

Faculty Activities Report using Interfolio

Instructions for the Associate & Assistant Deans for CAS & ECP

There are two ways to log on to Interfolio

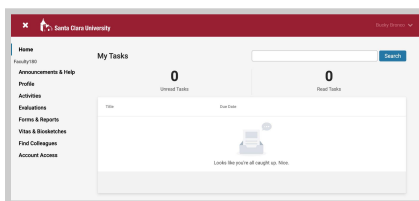
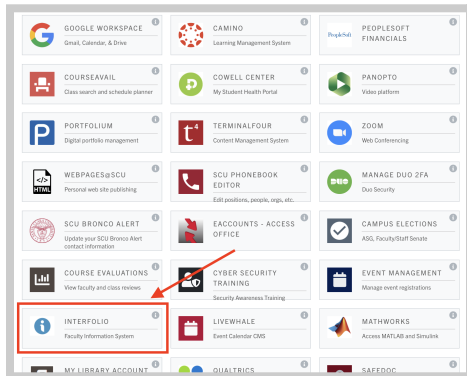
1. Faculty180: <https://www.scu.edu/interfolio>

Click the Partner Institution button.

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.

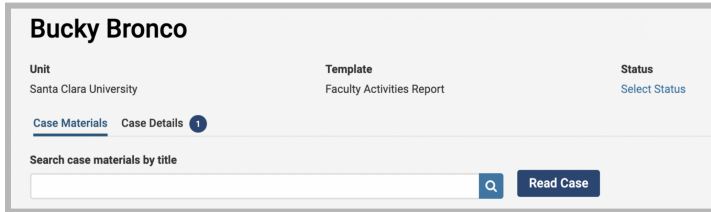


Check Your SCU Interfolio Dashboard

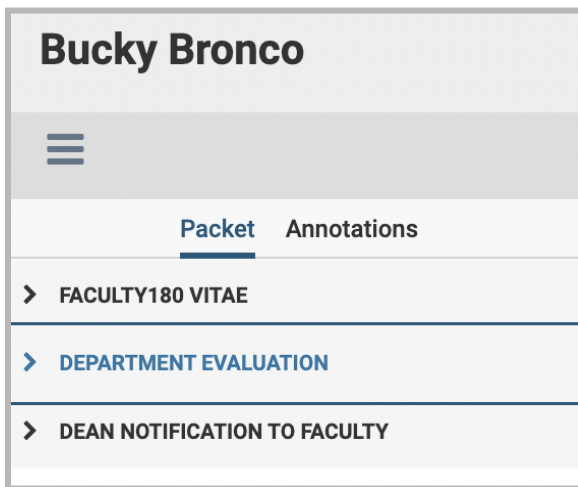
After you login, "Santa Clara University" should appear in the upper bar, and your screen should look like this. If it doesn't, you may be logged in to another Interfolio account. Contact Pandora del Carmen (pdelcarmen@scu.edu) to help you troubleshoot.

PART 1 - Reviewing the 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:



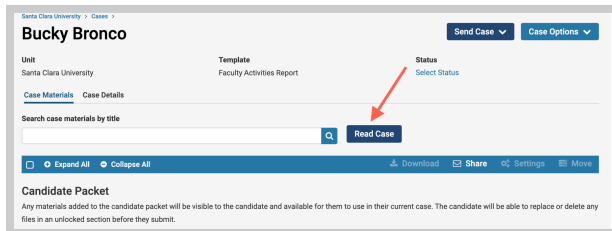
Click the **Read Case** button on the right ...



...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.

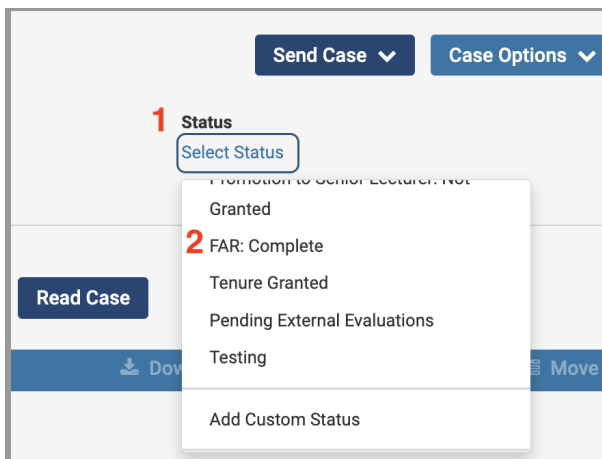


1. Click the blue Read Case button



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.