

# Faculty180 / Interfolio Training

Using Interfolio for FAR and Promotion  
Spring/Summer 2025

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# Interfolio

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graph TD; Interfolio[Interfolio] --- Faculty180[Faculty180]; Interfolio --- RPTModule[RPT Module];
```

Faculty180

A file cabinet for your activities

RPT Module

A review tool for those activities

“RPT” stands for  
Review, Promotion, and Tenure

# MySCU Portal

Welcome, Bucky ▾

Filter apps by keyword



GOOGLE WORKSPACE

Gmail, Calendar, & Drive



CAMINO

Learning Management System



WORKDAY @ SCU

Human Capital Management &  
Financials



TERMINALFOUR

Content Management System



WEBPAGES@SCU

Personal web site publishing

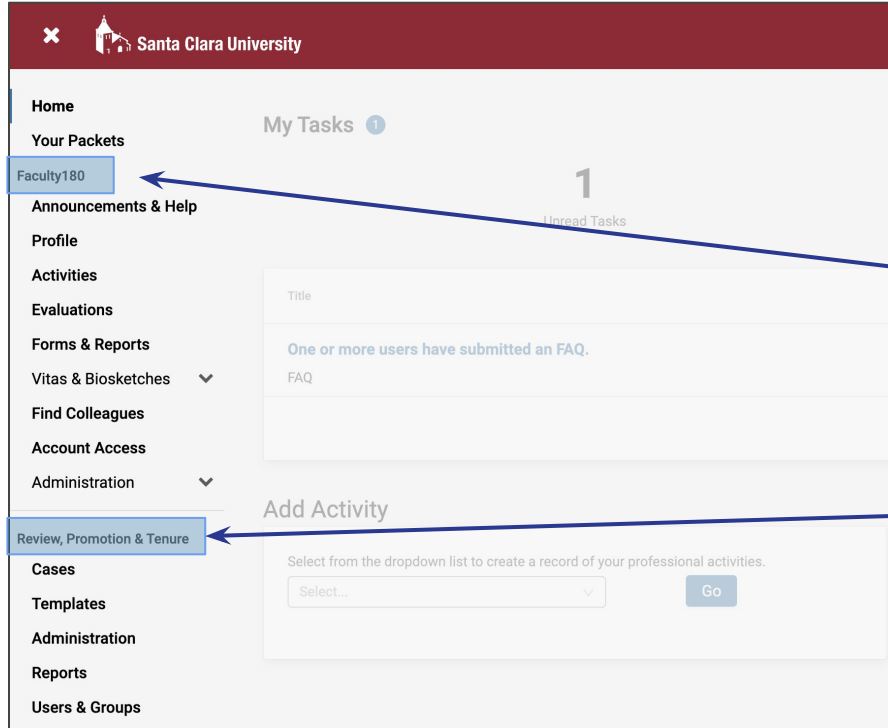


INTERFOLIO

Faculty Information System



# The Interfolio Dashboard: Two Modules



When you log in, the two “modules” appear on your dashboard

Faculty180, where you enter your activities  
24/7/365

Review, Promotion & Tenure, where your  
evaluation or promotion case is created

# Faculty180: Where You Enter Your Activities

Meanwhile, you will upload your materials to Faculty180

Santa Clara University

Home

Your Packets

Faculty180

Announcements & Help

Profile

**Activities**

Evaluations

Forms & Reports

Vitas & Biosketches

Vitas

My Templates

Legacy Vitas

Find Colleagues

Administration

Review, Promotion & Tenure

Cases

Santa Clara University (Production)

## Activities

Jump to Section

- Personal Statement
- Course Reduction
- Activity Distribution
- Academic Honors & Awards
- Professional Development
- Teaching
- Other Teaching
- Mentoring
- Advising Load
- Scholarly Contributions and Creative Productions
- Scholarly Plans
- Sabbatical Reports

- Grants - External
- Grants - Internal
- Other Professional Activity
- University, School, or Department Service
- Major Professional Service
- Major Community Service
- Administrative Service
- Other Pertinent Information
- Faculty Qualification - (only for Leavey School of Business)
- Consulting
- CV Uploads
- Historical FARs & FAR Evaluation Letters
- MPR & MPR Advisory Letters
- Reappointment & Promotion Decision Letters

Go Back

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Program Policies

# RPT: Where Your Case is Built

The screenshot displays the Bucky Bronco RPT module interface. The top header includes the name "Bucky Bronco" and a "Return to Case" button. Below the header is a navigation bar with a "Download" button and a "Search PDF" input field. The left sidebar is titled "Packet" and "Annotations". It contains a section for "FACULTY180 VITAE" with a sub-section "Lecturer Reappointment". Under this, there are links for "Attachments from Lecturer Reappointment", including "Course Reduction", "Professional Development", and "Teaching". The "Teaching" section lists several files: "W22 ENGL 12A Syllabus.pdf", "W22 ENGL 12A Assignment.pdf", "W22 ENGL 12A Exam.pdf", "W22 ENGL 12A SET.pdf", "W22 ENGL 12A Student Narrative Eval.pdf", "W22 ENGL 12A Word test.docx", "W22 ENGL 12A Powerpoint test.pptx", "W22 ENGL 12A Excel test.xlsx", "https://webpages.scu.edu/ftp/cmurphy/courses/sc...", "W22 ENGL 12A Screengrab test.png", "W21 PMIN 210 Website.docx", "W21 PMIN 210 Website (link version).docx", and "W22 ENGL 132 Syllabus.pdf". The main window displays a vita template for "Bucky Bronco" with sections for "Current Position", "Degrees", "Biography", "Professional Licensure & Certifications", "Membership", "Course Reduction", and "Academic Honors & Awards".

When you're up for evaluation, reappointment or promotion, we build a case for you in the RPT module, pulling in activities from the period under review.

- The system-generated vita in the main window lists your activities and comments. For those using Interfolio for supporting evidence, this functions as your annotated CV
- The left sidebar has links to all your uploaded documents
- Click on a file in the left sidebar, and its contents will appear in the main (vita) window

You can revise your materials in Faculty180 up until you submit; just be sure to regenerate your RPT case to pull those edits in to the RPT module.

*You cannot edit your file after you submit your case.*

# Annotated CV: Using the Comment Field

The screenshot shows the 'Bucky Bronco' web interface. On the left is a sidebar with a menu containing 'FACULTY180 VITAE', 'Lecturer Reappointment', 'Attachments from Lecturer Reappointment', 'Course Reappointment', 'Professional', 'Teaching', and a list of course codes (W22 ENGL 12A, 12A Excel test.xlsx, 12A Screengrab test.png, W21 PMIN 210 Website.docx, W21 PMIN 210 Website (link version).docx, W22 ENGL 132 Syllabus.pdf). The main area displays a CV for 'Bucky Bronco' with sections for 'Current Position' (Professor), 'Recess', 'University, School, or Department Service' (Spring 2021 - Fall 2021), 'Search Committee, Latinx Theologies, Boo Riley, Department, Member, 1,' (with a gray comment box), 'Winter 2020 - Spring 2020' (with a gray comment box), and 'Academic Honors & Awards' (Fall 2020).

Comments you type in to your activities appear in gray boxes as annotations in the system-generated CV.



University, School, or Department Service

Spring 2021 - Fall 2021

Search Committee, Latinx Theologies, Boo Riley, Department, Member, 1,

We met several times in the fall to discuss the pool of applicants. There were too few to continue the search, so the work ended in Fall term.

# Regenerate Your Case

## Tenure & Promotion

[View Instructions](#)[Preview Packet](#)

Unit

Santa Clara University

Type

Promotion

Packet Deadline Type

Hard Deadline ?

Packet Due Date

Sep 4, 2024

Overview

**Packet**

☐

+ Expand All

- Collapse All

☐

▼ Faculty180 Vita

Not Yet Submitted **Unlocked**

| Title   | Details                  | Actions           |
|---|--------------------------|-------------------|
| <b>Tenure &amp; Promotion</b>                       | Generated<br>May 3, 2024 | <b>Regenerate</b> |
| Summer 2017 - Spring 2024   95 attachments included |                          |                   |

Submit

Hit this button whenever you want to pull Faculty180 changes you've made into your case.



# Where You Can Find Resources

<https://www.scu.edu/provost>



Santa Clara  
Provost and Executive  
Vice President

Teaching And Learning ▾ | Research ▾ | **Faculty Affairs ▾** | Institutional Effectiveness ▾ | About The Provost ▾

## Evaluation, Reappointment & Promotion

[Home](#) › [Office of the Provost and EVP](#) › [Faculty Affairs](#) › Evaluation, Reappointment & Promotion

### Evaluation

Faculty Handbook [3.3](#) describes the standards and processes for the periodic evaluation of faculty. Periods of review and forms and requirements for the Faculty Activities Report (FAR) may differ by rank and school.

Faculty Activities Reporting ▾

### Promotion

[Expand all items +](#)

Tenure and Promotion Policies and Procedures for Tenure-Track Faculty ▾

Faculty Senate Rank, Tenure & Promotion Committees ▾

### Faculty Affairs

Faculty Handbook

Collective Bargaining Agreement

Recruitment & Appointment

**Evaluation, Reappointment & Promotion**

Standards

Interfolio

Other Policies & Procedures

Compensation & Support

Contact Us

### Upcoming Events

View the full [Faculty Affairs Calendar](#)

Student Evaluation of Teaching (SET)

# Where You Can Find Resources

Tenure and Promotion Policies and Procedures for Tenure-Track Faculty

FOR REVIEWERS AND CANDIDATES

- SCU Faculty Handbook sections
  - [FH 3.4](#) - policies and procedures
  - [FH 2.11.2.1](#) - school committee composition
- Discipline-Specific Scholarship Standards
  - [List of Approved Standards](#)
  - [Discipline-specific Scholarship Standards - Exception Request](#) (use this form to request a Provost exception to use a prior version of your department standards in your tenure and/or promotion case; must be filed by the time the external referee form is submitted)
  - [Background and Implementation](#)
- [Tenure & Promotion - Ranking of Candidates](#) (Duggan Report)
- [Tenure & Promotion - Translation Guidelines](#)
- [Tenure & Promotion Procedures \(Chairs, Committees, Deans\)](#), from Chair, Dean & R&T Committee process meeting
- [Tenure & Promotion - Target Dates for Review 2025-26](#)

PRIMARILY FOR CANDIDATES


- [Tenure & Promotion - Guidelines and Requirements for Candidates 2025-26](#)
- [Tenure & Promotion - External Referees Provided by Candidate](#)
- [Tenure & Promotion - Cover Sheet](#)
- [Tenure & Promotion Resources from Faculty Development](#)
- [Tenure & Promotion - 2024 Faculty180/Interfolio Training](#) (slide deck)

TENURE CLOCK EXTENSIONS

- [FH 3.4.1.1 Extensions of the Probationary Period](#)
- [Tenure Clock Extension Form](#)

Guide

Video Tutorial



[Faculty - Evidence Entry & Case Review](#)


[go to link at left]

Tenure & Promotion

Home > Office of the Provost and EVP > Faculty Affairs > Evaluation, Reappointment & Promotion > Tenure & Promotion

Interfolio Guides


Video Tutorial



Upload Your Materials

available 24/7/365


- [Account Access](#)
- [Uploading Activities - Tenure-Track Faculty](#)



9.09

Uploading Activities & Course Materials

- [Importing Publication Citations from Google Scholar](#)
- [Importing Publication Citations from ORCID](#)
- [Importing Publication Citations from Web of Science](#)




Review Your Tenure and/or Promotion Case

available about one month before your FAR deadline

- [Viewing Your Vita before Your Case is Created](#)  
*You can view how the annotated CV that Interfolio will create for your case will look, before your case is created about a month before your petition deadline.*


- [Tenure & Promotion Candidate Guide using Interfolio](#)  
*for all candidates for tenure and promotion to associate professor, and for those candidates for promotion to full professor who elected on March 28 to provide all supporting evidence in Faculty180/Interfolio*



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Reviewing & Submitting Your Case

- [Promotion Candidate Guide using Interfolio and Google Drive \(modified process\)](#)  
*for those candidates for promotion to full professor who elected on March 28 to provide petition documents in Faculty180/Interfolio and supporting evidence of teaching and scholarship/creative work in Google Drive*



6.14

Reviewing & Submitting Your Promotion Packet (modified process)

# Faculty180: Where You Enter Your Activities

For those using only Interfolio



*The dean's office will move  
these materials to your Interfolio case  
after you submit your petition in September*



**Posting Instructions**



**External referees provided by Candidate, and non-referees**



**Works to be Evaluated by External Referees**



**Professional CV**



**Additional Materials (incl. approved pre-appointment evidence)**



**Discipline-specific Scholarship Standards (dean posts)**

# Faculty180: Where You Enter Your Activities

For those using Interfolio and Google Drive



*The dean's office will move  
Folders A-D and G-H to your Interfolio case  
after you submit your petition in September*



**Posting Instructions**



**External referees provided by Candidate, and non-referees**



**Works to be Evaluated by External Referees**



**Professional CV**



**Teaching Materials**



**Scholarly or Creative Work**



**Additional Materials (incl. approved pre-appointment evidence)**



**Discipline-specific Scholarship Standards (dean posts)**

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There are some documents you will upload to Faculty180

Santa Clara University

Santa Clara University (Production) >

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Program Policies

- petition cover sheet
- personal statement

- you will need to create your own course list to accompany materials

- You need to create and upload an annotated CV
- You do NOT need to upload the professional CV sent to external referees; the dean will add this to your case, along with other materials sent to external referees

# Target Dates

|             |   |
|-------------|---|
| Summer 2024 | Assemble your petition and supporting evidence (either in Fac180 or GDrive, depending on your March 28 choice)  |
| By August 1 | Provost's Office creates your tenure/promotion case in Interfolio, and it appears on your dashboard, pulling in documents available in Fac180 at that point for the period under review               |
| August      | Complete your materials, upload to Interfolio (candidates to full who opted to use Google Drive will upload documents related to teaching, scholarship and service there); regenerate, review, repeat |
| September 4 | Regenerate your Interfolio case and submit your petition by 8:59pm; candidates for full using GDrive for supporting documents complete uploads to GDrive by midnight                                  |
| September 6 | Dean's office uploads spring folder contents to Interfolio and moves the case to the department   |

