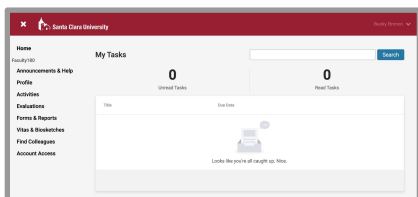# Uploading Activities & Course Materials

Instructions for Lecturers and Faculty on the Teaching Track

Check your Interfolio Dashboard

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 ac- count. Contact Katie Williams (kfwilliams@scu.edu) to help you troubleshoot.

Confirm Your Personal Information
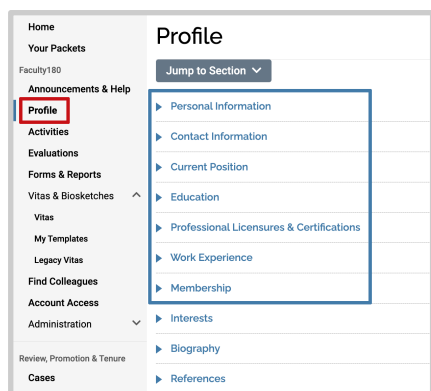
Click **Profile** in the left sidebar. Check to make sure that the following categories are correct:

- personal information
- contact information
- current position
- education
- professional licenses & certifications
- work experience
- membership

Add Your Activities

Add activities from the review period to the relevant activity categories. You don't have to wait for your FAR or review to be due; you can enter materials incrementally as you go.

For all faculty, activities will include, for each course listed in the Teaching category, your sylla- bus, student evaluations, peer evaluations (if you have them) and sample course materials for each course.
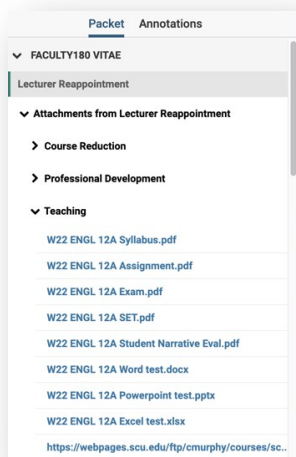
When your case is built for review, your uploaded files will be listed by course in reverse chronological order, following your course list in the Teaching section. Since there will be a lot of these documents, we recommend titling your teaching materials as follows, to help evaluators locate documents:

Term/Year AREA # Type

You can see what this might look like in the image to the left. Notice that any links you add cannot be retitled, and only the first part of the URL is visible. Your reviewer might not know what this link is. We therefore recommend that, if you choose to include links to online materials, you add the links in a Word document that you upload in the "Other Teaching" or "Personal Statement" area, as a guide for your reviewers.

There are many other activities categories, and you will not have, and do not need to have, files and entries for each one. Consult your department chair, your mentor, a senior colleague in your rank, or your department teaching, professional activity, and/or service standards (if your department has them) to identify what evidence matters most for faculty review.

The bold elements below are *required* for various processes; as to what evidence to supply for "superior teaching," "professional activity," and "service contributions," suggestions are offered below.

Evidence of Superior Teaching

▶ Teaching

For each listed section, **syllabus**, **student (= department) evaluations** (you may choose whether to upload SET results for Winter, Spring and Summer 2020), **peer evaluation** (if available), and any other information related to the quality of teaching (assignments, exams, student achievement). This guide shows you how to download files from Camino.

▶ Other Teaching / Mentoring / Advising Load / Grants - External / Grants - Internal

Information uploaded here provides evidence of "superior teaching." Include in "Other Teaching" contributions to the student learning environment. If you received internal or external grants related to teaching, list those in the Grants section.

Note: The Provost's Office will upload a summary of your SET results for the period under review. The summary will not include results for Winter, Spring or Summer 2020.

Faculty Activities Reports (FARs)

▶ Historical FARs & FAR Evaluation Letters

Upload these from your records

Evidence of Professional Activity
this will only for reviewed for faculty on the teaching track

▶ Professional Development

List here any in-residence programs, short courses, workshops, conferences, or other programs in which you participated that were designed to bring faculty up-to-date in your discipline, including any activities designed to update your pedagogy or course delivery skills.

▶ Scholarly Contributions and Creative Productions / Scholarly Plans

Put "evidence of professional activity" here, focusing on conference attendance and presentations, publications, and creative work.

▶ Grants - External / Grants - Internal

If you received any external or internal grants related to your scholarship of discovery or scholarship of teaching, list those here.

Evidence of Service Contributions

▶ University, School, or Department Service / Major Professional Service / Major Community Service / Administrative Service

Most faculty will use just the first of these categories, but use any that apply.

For a step-by-step guide to uploading Teaching Activities, see the next page.

Under the **Activities** section, navigate to the **Teaching** category.

Click on the **pencil icon** to the corresponding class.

Click the **Add** button

Select the **Browse** button to find the document on your computer. From the **Type** drop-down menu, select the type of document (Syllabus, Course Evaluation [i.e., student evaluations], Peer Evaluation [if you have one], Other [for assignments, exams, etc.). Click the **Upload** button.

Course Evaluation: Narrative and Numerical Evaluations go here.
Peer Evaluation: Letters from colleagues who attended and evaluated your class(es).

Click the **Add** button to repeat the process. Save occasionally to be sure your uploads are saved. When you're done, click the **Save and Go Back** button to return to the main screen.