## View Legacy Vita before Case is Created

When your case is created, a system-generated CV for the period under review will be created and will serve as the default document in the main browser window of your case. The Provost's Office will create your case about a month before your submission deadline. If you'd like to view your system-generated CV before your case is created, you can do this yourself by following the following steps.

Home Your Packets Faculty180 Announcements & Help Profile Activities Evaluations "Legacy Vitas." Forms & Reports Vitas & Biosketches Vitas My Tem Legacy Vitas Quicklinks 🗸 Vitas & Biosketches Vita Admin Description This vita will begin to be used for sabbatical applications in Fall 2025. This vita will begin to be used for tenure and promot promotion to full who elect to submit their supportin shared R&T folders maintained by their dean will and mit. arship in the Goog on of this vita (an e Fall 2024, 2025, and 2026 This template will be used for those ca cycles who choose to submit supportin folders maintained by their dean. or in the Fall 2024, 2025 and 2026 View Vita Vita Options Type\* Institutional
Personal Tenure & Promotion (SCU) ~ screen. Date range\* Custom Begin\* End\* × Fall × 2018 Summer × 2024 × **Refresh Vita** Hide date range in vita output Note: date range only applies to items from activity input 4. Click the

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	Word Document	
ciate Prc	PDF	
rphy@sc	My Interfolio Dossier	
	Share	

- 1. Login to Interfolio. Under the Faculty180 tab in the left sidebar, click "Vitas and Biosketches" to open the section and select
- 2. From the list of Legacy Vitas, select the vita corresponding to the case you are preparing to sub-
  - 3. Set the date parameters to match the period under review, then click the blue "Refresh Vita" button in the lower left corner of the
- Export/Share button and select PDF. A download will start automatically and a file called "Vita.pdf" will be available for your review in your computer's "Downloads" folder.