

# Faculty180 / Interfolio Training

Tenure & Promotion to Full Professor  
Spring/Summer 2024

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# Interfolio

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graph TD; Interfolio[Interfolio] --- Faculty180[Faculty180]; Interfolio --- RPTModule[RPT Module];
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Faculty180

A file cabinet for your activities

RPT Module

A review tool for those activities

“RPT” stands for  
Review, Promotion, and Tenure

# MySCU Portal

Welcome, Bucky ▾

Filter apps by keyword



GOOGLE WORKSPACE

Gmail, Calendar, & Drive



CAMINO

Learning Management System



WORKDAY @ SCU

Human Capital Management & Financials



TERMINALFOUR

Content Management System



WEBPAGES@SCU

Personal web site publishing



INTERFOLIO

Faculty Information System



# The Interfolio Dashboard: Two Modules

The screenshot displays the Santa Clara University Interfolio dashboard. At the top, there is a dark red header with the university logo and name. Below this is a navigation sidebar on the left with various menu items. The main content area is divided into sections: 'My Tasks' with a notification icon, 'Your Packets' with a 'Faculty180' button, 'Announcements & Help' with a notification icon, 'Profile', 'Activities', 'Evaluations', 'Forms & Reports', 'Vitas & Biosketches', 'Find Colleagues', 'Account Access', and 'Administration'. A central card shows a notification: 'One or more users have submitted an FAQ.' Below this is an 'Add Activity' section with a dropdown menu and a 'Go' button. Two blue arrows point from the text on the right to the 'Faculty180' button and the 'Review, Promotion & Tenure' menu item.

When you log in, the two “modules” appear on your dashboard

Faculty180, where you enter your activities 24/7/365

Review, Promotion & Tenure, where your evaluation or promotion case is created

# Faculty180: Where You Enter Your Activities

For those using only Interfolio



*The dean's office will move  
these materials to your Interfolio case  
after you submit your petition in September*



**Posting Instructions**



**External referees provided by Candidate, and non-referees**



**Works to be Evaluated by External Referees**



**Professional CV**



**Additional Materials (incl. approved pre-appointment evidence)**



**Discipline-specific Scholarship Standards (dean posts)**

# Faculty180: Where You Enter Your Activities

Meanwhile, you will upload your materials to Faculty180

The screenshot shows the Faculty180 interface for Santa Clara University. The left sidebar contains a navigation menu with the following items: Home, Your Packets, Faculty180, Announcements & Help, Profile, **Activities** (highlighted with a red box and a red arrow), Evaluations, Forms & Reports, Vitas & Biosketches, Vitas, My Templates, Legacy Vitas, Find Colleagues, Administration, Review, Promotion & Tenure, and Cases. The main content area is titled 'Activities' and features a 'Jump to Section' dropdown menu. Below this, there are several expandable sections: Personal Statement, Course Reduction, Activity Distribution, Academic Honors & Awards, Professional Development, Teaching, Other Teaching, Mentoring, Advising Load, Scholarly Contributions and Creative Productions, Scholarly Plans, and Sabbatical Reports.

The screenshot shows the 'Activities' list in the Faculty180 interface. The list is organized into several sections, each with a color-coded header box: Grants - External and Grants - Internal (pink); Other Professional Activity (pink); University, School, or Department Service, Major Professional Service, Major Community Service, and Administrative Service (blue); Other Pertinent Information (blue); Faculty Qualification - (only for Leavey School of Business) (blue); Consulting (blue); CV Uploads, Historical FARs & FAR Evaluation Letters, and MPR & MPR Advisory Letters (yellow); and Reappointment & Promotion Decision Letters (blue). A red box highlights the 'Grants' and 'Other Professional Activity' sections. A blue box highlights the 'University, School, or Department Service' through 'Administrative Service' sections. A yellow box highlights the 'CV Uploads' section, with a yellow arrow pointing to it from the right. At the bottom left, there is a copyright notice: © 2023 Interfolio, Inc. Program Policies. At the bottom right, there is a 'Go Back' link.

- petition cover sheet
- personal statement

You *may* upload your CV, but you do NOT need to upload:

- an annotated CV [the system-generated vita in Interfolio is your annotated CV]
- the professional CV sent to external referees; the dean will add this to your case, along with other materials sent to external referees

# Faculty180: Where You Enter Your Activities

For those using Interfolio and Google Drive



*The dean's office will move  
Folders A-D and G-H to your Interfolio case  
after you submit your petition in September*



**Posting Instructions**



**External referees provided by Candidate, and non-referees**



**Works to be Evaluated by External Referees**



**Professional CV**



**Teaching Materials**



**Scholarly or Creative Work**



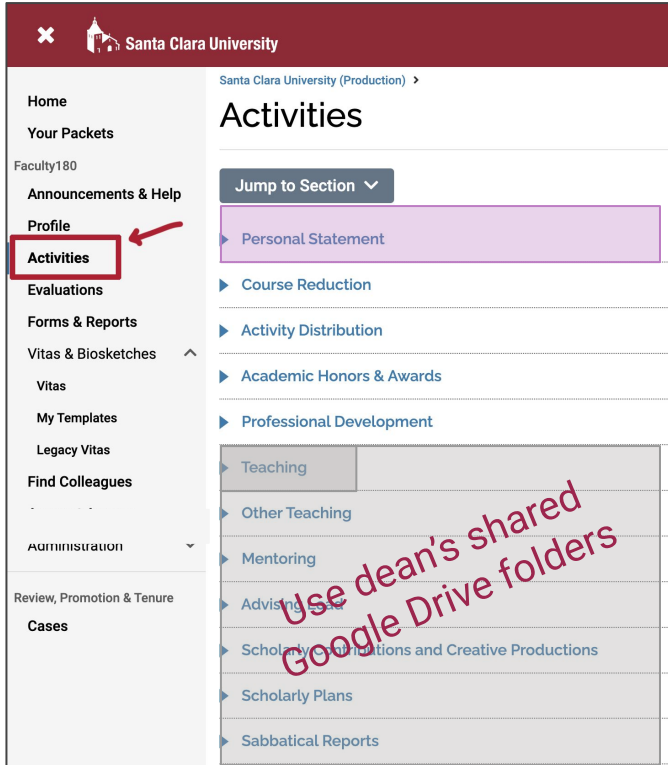
**Additional Materials (incl. approved pre-appointment evidence)**



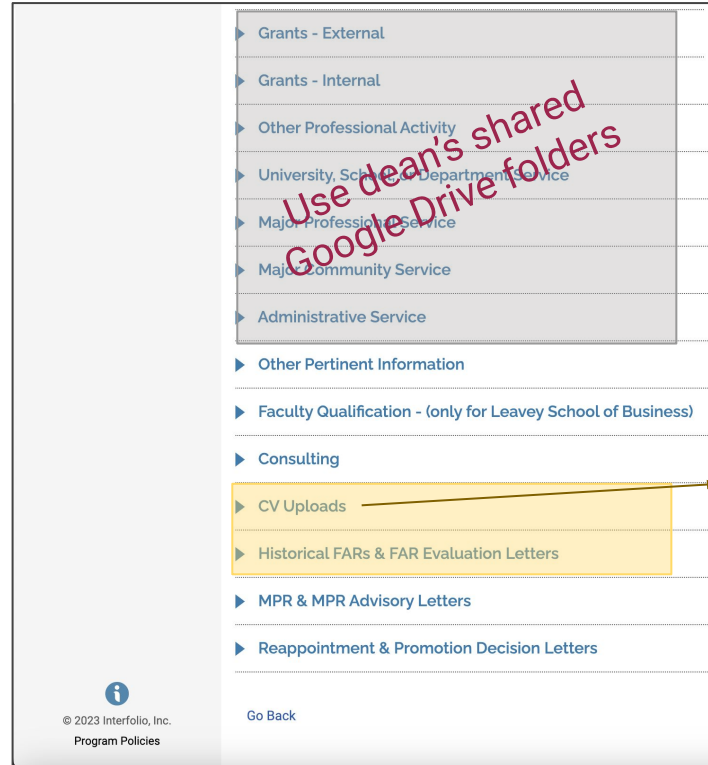
**Discipline-specific Scholarship Standards (dean posts)**

# Faculty180: Where You Enter Your Activities

There are some documents you will upload to Faculty180



The screenshot shows the Faculty180 interface for Santa Clara University. The left sidebar contains a navigation menu with the following items: Home, Your Packets, Faculty180, Announcements & Help, Profile, **Activities** (highlighted with a red box and a red arrow), Evaluations, Forms & Reports, Vitas & Biosketches, Vitas, My Templates, Legacy Vitas, Find Colleagues, Administration, and Review, Promotion & Tenure Cases. The main content area is titled 'Activities' and includes a 'Jump to Section' dropdown menu. Below this, there are several sections: Personal Statement (highlighted with a purple box), Course Reduction, Activity Distribution, Academic Honors & Awards, and Professional Development. Under Professional Development, there are sub-sections: Teaching (highlighted with a grey box), Other Teaching, Mentoring, Advising, Scholarly Contributions and Creative Productions, Scholarly Plans, and Sabbatical Reports.



The screenshot shows the Faculty180 interface for Santa Clara University, focusing on the 'CV Uploads' section. The main content area is titled 'CV Uploads' and includes a list of items: Grants - External, Grants - Internal, Other Professional Activity, University, School, or Departmental Service, Major Professional Service, Major Community Service, Administrative Service, Other Pertinent Information, Faculty Qualification - (only for Leavey School of Business), Consulting, CV Uploads (highlighted with a yellow box and an arrow pointing to the right), Historical FARs & FAR Evaluation Letters, MPR & MPR Advisory Letters, and Reappointment & Promotion Decision Letters. A red stamp with the text 'Use dean's shared Google Drive folders' is overlaid on the 'CV Uploads' section. At the bottom of the page, there is a footer with the text '© 2023 Interfolio, Inc. Program Policies' and a 'Go Back' link.

- petition cover sheet
- personal statement

- you will need to create your own course list to accompany materials

- You need to create and upload an annotated CV

- You do NOT need to upload the professional CV sent to external referees; the dean will add this to your case, along with other materials sent to external referees



# Where You Can Find Resources

SANTA CLARA UNIVERSITY  
OFFICE OF THE PROVOST

TEACHING AND LEARNING ▾ RESEARCH ▾ **FACULTY AFFAIRS ▾** INSTITUTIONAL EFFECTIVENESS ▾ ABOUT THE PROVOST ▾

## Evaluation, Reappointment & Promotion

[Home](#) · [Office of the Provost](#) · [Faculty Affairs](#) · Evaluation, Reappointment & Promotion

### Evaluation

Faculty Handbook [3.3](#) describes the standards and processes for the periodic evaluation of faculty. Periods of review and forms and requirements for the Faculty Activities Report (FAR) may differ by rank and school.

Faculty Activities Reporting >

### Reappointment

Adjunct Lecturer Reappointment >

Lecturer Reappointment >

Mid-Probationary Review (MPR) and Junior Faculty Development Leave (JFDL) >

### Promotion

Promotion to Senior Lecturer >

**Tenure and Promotion Policies and Procedures for Tenure-Track Faculty >**

Faculty Senate Rank, Tenure & Promotion Committees >

### Faculty Affairs

Faculty Handbook  
Recruitment & Appointment  
**Evaluation, Reappointment & Promotion**  
Standards  
Interfolio

Other Policies & Procedures  
Compensation & Support  
Contact Us

### Upcoming Events

**JUN 10** [Faculty180 / Interfolio Training](#)  
12:20 p.m. • Learning Commons, Room 206

An event for faculty to learn how to use Faculty180 software to enter activities for evaluation and promotion.

**JUN 11** [Faculty180 / Interfolio Training](#)  
12:20 p.m. • Learning Commons, Room 206

An event for faculty to learn how to use Faculty180 software to enter activities for evaluation and promotion.

# Where You Can Find Resources

## Tenure and Promotion Policies and Procedures for Tenure-Track Faculty

### FOR REVIEWERS AND CANDIDATES

- [SCU Faculty Handbook](#)
- [Discipline-Specific Standards, Background and Implementation](#)
- [Tenure & Promotion - Ranking of Candidates](#)
- [Tenure & Promotion - Target Dates for Review 2024-25](#)
- [Tenure & Promotion - Translation Guidelines](#)
- [Tenure & Promotion Procedures \(Chairs, Committees, Deans\)](#) from Chair, Dean & R&T Committee process meeting

### PRIMARILY FOR CANDIDATES

- [Tenure & Promotion - Guidelines and Requirements for Candidates 2024-25](#)
- [Tenure & Promotion - External Referees Provided by Candidate](#)
- [Tenure & Promotion - Cover Sheet](#)
- [Tenure & Promotion Resources from Faculty Development](#)

### TENURE CLOCK EXTENSIONS

- [FH 3.4.1.1 Extensions of the Probationary Period](#)
- [Tenure Clock Extension Form](#)

\*\* The guides and video tutorials listed below will be available by August 2024.\*\*

#### Guide

[Faculty - Evidence Entry & Case Review](#)

#### Video Tutorial

[go to link at left]

## Tenure & Promotion

Home · Office of the Provost · Faculty Affairs · Evaluation, Reappointment & Promotion · Tenure & Promotion

- [Tenure & Promotion - Guidelines and Requirements for Candidates 2024-25](#)
- [Tenure & Promotion - External Referees Provided by Candidate](#)
- [Tenure & Promotion - Cover Sheet](#)
- [Tenure & Promotion Resources from Faculty Development](#)

### Interfolio Guides

### Video Tutorial

#### Upload Your Materials

available 24/7/365

- [Account Access](#)
- [Uploading Activities - Tenure-Track](#)



9:09

Uploading Activities & Course Materials

◦ [Importing Publication Citations from Google Scholar](#)

◦ [Importing Publication Citations from ORCID](#)

◦ [Importing Publication Citations from Web of Science](#)

#### Review Your Tenure and/or Promotion Case

available about one month before your FAR deadline

videos will be published in early August 2024

#### Tenure & Promotion Candidate Guide using Interfolio

for all candidates for tenure and promotion to associate professor, and for those candidates for promotion to full professor who elected on March 28 to provide all supporting evidence in Faculty180/Interfolio



x.x

Reviewing & Submitting Your Tenure and/or Promotion Packet

#### Promotion Candidate Guide using Interfolio and Google Drive (modified process)

for those candidates for promotion to full professor who elected on March 28 to provide petition documents in Faculty180/Interfolio and supporting evidence of teaching and scholarship/creative work in Google Drive



x.x

Reviewing & Submitting Your Promotion Packet (modified process)



# RPT: Where Your Case is Built

**Bucky Bronco** [Return to Case](#)

[Download](#) Search PDF [Search](#)

Packet Annotations

▼ FACULTY180 VITAE

Lecturer Reappointment

▼ Attachments from Lecturer Reappointment

- > Course Reduction
- > Professional Development
- ▼ Teaching
  - [W22 ENGL 12A Syllabus.pdf](#)
  - [W22 ENGL 12A Assignment.pdf](#)
  - [W22 ENGL 12A Exam.pdf](#)
  - [W22 ENGL 12A SET.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](#)
  - [W22 ENGL 132 Syllabus.pdf](#)

**Current Position**  
Position: Professor

**Degrees**

2014	M.F.A., Discipline Name, Institution Name, City, Kansas, United States
1996	B.S., Discipline Name, Institution Name, City, Kansas, United States

**Biography**

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**Professional Licenses & Certifications**

2010	Title, Organization Name
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**Membership**

2014 - Ongoing	Organization Name
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**Course Reduction**

Winter 2020 - Spring 2020

Assignment Title: Sabbatical Leave, # of course releases: 4, # of Units: 12, Granted By: Dean,  
Description:  
Two-quarter sabbatical leave to research new book.

**Academic Honors & Awards**

Fall 2020	Name/Title: Service Award, Organization / Agency Conferred By: Faculty Development, Description: Recognition of exceptional service to colleagues assisting with the conversion of course materials to online delivery in the first COVID term.
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When you're up for evaluation, reappointment or promotion, we build a case for you in the RPT module, pulling in activities from the period under review.

- The system-generated vita in the main window lists your activities and comments. For those using Interfolio for supporting evidence, this functions as your annotated CV
- The left sidebar has links to all your uploaded documents
- Click on a file in the left sidebar, and its contents will appear in the main (vita) window

You can revise your materials in Faculty180 up until you submit; just be sure to regenerate your RPT case to pull those edits in to the RPT module.

*You cannot edit your file after you submit your case.*

# Annotated CV: Using the Comment Field

The screenshot shows the Bucky Bronco system interface. At the top, there is a 'Return to Case' button. Below that, there are 'Download' and 'Search PDF' options. The main content area is divided into two columns. The left column contains a navigation menu with sections like 'FACULTY180 VITAE', 'Lecturer Reappointment', 'Attachments from Lecturer Reappointment', 'Course Reappointment', 'Professional', and 'Teaching'. The right column displays a CV for 'Bucky Bronco' with sections for 'Current Position', 'Winter 2020 - Spring 2020', and 'Academic Honors & Awards'. A large gray box is overlaid on the CV, containing the text 'University, School, or Department Service' and 'Spring 2021 - Fall 2021'. Below this, there is a text box with the following content: 'Search Committee, Latinx Theologies, Boo Riley, Department, Member, 1, We met several times in the fall to discuss the pool of applicants. There were too few to continue the search, so the work ended in Fall term.'

Comments you type in to your activities appear in gray boxes as annotations in the system-generated CV.



**University, School, or Department Service**  
**Spring 2021 - Fall 2021**  
Search Committee, Latinx Theologies, Boo Riley, Department, Member, 1,  
We met several times in the fall to discuss the pool of applicants. There were too few to continue the search, so the work ended in Fall term.

# Target Dates

- |             |   |
|-------------|---|
| Summer 2024 | Assemble your petition and supporting evidence (either in Fac180 or GDrive, depending on your March 28 choice)  |
| By August 1 | Provost's Office creates your tenure/promotion case in Interfolio, and it appears on your dashboard, pulling in documents available in Fac180 at that point for the period under review               |
| August      | Complete your materials, upload to Interfolio (candidates to full who opted to use Google Drive will upload documents related to teaching, scholarship and service there); regenerate, review, repeat |
| September 4 | Regenerate your Interfolio case and submit your petition by 8:59pm; candidates for full using GDrive for supporting documents complete uploads to GDrive by midnight                                  |
| September 6 | Dean's office uploads spring folder contents to Interfolio and moves the case to the department   |
- 