## Faculty Activities Report using Interfolio

Instructions for the Associate & Assistant Deans

#### for CAS & ECP

#### There are two ways to log on to Interfolio

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

Click the Partner Institution button.	Sign in with enal Sign in with enal Teat · Constraints of a sign in with: Teat · Constraints
Search for "Santa Clara University" and click the Sign In button.	Sign in through your institution If your hathation has partnered with interfolio to provide Single Sign-On, search for your institution mare in the box below. Sente Class University Q  Sign to
Log in with your single sign-on credentials.	Login to Interfacio, Inc.         Exercise         Difference         Software         Software         Panela         Exercise         Data

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 Department's FAR Evaluation Letter

You can preview the department's FAR Evaluation Letter when the case is shared with you. A trigger with the faculty member's name will appear on your dashboard:

Bucky Bronco		
Unit	Template	Status
Santa Clara University	Faculty Activities Report	Select Status
Case Materials Case Details		
Search case materials by title		
	QRe	ad Case

Click the **Read Case** button on the right ...

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	≡		
	Packet Annotations		
>	FACULTY180 VITAE		
> DEPARTMENT EVALUATION			
> DEAN NOTIFICATION TO FACULTY			

...and navigate to the Department Evaluation entry in the left sidebar to view the department's FAR Evaluation Letter.

### PART 2 - Download the FAR & FAR Evaluation Letter

In the College of Arts & Sciences and the School of Education & Counseling Psychology, the Associate or Assistant Dean downloads the FAR and FAR Evaluation letter for the Dean's Office electronic faculty file.

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> Attachments from Faculty Activities Report (FAR) - 2022	jungene ann Bankyjken mie				

1. Click the blue Read Case button

2. Click Download. Select either Download Packet or Download Document

### PART 3 - Close the Case



- 1. Click Select Status
- 2. Scroll down, select FAR: Complete

You have completed the Associate/Assistant Dean Process.