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.	Sign in Sign in withe mail Terms * Constrained A valid enail address in regioned. Password * Password *
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. Formula in the second se

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.

Faceday 180 My Tasks Announcements & Help 3 Profile 3 Profile Unread Tasks Evaluations The Forms & Reports The Vitas & Biosketches Bucky Bronco Eind Colleagues Lecturer Reappointment - Simplified Process Santa Clara University Reappointment	1.	Click on your name in blue to bring you to your Lecturer Reappointment case.
Wate Class University > Your Placket > Lecture: Reappointment - Simplified Process Unit of Class University Type Packet Deadline Verview Packet Due Date O Expand All Classes All Candidate Letter Submit Classes Not Yet Submitted Classes O of 1 Required Files Letter 1 required, 0 Added Add Added	2.	Click the Packet tab to view the screen pictured to the left that includes the candidate's required item, the Candidate Letter.
Senta Clare University 's Your Packets > Lecturer Reappointment - Simplified Process University Type Packet Deadline Type Packet Deadline Verview Packet Candidate Letter Reappointment Soft Deadline Converview Packet Candidate Letter Soft Constant and dean in Interfolio confirming their intern to continue. Candidate Letter 1 required, 0 Added No files have been added yet.	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.
Confirm X You cannot edit the documents and forms within a section once it has been submitted. An administrator will need to unlock the section in order	4.	This window will pop up to alert you that the section will lock. When you are ready, click the Yes button.
for you to make any changes. Are you sure you want to submit the section Candidate Documents at this time? Yes No		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.

My Tasks 🌒	
O Unread Tasks	
Title	
Document Shared	
Bucky Bronco Lecturer Reappointment Santa Clara University Reappointment	

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.

Overvi	ew Packet Shared Committee Files	
Below	you will see files that have been sent to you by committee members.	1
~	Sent by Pandora del Carmen on Mar 8, 2022	
	Shared Files	Actions
	1 Dean's Letter for Bucky's LRA	2 _{Copy to Dossier} 3 _{Download}

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.