

Lecturer Reappointment using Interfolio (Simplified Process)

Instructions for the Candidate

There are two ways to log on to Interfolio

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

Click the Partner Institution button.

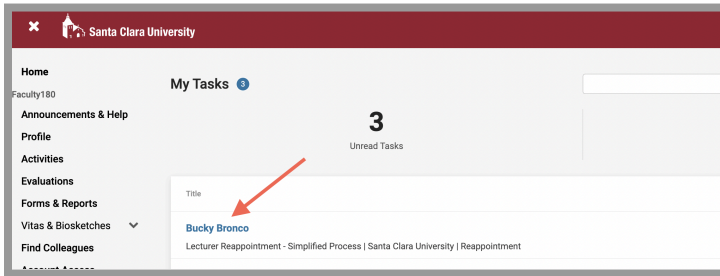
Search for "Santa Clara University" and click the Sign In button.

Log in with your single sign-on credentials.

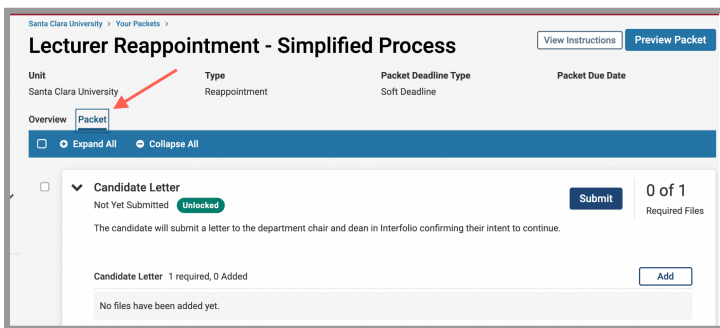
2. Click on the Interfolio tile on your SCU SSO page

PART 1 - Uploading your letter in Interfolio

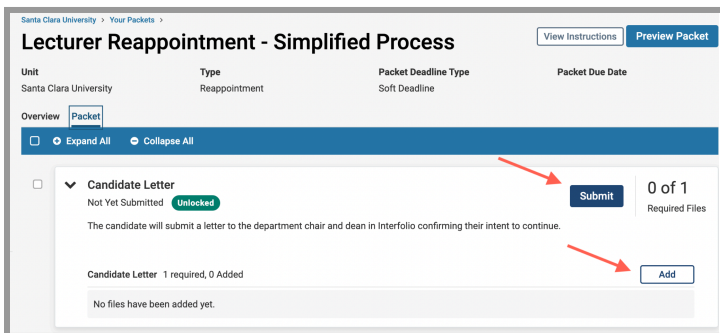
You will submit your letter, addressed to your department chair and dean, confirming your intent to continue with a new term.



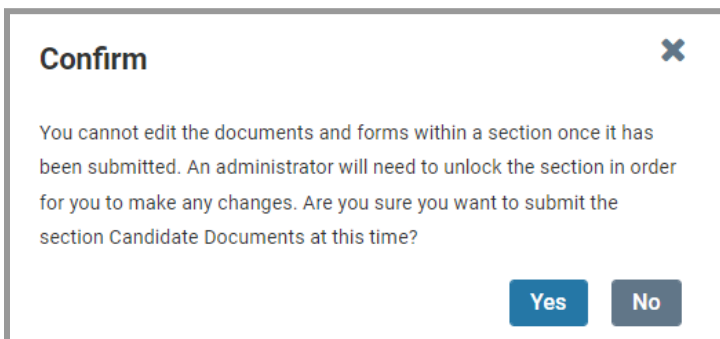
1. Click on your name in blue to bring you to your Lecturer Reappointment case.



2. Click the **Packet** tab to view the screen pictured to the left that includes the candidate's required item, the Candidate Letter.



3. **Submit the Candidate Letter**
Click on the **Add** button to upload your letter, then Click on the blue **Submit** button to submit and lock your case.

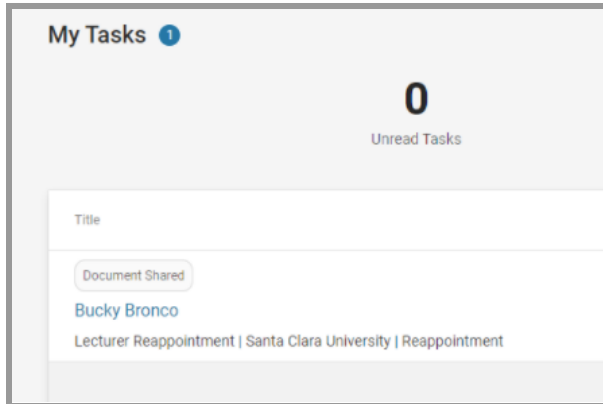


4. This window will pop up to alert you that the section will lock. When you are ready, click the **Yes** button.

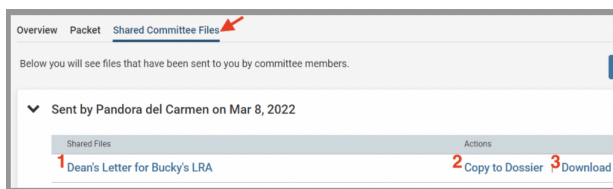
You have successfully completed your submission!

Part 2 - Dean Letter Notification

After your department chair and dean review your letter, the dean then submits a letter in Interfolio, confirming reappointment and the length of the new term. You will receive an email notification to view the decision letter in Interfolio.



Log in to Interfolio. The trigger to view the dean 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.



Click on the **Shared Committee Files** tab to navigate to the file.

There are three options you can click:

1. Click on the file to open it
2. Copy to Dossier (do not use; Santa Clara does not subscribe to the dossier service)
3. Download

Uploading your Dean Letter to your Faculty180 Activities

We recommend that you store your letter from the dean with your other evaluation documents in Faculty180. This is not required, but is helpful for keeping your materials together. When the dean uploads your letter, it is in Interfolio, but not yet in your Activities section (Faculty180). Since Faculty180 Activities has a “Reappointment & Promotion Decision Letters” section, we recommend that you upload your letter to that section.