

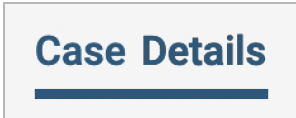



Promotion to Teaching Professor using Interfolio

Instructions for the Department

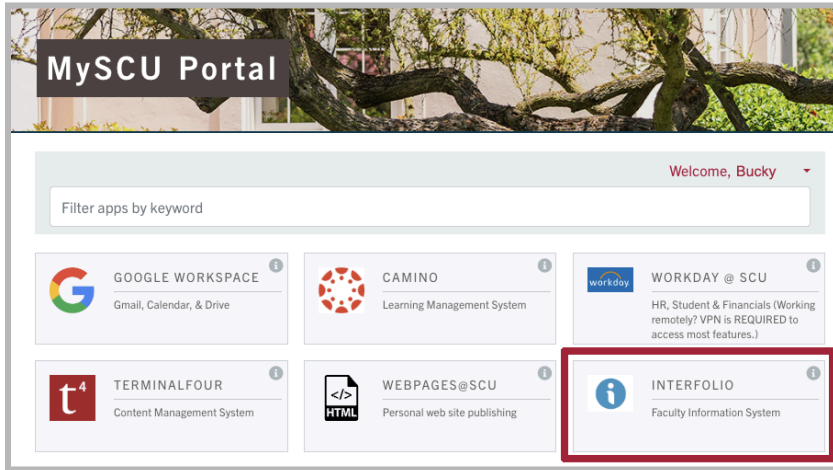
Overview

	Step	Page
	1. Login to Interfolio Use the tile at the MySCU single sign-on portal.	2
	2. Review the Case All teaching professors and tenured faculty who are participating in the review read the case materials in Interfolio to inform their evaluation. The group meets to discuss and vote on the case, and drafts a report and recommendation that all participating faculty sign. The report may be shared on Google Drive while it is being drafted and discussed.	3-4
The remaining steps are for the process chair alone		
	3. Complete Required Steps You will upload one required document (the department report and recommendation) and fill out a form indicating the results of voting.	4-5
	4. Send Case Forward Send the case forward to the dean for the next stage of review.	5

STEP 1 - LOGIN TO INTERFOLIO

You can login to Interfolio one of two ways (A or B):

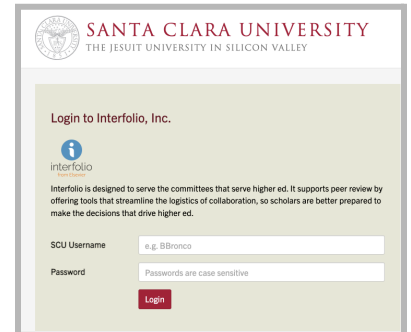
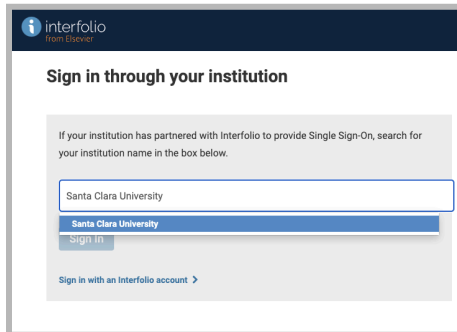
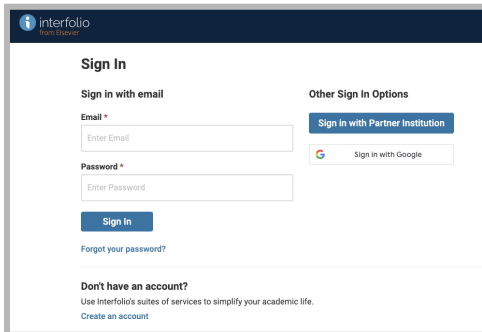
A



Sign into MySCU

Click on the Interfolio tile

B

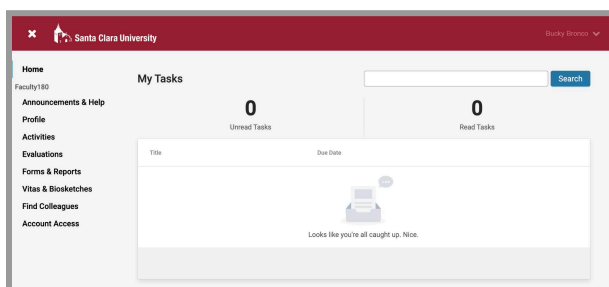


Go to <https://www.scu.edu/interfolio>

Type in Santa Clara University

Log in to MySCU Portal

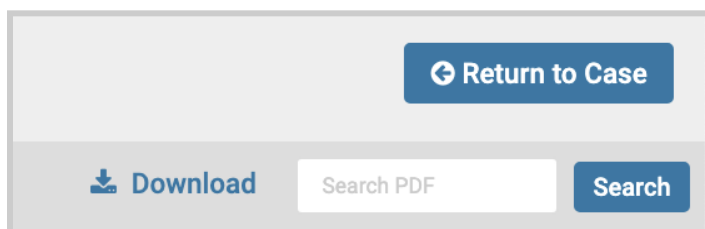
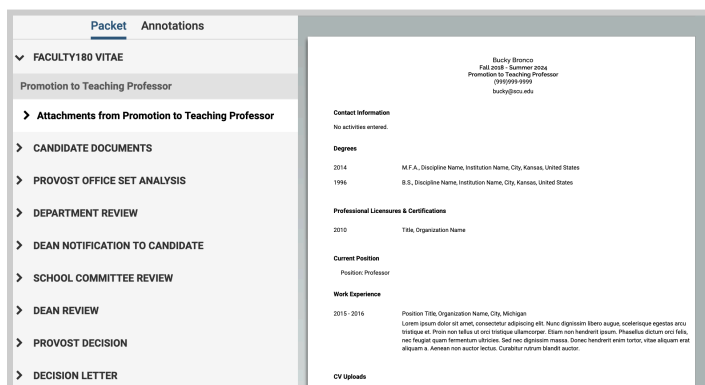
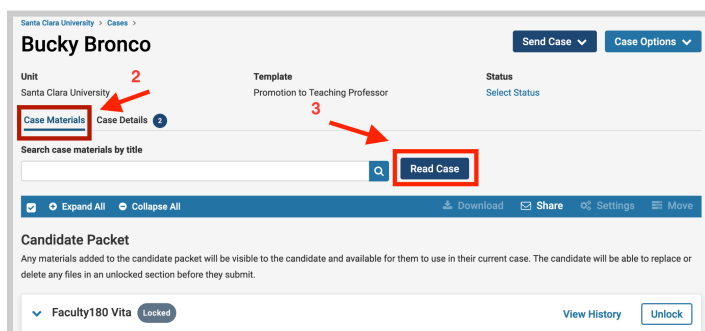
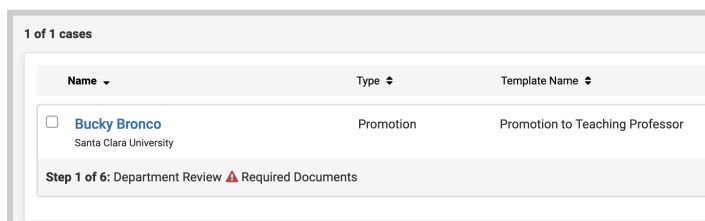
However you login, double-check that you're in the right account:



After you login, "Santa Clara University" should appear in the upper bar, and your screen should look like this. If it doesn't, you may be logged in to another Interfolio account. Contact Katie Williams (kfwilliams@scu.edu) to help you troubleshoot.

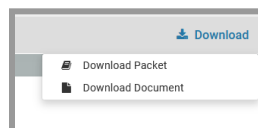
STEP 2 - REVIEW THE CASE

All teaching professors and tenured faculty and teaching professors participating in the review will be given access to the candidate's case materials through Interfolio when the candidate submits their case. A trigger with the candidate's name will appear on your dashboard:



1. Click on the candidate's name in blue to bring you to the candidate's packet.
2. Select the Case Materials tab (upper left) of the candidate packet.
3. Click the dark blue Read Case button on the right to review the candidate's packet.
4. The left sidebar lists the sections of the candidate packet. Click on the > (caret) symbol next to any category to expand the section and to view its contents. There will be a section for every activity category for which the candidate has uploaded files.

You can also download an individual document, or the entire Faculty180 Vitae packet, using the blue Download button in the upper right of the browser window. You will receive an email when the download has completed.



In addition to the candidate's materials, the sections in the left sidebar include the **Provost Office SET Analysis**. This document provides a summary of course SET report averages and comparison to department and school averages for the period under review, excepting the initial online quarters during COVID (Winter and Spring 2020).

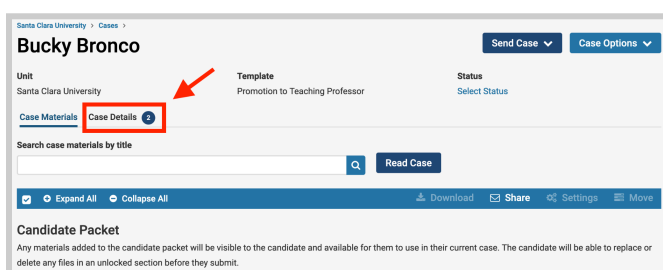
5. To exit the case materials, click the blue **Return to Case** button in the top right.

The department will review the candidate's materials, meet to discuss them and prepare a report and recommendation that the process chair will upload to Interfolio. A template for the department report is available on the Provost Office's [Evaluation, Reappointment & Promotion](#) page (Promotion > Promotion to Teaching Professor¹). This report may be shared and edited in Google Drive, and participants may sign the final form electronically or manually.

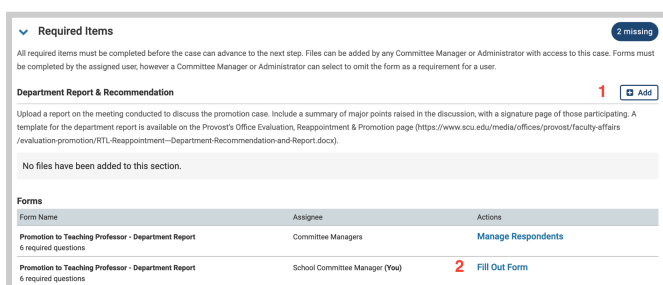
The remaining steps are for the process chair alone

STEP 3 - COMPLETE REQUIRED STEPS

The department or process chair will submit one required document and fill out one required form at the Case Details tab. There is only room for a single uploaded file, so the signature page should be merged into one file with the department report before a PDF is uploaded to Interfolio. Have the file available on your desktop to facilitate uploading to Interfolio. The file name will appear in the sidebar for reviewers at subsequent stages, so please title it with that in mind.



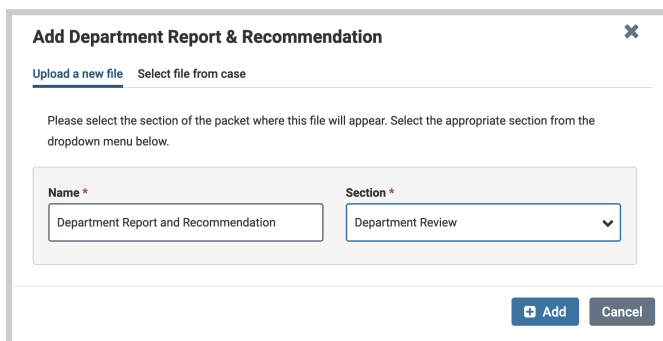
Click the **Case Details** tab at the upper left. This section will reveal the department's required items:



1. Required Document: Department Report & Recommendation (PDF file)
2. Required Form: Promotion to Teaching Professor - Department Report

1. Required Document

Click on the **Add** button to upload the Department Report & Recommendation (PDF). A pop-up window will allow you to browse your computer for the report.



After uploading the report from your computer, this screen will pop-up. In the Section field, select "Department Review." Then click the blue **Add** button (bottom right) to submit.

¹ See <https://www.scu.edu/media/offices/provost/faculty-affairs/evaluation-promotion/Teaching-Professor-Promotion---Department-Report-and-Signature-Page.docx>.

Santa Clara University > Cases > Bucky Bronco >

Promotion to Teaching Professor - Department Report

The University Guidelines for Promotion to Senior Lecturer (now Teaching Professor) provide guidance for the department process and report (see p. 4, cf. Faculty Handbook 3.4.A.2 and SCU-SEIU Collective Bargaining Agreement Art. 10.D.2). You will find the guidelines, along with a template for the department report, on the Provost Office's Evaluation, Reappointment & Promotion page (Promotion > Promotion to Teaching Professor). The page also has an Interfolio guide and video tutorial for the department.

Department Assessment

What is the overall recommendation of the department? *

Highly Recommend
 Recommend
 Do Not Recommend

Number of Highly Recommend Votes *

Number of Recommend Votes *

Number of Do Not Recommend Votes *

Number of faculty who participated in voting *

Have you uploaded the department report summarizing the major points raised and the signature page of the participating faculty verifying the report is an accurate summary of the discussion? *

Yes
 No

2. Required Form

Click **Fill Out Form** under Actions; this form will pop-up.

Use the fields to report the overall recommendation, the number of votes for each recommendation option, and the number of faculty participating in the review. Confirm that you have uploaded the required document. Then click in this sequence:

- **Save Responses** button. This takes you to the prior screen; click “Fill Out Form” to return to this screen to submit the form.
- **Submit Form** button

STEP 4 - SEND CASE FORWARD

Santa Clara University > Cases >

Bucky Bronco

Unit: Santa Clara University | Template: Promotion to Teaching Professor

Forward to: Dean Notification to Candidate | Select Status

Case Materials | Case Details

Reviewing as: Department Committee

Click on the dark blue **Send Case** button in the upper right corner to move the case to the Dean.

Send Case Forward

Great job! You're sending the case forward to the next step, Dean Notification to Candidate. The following reviewers will lose access to the case:

Department Committee | 1 members

The following reviewers will gain access to the case:

Dean | 0 members

Send a message to the reviewers gaining access.
If recipients respond to this message, their response will come directly to your email inbox.

Subject *

Bucky Bronco Case Ready for Review

Message *

The blue Continue button (lower right) will be inactive (faded) until you fill in the email Subject field. After filling in the Subject, edit your message if you wish and click the now active/blue **Continue** button.

You have completed the submission.