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.	Sign In Sign in with email Center final address in regimed. A valid small address in regimed. Partner Institution C Google C Google C Google Partner Institution C Google Partner Institution C Google Partner Institution C Google Partner Institution C Google
Search for "Santa Clara University" and click the Sign In button.	Sign in through your institution If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below. Santa Clara University Q Sign In Sign
Log in with your single sign-on credentials.	Login to Interfolio, Inc. Distriction Withfield is designed to serve the committees that serve higher ed. It supports peer review by referring took that are whether prepared to make the decision that develocity of a distribution, so scholars are better prepared to make the decision that develocity of a distribution, so scholars are better prepared to make the decision that develocity of a distribution of a distrib

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

G	GOOGLE WORKSPACE		CAMINO Learning Management System	Bopl	eSalt F	EOPLESOFT	0
÷	COURSEAVAIL Class search and schedule planner	Ð	COWELL CENTER My Student Health Portal	•	P V	'ANOPTO ideo platform	0
Ρ	PORTFOLIUM Digital portfolio management	t ⁴	TERMINALFOUR Content Management System	•		O O M leb Conferencing	0
	WEBPAGES@SCU Personal web site publishing		SCU PHONEBOOK EDITOR Edit positions, people, orgs, etc.	6		IANAGE DUO 2FA	0
6	SCU BRONCO ALERT		EACCOUNTS - ACCESS OFFICE	•		AMPUS ELECTIONS SG, Faculty/Staff Senate	0
<u>الل</u>	COURSE EVALUATIONS	-	CYBER SECURITY TRAINING Security Awareness Training	e		VENT MANAGEMENT	0
0	INTERFOLIO Faculty Information System		LIVEWHALE Event Calendar CMS	6		ATHWORKS ccess MATLAB and Simulink	0
	MY LIBRARY ACCOUNT	D	QUALTRICS	0	s	AFEDOC	0

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 <u>College Protocols and Procedures</u> 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.

ulty180	Activities		Quick	links 🗸
Innouncements & Hels Profile	Jump to Section ∨ ▼ Personal Statement		Show All	Hide Al
valuations	A personal statement is required for the mid-probationary review and is optional	for other processes.		-
tas & Biosketches V	Although such a statement is not required for tenure and promotion petitions for addressed in the rest of your application. The Personal Statement should not rep words.	tenure-track faculty, you may choose to explain any eat or summarize materials already included in the p	aspect of your career that may not have been petition, and ordinarily should not exceed 8 pa	adequate) ges, or 201
	For annual faculty activities reports, lecturer reappointment, and promotion to s-	nior lecturer, you may use this category to upload a l	brief statement that indexes your case and pr	ints
ocount Access	evaluators to your most significant evidence of accomplishment. In the School of	f Engineering, the rubric used for Faculty Activities R	reporta may be oproaded nere.	
count Access	evaluators to your most significant evidence of accomplishment. In the School u Use the Attachment feature in Section B below to upload your personal stateme	f Engineering, the rubric used for Faculty Activities R It for a given period.	reports may be oprovided rene.	
count Access	evaluators to your most significant evidence of accomplishment. In the School i Use the Attachment feature in Section B below to upload your personal stateme Input Form	f Engineering, the rubric used for Faculty Activities R It for a given period. Term	reportanting on operation mile.	
ccount Access	evaluators to your most significant evidence of accompilatment. In the School I Use the Attachment feature in Section B below to upload your personal stateme Input Form Title A Description	F Engineering, the rubric used for Faculty Activities R tf or a given period. Term Start Term	End Term	Actions

Home	Jump to Section 🗸			Show All O	Hide All
Faculty180	 Outer Perunent mormation 				🕜 Help
Announcements & Help	Faculty Qualification - (only for Leavey Sch	hool of Business)			A Helo
Profile					
Activities	Consulting				🕑 Help
Evaluations	CV Uploads				A Helo
Forms & Reports Vitas & Biosketches V	Use the Attachment feature in Section B below to upload Note: Completing this section is optional for those who a	your CV for a given period. are completing their Annual Activities Report.			
Find Colleagues	Input Form	Term			Antinen
Account Access	Title ^ Description	 Start Term 	 End Term 	^	Avoons
		No data available in table			
	Add				

- 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.
- 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.

Your Packets aculty180 Announcements & Help Profile		2 Unread Tasks		O Read Tasks
Activities Evaluations	Title		Du	ue Date
Forms & Reports Vitas & Biosketches 🗸 🗸	Bucky Bronco Faculty Activities Report	Santa Clara University Review	0	ct 1, 2022
Faculty Activiti Unit Santa Clara University Dverview Packet	es Report Type Review	Packet Deadline Type Soft Deadline	View Instructions Packet Due Date Oct 1, 2022	Preview Pac
Faculty Activiti Unit Santa Clara University Overview Packet Packet Packet	rype Review pse All Unlocked	Packet Deadline Type Soft Deadline	View Instructions	Preview Pad

- 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.

Faculty Activities Report View Instructions Preview Packet					
Unit Santa Clara University Overview Packet	Type Review	Packet Deadline Type Soft Deadline	Packet Due Date Oct 1, 2022		
Expand All Faculty18 Not Yet Subn	Collapse All O Vita Nitted Unlocked		Submit		
Title Faculty Act	tivities Report (FAR)	Details Generated Sep 21, 2022	Actions Regenerate		

- 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.



Overvie	w Packet Shared Committee Files				
Belowy	Below you will see files that have been sent to you by committee members.				
*	✓ Sent by Department Committee Manager on Sep 22, 2022				
	Shared Files	Actions			
	FAR Evaluation Letter	Copy to Dossier + Download			

- 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.