

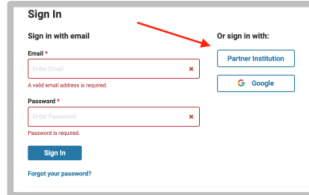
Senior Lecturer Promotion using Interfolio

Instructions for the Department

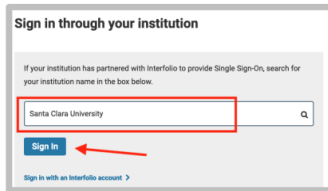
There are two ways to log on to Interfolio

1. Faculty180: <https://www.scu.edu/interfolio>

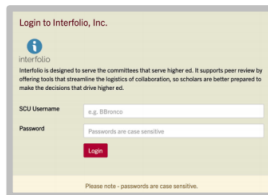
Click the Partner Institution button.



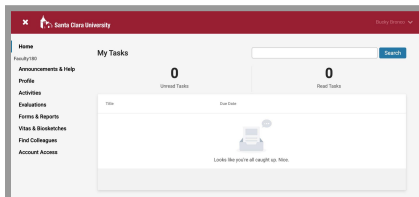
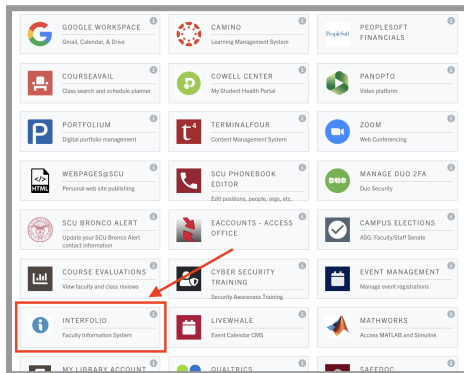
Search for "Santa Clara University" and click the Sign In button.



Log in with your single sign-on credentials.



2. Click on the Interfolio tile on your SCU SSO page.

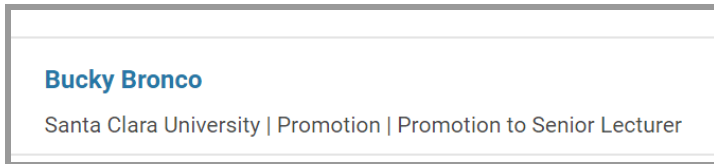


Check Your SCU Interfolio Dashboard

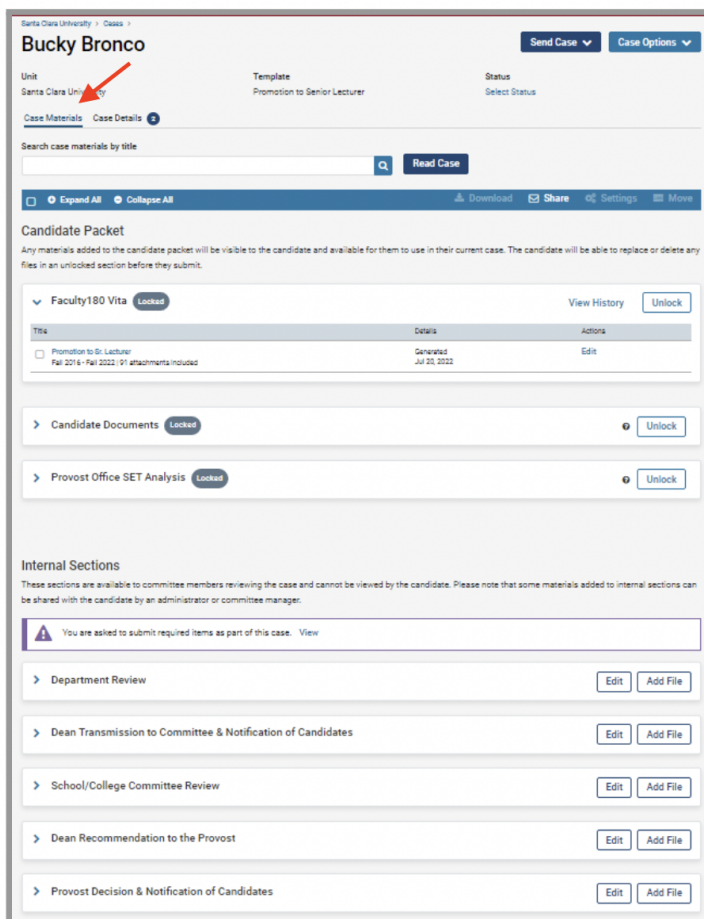
After you login, "Santa Clara University" should appear in the upper bar, and your screen should look like this. If it doesn't, you may be logged in to another Interfolio account. Contact Pandora del Carmen (pdelcarmen@scu.edu) to help you troubleshoot.

PART 1 - Reviewing the Candidate Vita and Packet

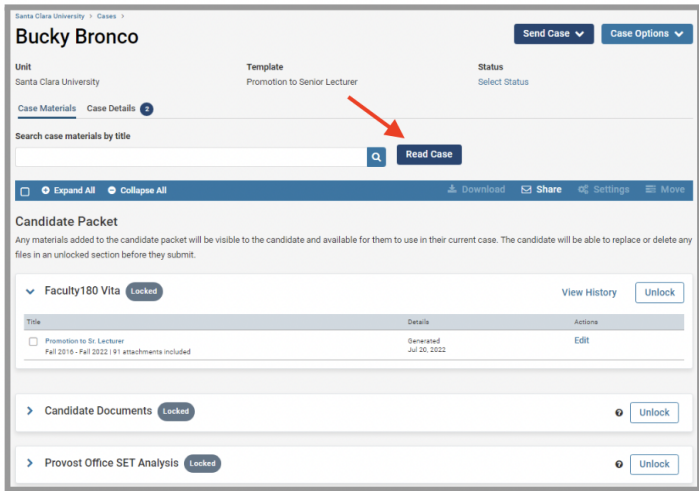
The vita is a document that Interfolio automatically generates from the entries the candidate has made in the Activities section of Faculty180 for their review period. You can preview their vita and packet when their case is shared with you. A trigger with the candidate's name will appear on your dashboard:



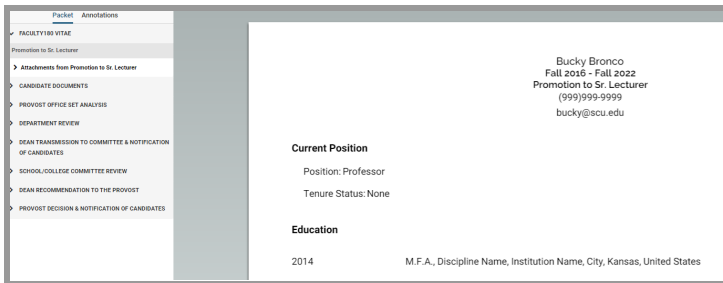
1. Click on the candidate's name in blue to bring you to the Candidate's packet.



2. The following sections are available at the Case Materials tab (upper left) of the Candidate packet:
 - a. Faculty180 Vita
 - b. Candidate Documents
 - c. Provost Office SET Analysis
 - d. Internal Sections - only available to individuals reviewing the case

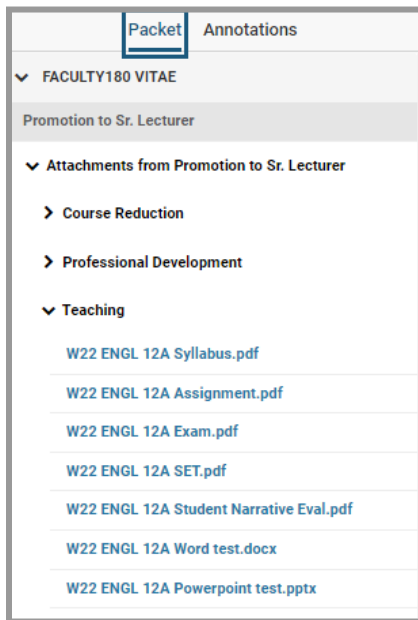


3. Click the **Read Case** button on the right to review the candidate's Promotion to Senior Lecturer packet and system-generated curriculum vitae for the period under review.



4. The left sidebar lists the sections of the candidate packet. Click on any > (caret) symbol to expand the section and view the contents. In the main window, you'll see the system-generated curriculum vitae for the period under review.

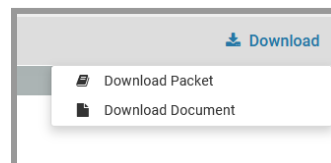
Review Faculty180 Vitae Documents



Click on **Faculty180 Vitae** in the left sidebar to view the order and titles of the uploaded documents. Click on any › (caret) symbol to expand the section.

Activity categories are listed in the order they appear in the candidate's Faculty180 Activities listing. Within the Teaching section, files are listed by course in chronological order beginning with the most recent term, with titles assigned by the candidate.

You can click on any document to view it in the browser window. You can increase the size of the document in the window using the zoom tool in the lower left. If you need to compare two documents, such as two versions of a syllabus, you can open another browser window and log in to Interfolio, navigating to the appropriate second document in the case.

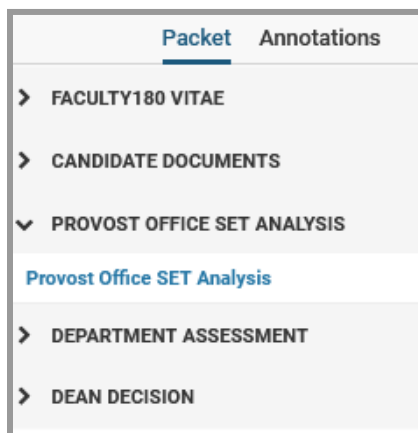


You can also download an individual document, or the entire Faculty180 Vitae packet, using the blue **Download** button in

the upper right of the browser window. If you choose to download the packet, you can do that either as a zip file of the individual documents or as a single PDF.

You will receive an email when the download has been completed. Log in to Interfolio, click on "Your Files Are Ready to Download" on your dashboard.

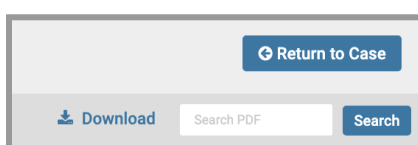
Provost Office SET Analysis



Click on the › (caret) next to Provost Office SET Analysis in the left sidebar to view that document. The SET Analysis lists the candidate's scores for all sections during the period under review (except Winter, Spring, and Summer 2020*), and compares these to other faculty in their department and school (in the College of Arts & Sciences, scores are compared by disciplinary cluster as well).

** If a candidate carried part of their academic year course load in Summer 2020, those sections will also not appear. Faculty were allowed to opt-in to the use of SETs for faculty evaluation for all initial COVID-19 quarters.*

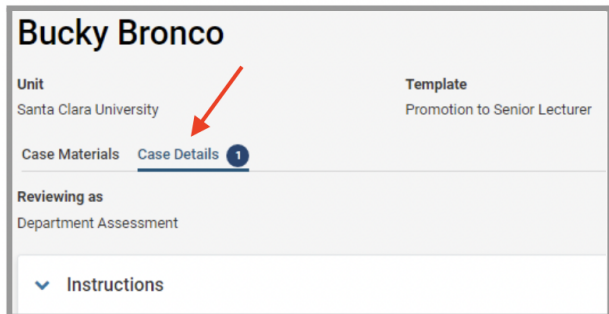
How to Exit the Faculty180 Vitae Section



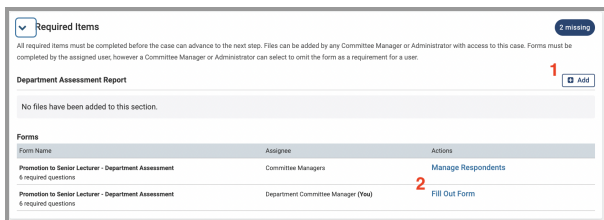
Click the blue **Return to Case** button in the top right to exit.

PART 2 - Chair Submitting Candidate Assessment and Required Form

When you have finished reviewing the candidate's vita and packet, the department or process chair will submit the Department Assessment Report and complete the required form.



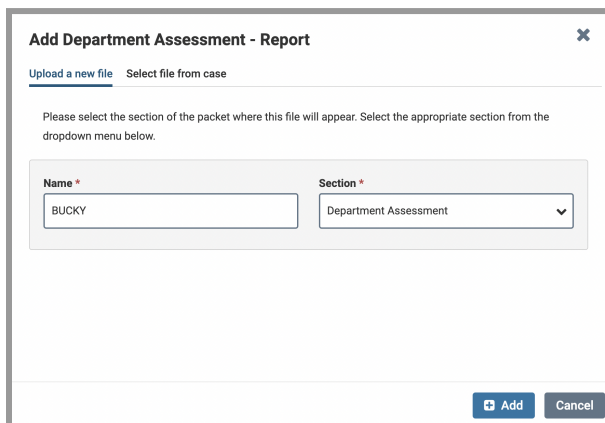
Click the **Case Details** tab at the upper left. This section will reveal the department's required items:



1. Department Assessment Report
2. Required Form

Step 1 - Upload Department Assessment

Click on the **Add** button to upload the Assessment. 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 Assessment." Then click the blue **Add** button (bottom right) to submit.

Promotion to Senior Lecturer - Department Assessment
 Detailed guidelines about the process for department review of a case for promotion to Senior Lecturer may be found on p. 4 of the University Procedures for Promotion to Senior Lecturer. To complete the department report and recommendation, please fill out the questions below, including confirmation that you have uploaded a report on the department or committee meeting, with a summary of the major points raised in the discussion and a signature page of all those who participated.

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

Submit Form **Save Responses** [Return to Case](#)

Step 2 - Submit Required Form

After clicking on **Fill Out Form** under Actions, this form will pop-up.

Complete the form, then click in sequence on:

1. **Save Responses** button
2. **Submit Form** button

Send Case **Case Options**

Forward to
 Dean Section: Candidate Notification of
 Department Assessment

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 Section: Candidate Notification of Department Assessment. The following reviewers will lose access to the case:

Department Assessment | 1 members

The following reviewers will gain access to the case:

Dean - Candidate Notification of Department Assessment | 1 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 *

Message Subject

Message *

Dear committee members,
 This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.

Best,
 Department Committee Manager

body

Preview **Continue** **Cancel**

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.