
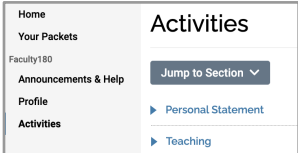

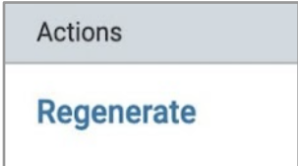



# Rank, Tenure and Promotion using Interfolio

## Instructions for the Candidate

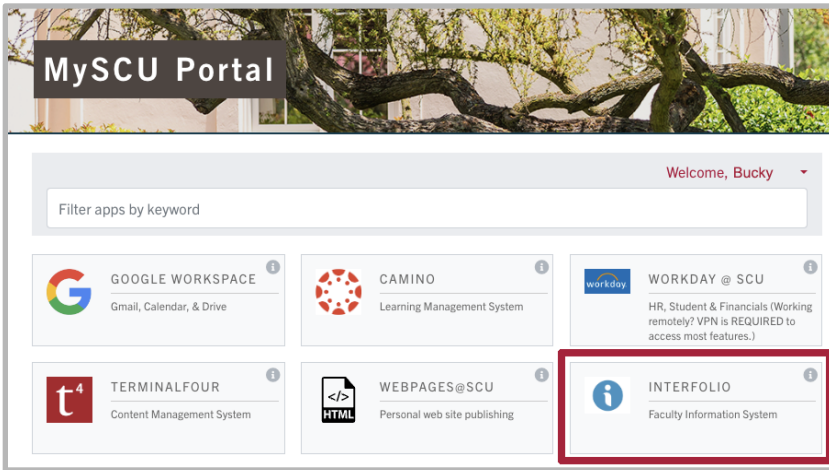
### Overview

Step	Page
	<b>1. Login to Interfolio</b> Use the tile at the MySCU single sign-on portal. 2
	<b>2. Upload your materials to Faculty180</b> You can do this whenever it is convenient. Faculty180 is available 24/7/365. 3
	<b>3. Preview Your Packet</b> When your case is available about a month before your deadline, preview your packet. 4
	<b>4. Revise &amp; Regenerate</b> Update files in Faculty180, regenerate your case, and repeat as often as needed. 5
	<b>5. Regenerate &amp; Submit</b> When your packet is complete, regenerate your case and submit. 5

# STEP 1 - LOGIN TO INTERFOLIO

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

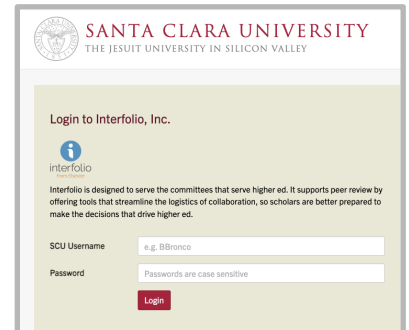
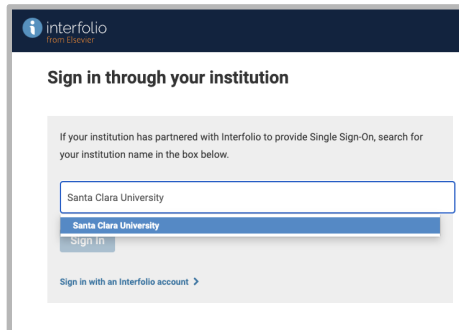
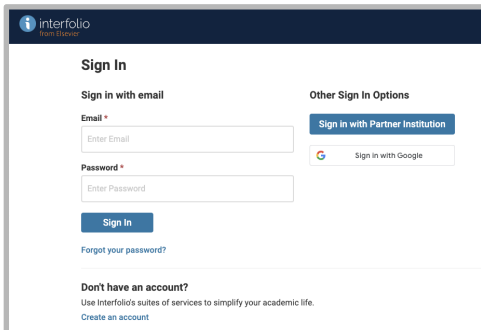
**A**



Sign into MySCU

Click on the Interfolio tile

**B**

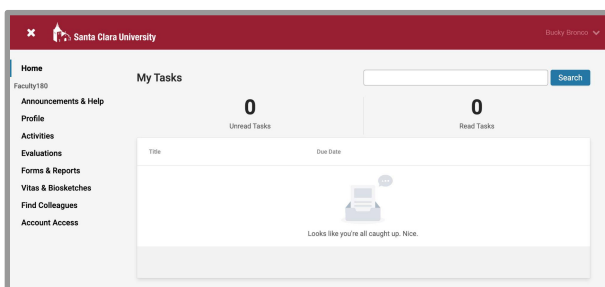


Go to <https://www.scu.edu/interfolio>

Type in Santa Clara University

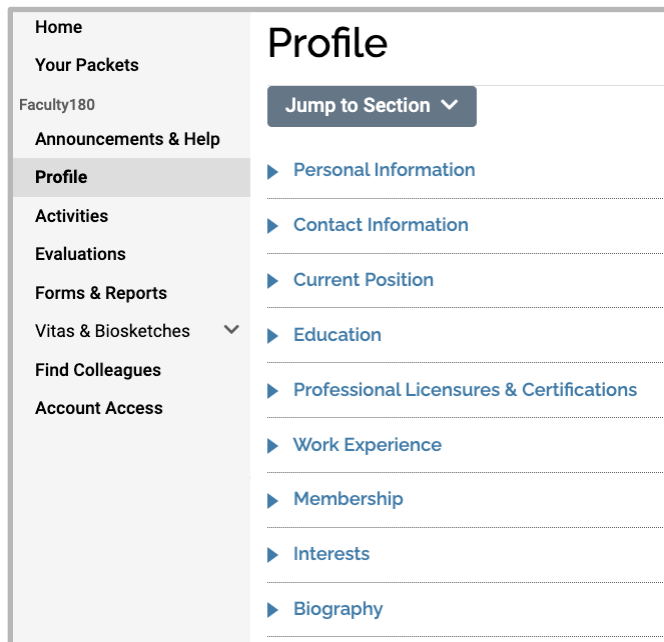
Log in to MySCU Portal

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](mailto:kfwilliams@scu.edu)) to help you troubleshoot.

## STEP 2 - UPLOAD YOUR MATERIALS TO FACULTY180



### Confirm Profile Information

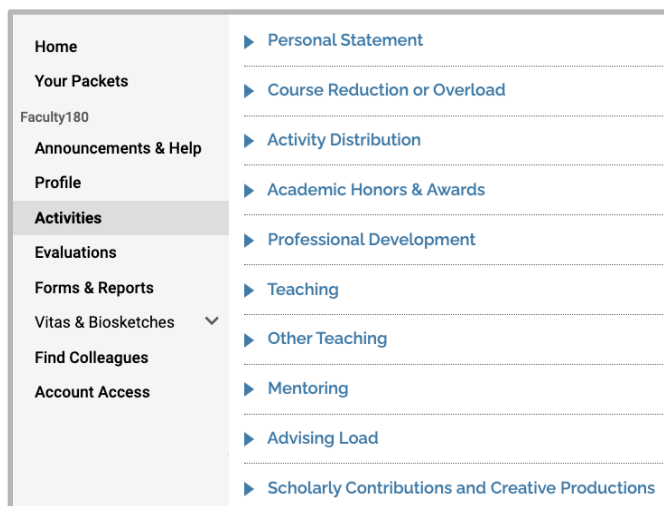
Click **Profile** in the left sidebar. Check to make sure that the following categories (at least) are correct:

- ▶ current position
- ▶ education
- ▶ professional licenses & certifications
- ▶ work experience
- ▶ membership

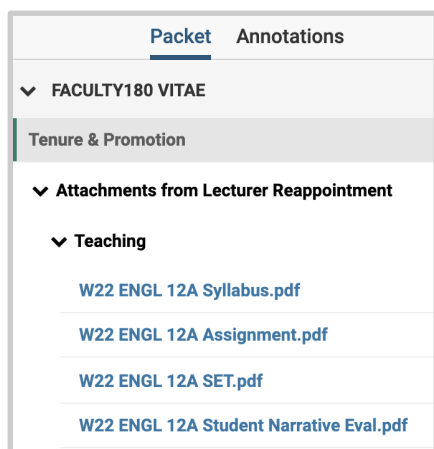
### Enter Activities

Add activities from the period under review to the relevant activity categories in Faculty180. In general, required elements include:

- ▶ personal statement - cover sheet & personal statement
- ▶ teaching - syllabi, course evaluations, peer evaluations (if any), and other course materials that provide significant evidence of your teaching
- ▶ scholarly contributions & creative productions - publications and grants from the period under review



Add any significant documents you produced as part of a service obligation in the relevant service activity. For further guidance on where to place evidence in Faculty180, see [Uploading Activities - Tenure-Track](#) and the current [University Promotion & Tenure Guidelines & Requirements for Candidates](#).



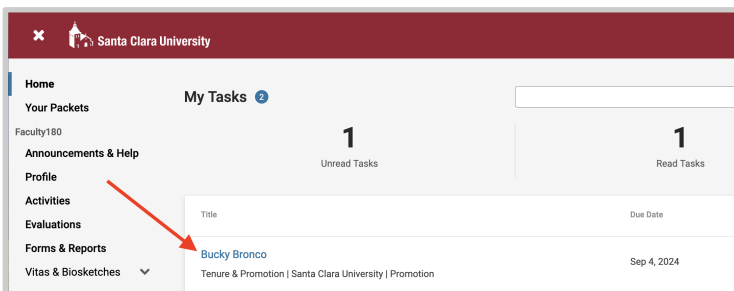
Teaching materials will be listed by course in chronological order beginning with the most recent term, and following your section list in the Teaching section. Since there will be a lot of these documents, we recommend the following title convention for your teaching materials to help evaluators locate documents:

### **Term/Year AREA # Type**

When your case is built, these files will appear alongside your vita in a sidebar, as shown on the left. Short, clear names will help your reviewers find materials.

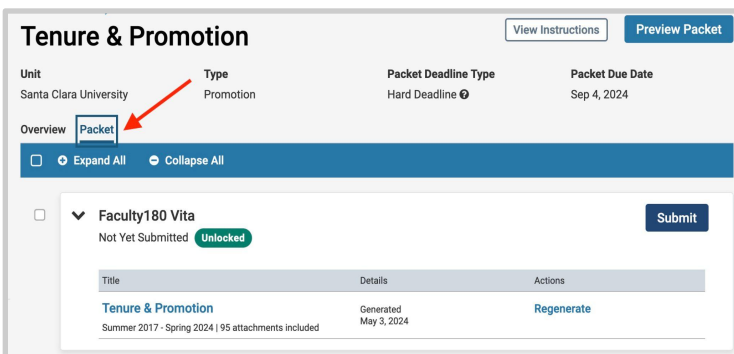
## STEP 3 - PREVIEW YOUR PACKET

About a month before your submission deadline, the Provost's Office will create your case in Interfolio's "Review, Promotion & Tenure" (RPT) module. The case pulls all files for the review period that are in Faculty180 on the case creation date. You will receive an email alerting you that your case has been created. Login to Interfolio to preview your packet.

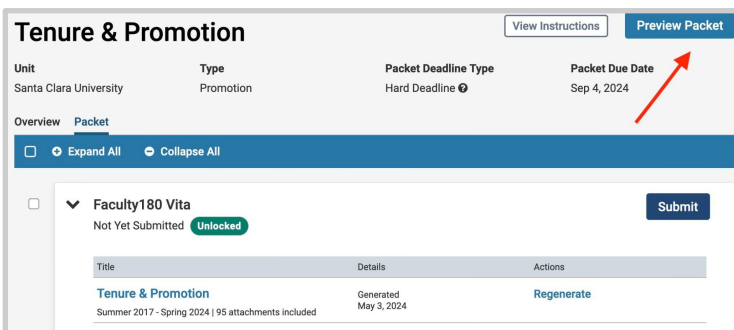


1. Click your **Name** on the dashboard to open your case.

*Note: The dashboard is your "home page" in Interfolio; you can always access it from the "Home" or "Your Packets" tabs in the upper left corner.*



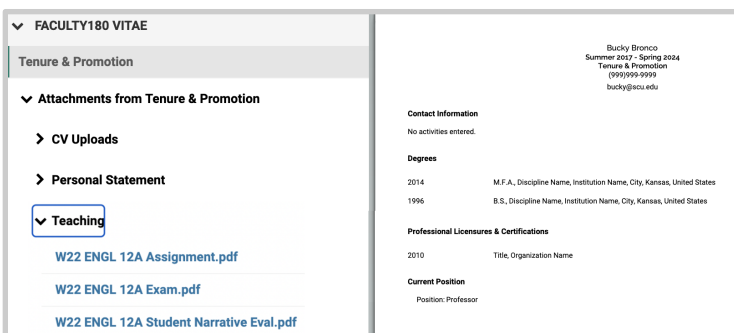
2. Click the **Packet** tab to view the screen pictured to the left.



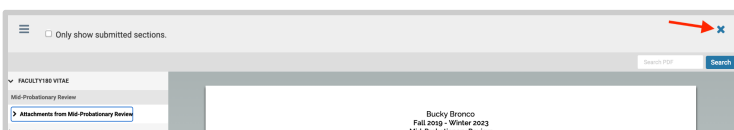
3. Click the **Preview Packet** button on the top right corner to review your portfolio.

The window is divided into two sections.

In the main window, you'll see the system-generated curriculum vitae for the period under review, which functions as your annotated CV. It includes only those activities that fall within the review period.



In the left sidebar, you'll see all the files you uploaded to Faculty180, grouped by activity categories. The only sections that show are those to which you've uploaded files. Click on any > (caret) symbol to view the contents of that section.



4. Click the **X** in the top right corner to exit the Preview Packet section.

## STEP 4 - REVISE & REGENERATE

If you want to adjust the files that appear in your case — for example, add or delete any documents, or retitle files — you can continue to do this up to your submission deadline.

Teaching

\* Indicates required field

**A** Course Information

Term	Course	Course Title	Instruction Mode	Credit Hours	Days	Enrollment	Course Not Taught
Winter 2020	SCTR 165R 95679	RSS:Gndr/Sexuality in Bibl Int	SEM	5	TTH	13	<input type="checkbox"/>

**B** Attachments

Syllabus	Course Evaluation	Peer Evaluation	Other	Add
-	-	-	-	<input type="button" value="Add"/>

1. Go back into Faculty180 and make the changes to your uploaded files.

Faculty180 Vita

Not Yet Submitted Unlocked

Title	Details	Actions
Tenure & Promotion Summer 2017 - Spring 2024   95 attachments included	Generated May 3, 2024	<input type="button" value="Regenerate"/>

2. Return to your case in Review, Promotion & Tenure and click **Regenerate** to bring your changes in the RPT module.

## STEP 5 - REGENERATE & SUBMIT

When you have finished reviewing your vita and packet, you will submit your vita. You do this in three simple steps.

Home

Tenure & Promotion

Your Packets

Faculty180

Announcements & Help

Profile

Activities

Evaluations

Forms & Reports

Vitas & Biosketches

Find Colleagues

Account Access

Review, Promotion & Tenure

Unit: Santa Clara University

Type: Promotion

Packet Deadline Type: Hard Deadline

Packet Due Date: Sep 4, 2024

Overview **Packet**

Expand All  Collapse All

Faculty180 Vita

Not Yet Submitted Unlocked

Title	Details	Actions
Tenure & Promotion Summer 2017 - Spring 2024   95 attachments included	Generated May 3, 2024	<input type="button" value="Regenerate"/>

1. Click the **Packet** tab in the upper left. This section will reveal the items in the packet. Click on the › (caret) symbol next to “Faculty180 Vita” to expand the section. Double-check that it’s complete.

2. Click **Regenerate** to make sure the system captures any edits you made in Faculty180 during your earlier review.

3. Click on the blue **Submit** button to submit and lock your vita. *Please note: Your vita will lock automatically at **8:59pm PST** on the day of your deadline.*

**You have completed the submission.**