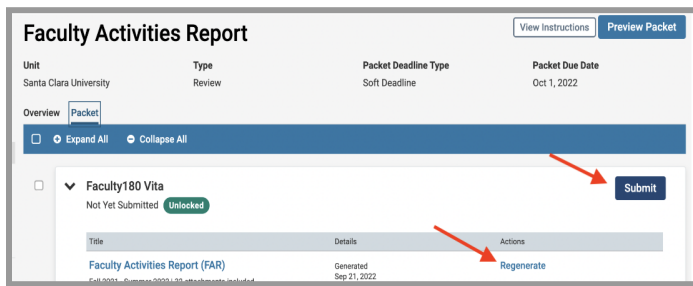
When you have finished uploading your FAR form and CV, you will submit your case.



1. Click on your name in blue to bring you to your Faculty Activities Report case.



2. Click the **Packet** tab in the upper left. This section will reveal the Faculty180 Vita, which is a system-generated vita or report built from the documents that Interfolio has pulled from Faculty180.



3. Click **Regenerate** to ensure the system captures any uploads you made in Faculty180 after your case has been created by the Provost's Office.
4. Click on the blue **Submit** button to submit and lock your vita. *Note: you will not be able to change your FAR after this point.*

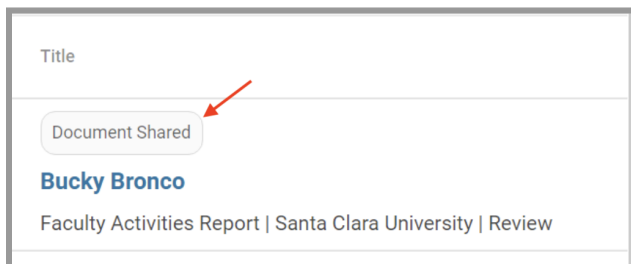
You have completed the FAR submission.

PART 3 - Reviewing your FAR Evaluation Letter

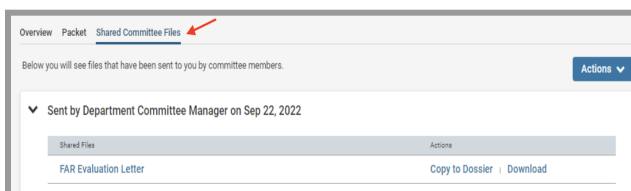
After your department reviews your materials, they will forward their assessment to the dean.

The associate dean will discuss the evaluation with the department chair, and the chair will notify you when your evaluation is complete. Chairs often print this letter and share a hard copy with you, sometimes in the context of a conversation about performance.

The letter will also be shared with you through Interfolio. You will receive an Interfolio notification from either the chair or the dean notifying you that your FAR Evaluation Letter is complete.



1. Login to Interfolio. The trigger to view the FAR Evaluation Letter will be on your dashboard (note the shaded button where it says "Document Shared" above your name). Click on your name to view the shared file.



2. Click on the **Shared Committee Files** tab to navigate to the file. You have three options:
 - a. Click on the file name to open and read the letter in the browser window;
 - b. Copy to Dossier - do not use; Santa Clara does not subscribe to the dossier service;
 - c. Download - we recommend you download the letter, then navigate to Activities in the left sidebar and upload the letter to the **Historical FARs & FAR Evaluation Letters** section.