Lecturer Reappointment using Interfolio (Simplified Process)

Instructions for the Department Chair & Dean

There are two ways to log on to Interfolio

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

Click the Partner Institution button.	Sign in Sign is with and Tot " Tot " Tot and " A with and adden to search. Tot and adden to search. Tot and adden to search. Tot and a search.
Search for "Santa Clara University" and click the Sign in button.	Sign in through your institution If your institution has partnered with instration to provide Single Sign-On, search for your institution mare in the box below. Signs In
Log in with your single sign-on credentials.	Eight with an Interfacio, Inc. Eight Source Control Interfacion, Inc. Eight Source C

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 Katie Williams (kfwilliams@scu.edu) to help you troubleshoot.

PART 1 - Reviewing the Candidate Letter

You can review the candidate's letter 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 to bring you to the
pointment - Simplified Process candidate's letter.
2 Click the Read Case button
Case Options V
status On the right to review the
selections candidate's letter with their
intent to continue for a new
term.
≟ Download 😢 Share o [®] Settings Move
e in their current case. The candidate will be able to replace or delete any
Unlock
: to continue.
Add File
ntalis Actions
temitted by Bucky Branco Edit w 29, 2023

PART 2 - Submitting the Dean Letter & Sharing It with the Candidate (Dean)

When the department chair and dean have finished reviewing the candidate's letter, the dean will submit the letter confirming reappointment and the length of the new term.

Bucky Bronco		Case Options 🗸
Init	Template	Status
anta Clara University	Lecturer Reappointment - Simplified Process	Select Status
Case Materials Case Details 1		
teviewing as		
lean Letter		
 Instructions 		
The dean submits a letter to the candidat the candidate through Interfolio.	te in Interfolio confirming reappointment and the length of the new t	term. After submitting the letter, the dean shares the letter with
For Interfolio steps, please consult the LF the letter with the candidate.	RA Simplified Process - Department & Dean guide (hyperlink guide), v	which walks you through the steps to upload, submit, and share
Reach out to me if you have any question	s, pdelcarmen@scu.edu.	
Thank you,		
Pandora		
 Required Items 		1 missing
All required items must be completed before th	e case can advance to the next step. Files can be added by any Committee M	fanager or Administrator with access to this case.
Dean Letter		Add

Click the **Case Details** tab at the upper left. This section will reveal the dean's required item, the Dean Letter.

Click on the Add button to upload the letter. A pop-up window will allow you to browse your computer for the letter.

Select me nom case	
Please select the section of the packet v dropdown menu below.	where this file will appear. Select the appropriate section from the
Nama t	Cooline #
Dean Recommendation Letter	Department Chair and Dean Review

Q Read C

Details Submitted by Bucky Bron Mar 29, 2023

Template

The candidate will submit a letter to the department chair and dean in Interfolio confirming their intent to conti

Bucky Bronco

Case Materials Case Details

Search case materials by title

Collapse All
 Collapse All
 Candidate Packet

Any materials added to the candidate packet w files in an unlocked section before they submit.

✓ Candidate Letter Locked

Bucky's LRA Letter to Dept Chair & Dean

Candidate Letter 1 required

Title

Unit Santa Clara Uni After uploading the letter from your computer, this screen will pop-up. Then click the blue **Add** button (bottom right) to submit.

To Share the Letter with the Candidate

Case Options 🗸

Unlock

Add File

Click the **Case Materials** tab at the upper left. Click **Share** on the blue banner.



Message to Candidate	×
Te Bucky Bronce (bucky@scu.edu) Select *	Details Direct email reply:
Lecturer Respontment Letter Message *	test manager sou@interfolia.com File Response: Enable
B B F X E H S D Hells Creations. To start Hells (Hells and Hells) (Hells (Hells)) To start Hells (Hells) To start Hells (Hells) To start Hells (Hells)	submit a file in response. (Preck this option to allow the recipient of this message to submit a file in response.
tody p A	
Share Files File at the of with the message can be viewed by the candidate after logging into instration. Add	
Dean Recommendation Letter X	
Ø: Preview	Send Cancel

Select With Candidate.

This screen will pop up. Complete the Subject, Message, and select the shared file. Click Send.

PART 3 - Select Status

When you have finished sharing the letter with the candidate, select the appropriate case status to complete the process.

Bucky Bronco		Case Options
Unit Santa Clara University Case Materials Case Details	Template Lecturer Reappointment - Simplified Process	Status Select Status Lecturer Reappointment: Granted
Search case materials by title	Q Read Case	Lecturer Reappointment: Not Granted Mid-Probationary Review: Recommend Mid-Probationary Review: Not
Expand All Collapse All	ځ	Dov Recommend B Mov
Candidate Packet Any materials added to the candidate packet w files in an unlocked section before they submit	ill be visible to the candidate and available for them to use in their curr	Promotion to Senior Lecture: Not Promotion to Senior Lecture: Not rent case. The candidate will be able to replace or delete a

Click on **Select Status**, and choose "Lecturer Reappointment: Granted" from the pop-up menu.

Bucky Bronco		Case Options 🗸
Unit	Template	Status
Santa Clara University	Lecturer Reappointment - Simplified Process	Lecturer Reappointment: Granted change
Case Materials Case Details		
Search case materials by title	Go to	Santa Clara University home
	O Read Cas	se

The status field will change from the blue "Select Status" text to the status you have selected.

You have completed the process.