
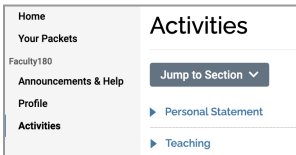

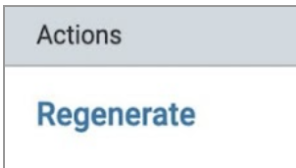




# Faculty Activities Report using Interfolio

## Instructions for the Faculty Member

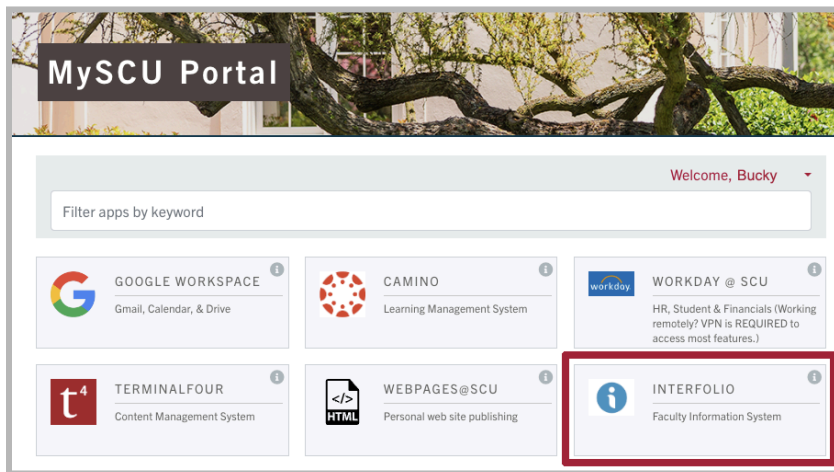
### Overview

Step	Page
	<b>1. Login to Interfolio</b> Use the tile at the MySCU single sign-on portal. 2
	<b>2. Upload your materials to Faculty180</b> You can do this whenever it is convenient. Faculty180 is available 24/7/365. 3
	<b>3. Preview Your Packet</b> When your case is available about a month before your deadline, preview your packet. 4
	<b>4. Revise &amp; Regenerate</b> Update files in Faculty180, regenerate your case in RPT, and repeat as often as needed. 5
	<b>5. Regenerate &amp; Submit</b> When your packet is complete, regenerate your case and submit. 6
	<b>6. Review &amp; File Your FAR Evaluation Letter</b> Your chair or dean will share your FAR Evaluation letter with you, and you can upload it to a section in Faculty180 Activities. 7

## STEP 1 - LOGIN TO INTERFOLIO

You can login to Interfolio one of two ways (A or B):

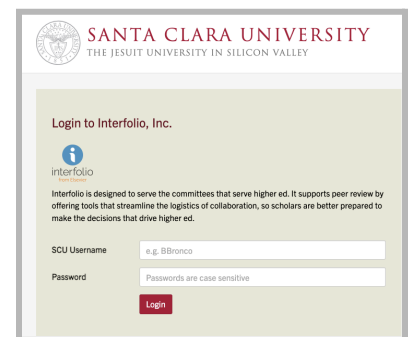
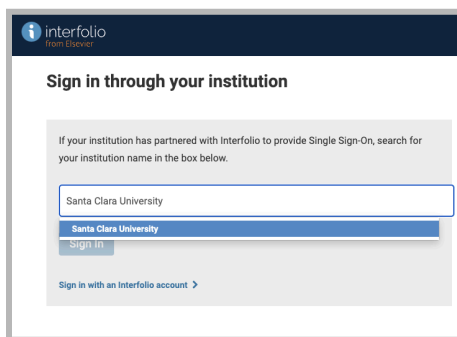
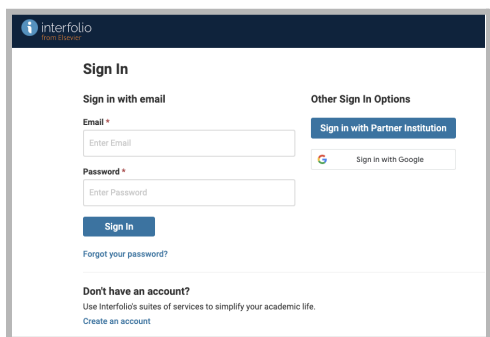
**A**



Sign into MySCU

Click on the Interfolio tile

**B**

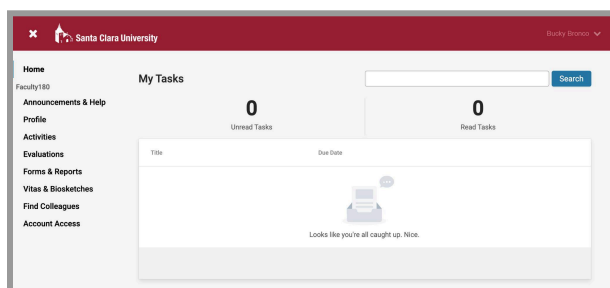


Go to <https://www.scu.edu/interfolio>

Type in Santa Clara University

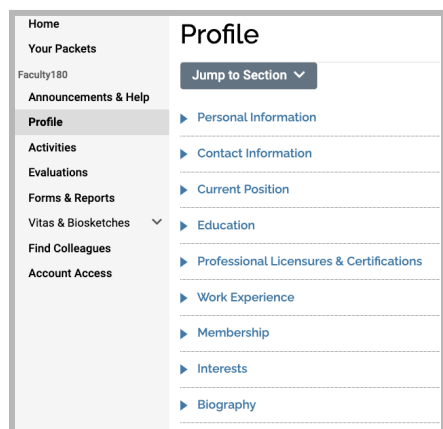
Log in to MySCU Portal

However you login, double-check that you're in the right account:



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](mailto:kfwilliams@scu.edu)) to help you troubleshoot.

## STEP 2 - UPLOAD YOUR MATERIALS TO FACULTY180



### Confirm Profile Information

Click **Profile** in the left sidebar. Check to make sure that the following categories (at least) are correct:

- ☐ current position
- ☐ education
- ☐ professional licensures & certifications
- ☐ work experience
- ☐ membership

### Enter Activities

Add activities from the period under review to the relevant activity categories in Faculty180. In general, required elements include:

Rank	Teaching	Scholarship	Service
Lecturers (+ DEP, POP)	x		x
Teaching Professor ranks	x	professional activity	x
Tenure-stream ranks	x	x	x

Note for teaching evidence: Departments are currently developing teaching standards to indicate the evidence of teaching effectiveness that they value. These typically include syllabi, course evaluations, peer evaluations (if any), and other course materials that provide significant evidence of your teaching effectiveness.

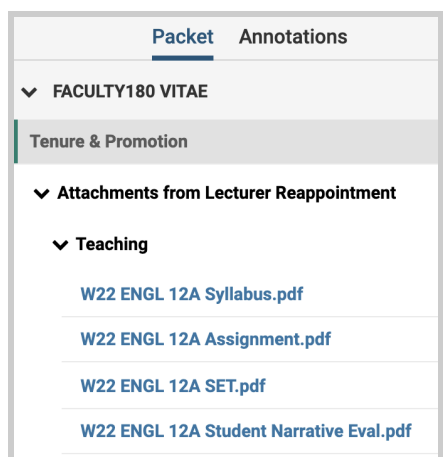
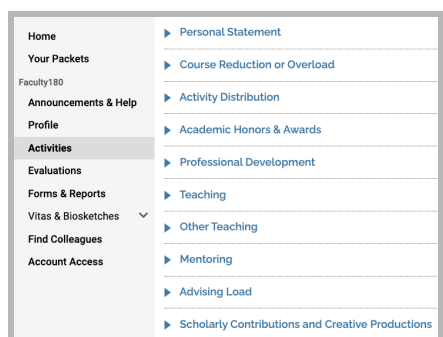
Bargaining unit faculty must include a syllabus, major assignment, and student evaluations for every course in the review period, and one peer evaluation per review period (see CBA [11.D](#)).

Teaching materials will be listed by course in chronological order beginning with the most recent term, and following your section list in the Teaching section. Since there will be a lot of these documents, we recommend the following title convention for your teaching materials to help evaluators locate documents:

### Term/Year AREA # Type

When your case is built, these files will appear alongside your vita in a sidebar, as shown on the left. Short, clear names will help your reviewers find materials.

For further guidance on where to place evidence in Faculty180, see the resources for your rank at the Provost's website, on the [Faculty Activities Reporting \(FAR\)](#) page.

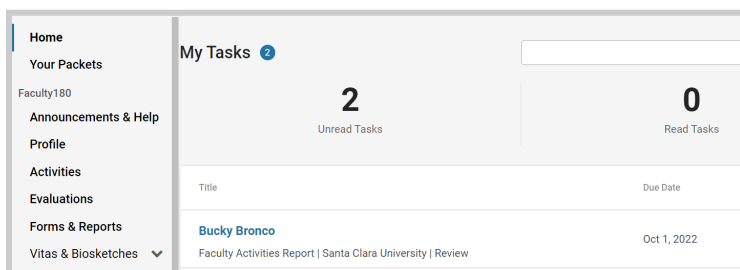


### A note regarding the DEI tag and comments

Activities that support diversity, equity, and inclusion can be flagged using the DEI tag, and explanatory comments added. However, the comments will not appear in the tabular list of your individual courses. It is therefore recommended that you discuss the DEI contributions of your courses in a summary way in either your personal statement or a document uploaded to "Other Teaching."

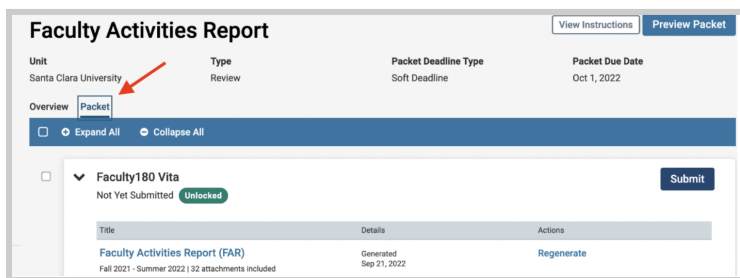
## STEP 3 - PREVIEW YOUR PACKET

About a month before your FAR submission deadline, the Provost's Office will create your case in Interfolio's "Review, Promotion & Tenure" (RPT) module. The case pulls all files for the review period that are in Faculty180 on the case creation date. You will receive an email alerting you that your case has been created. Login to Interfolio to preview your packet.

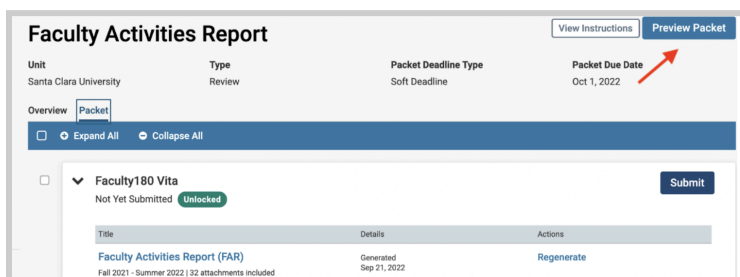


1. Click your **Name** on the dashboard to open your case.

*Note: The dashboard is your "home page" in Interfolio; you can always access it from the "Home" or "Your Packets" tabs in the upper left corner.*



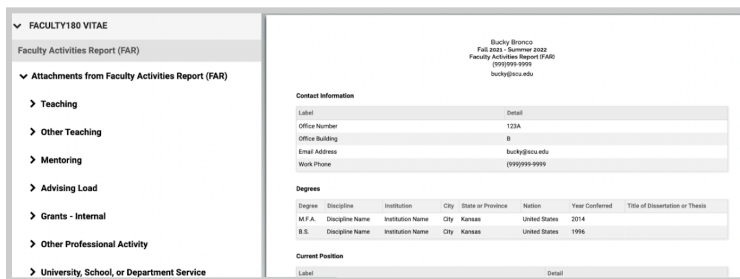
2. Click the **Packet** tab to view the screen pictured to the left.



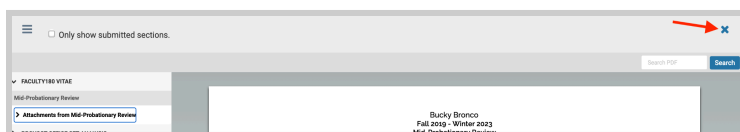
3. Click the **Preview Packet** button on the top right corner to review your portfolio.

The window is divided into two sections.

In the main window, you'll see the system-generated curriculum vitae for the period under review, which includes your comments and thus serves as an annotated CV (your school may require your full current CV as well, which you can store in the "CV Uploads" section in Faculty180). The system-generated CV includes only those activities that fall within the review period.



In the left sidebar, you'll see all the files you uploaded to Faculty180, grouped by activity categories. The only sections that show are those to which you've uploaded files. Click on any > (caret) symbol to view the contents of that section.



4. Click the **X** in the top right corner to exit the Preview Packet section.

## STEP 4 - REVISE & REGENERATE

If you want to adjust the files that appear in your case — for example, add or delete any documents, or retitle files — you can continue to do this up to your submission deadline.

Teaching

\* Indicates required field

**A** Course Information

Term	Course	Course Title	Instruction Mode	Credit Hours	Days	Enrollment	Course Not Taught
Winter 2020	SCTR 165R 95679	RSS-Gndr/Sexuality in Bibl Int	SEM	5	TTH	13	<input type="checkbox"/>

**B** Attachments

Syllabus	Course Evaluation	Peer Evaluation	Other	Add
-	-	-	-	<input type="button" value="Add"/>

1. Go back into Faculty180 and make the changes to your uploaded files.

Faculty180 Vita

Not Yet Submitted Unlocked

Title	Details	Actions
Faculty Activities Report (FAR) Fall 2021 - Summer 2022   32 attachments included	Generated Sep 21, 2022	<input type="button" value="Regenerate"/>

2. Return to your case in Review, Promotion & Tenure and click **Regenerate** to bring your changes in the RPT module.

Home

Your Packets

Faculty180

Announcements & Help

Profile

Activities

Evaluations

Forms & Reports

Vitas & Biosketches

Find Colleagues

Account Access

Review, Promotion & Tenure

Santa Clara University > Your Packets

View Instructions

### Faculty Activities Report

Unit	Type	Packet Deadline Type	Packet Due Date
Santa Clara University	Review	Soft Deadline	

Overview Packet

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

Faculty180 Vita

Unlocked

Type
<input checked="" type="checkbox"/> Faculty Activities Report (FAR) - 2023

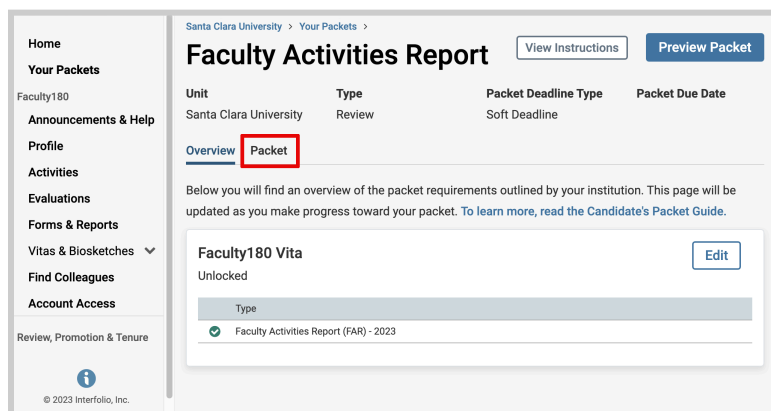
© 2023 Interfolio, Inc.

If you do not see the **Regenerate** button, click the Edit button. The window that pops up will look like the one immediately above.

*The final submission steps follow on the next page.*

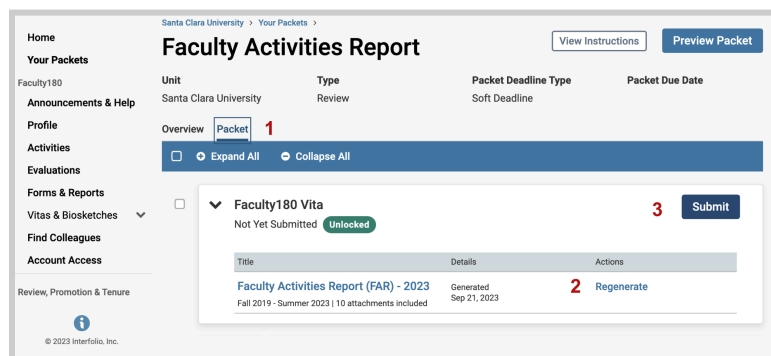
## STEP 5 - REGENERATE & SUBMIT

When you have finished reviewing your vita and packet, you will regenerate your case and submit your vita. The red numbers in the images correspond to the steps listed to the right.



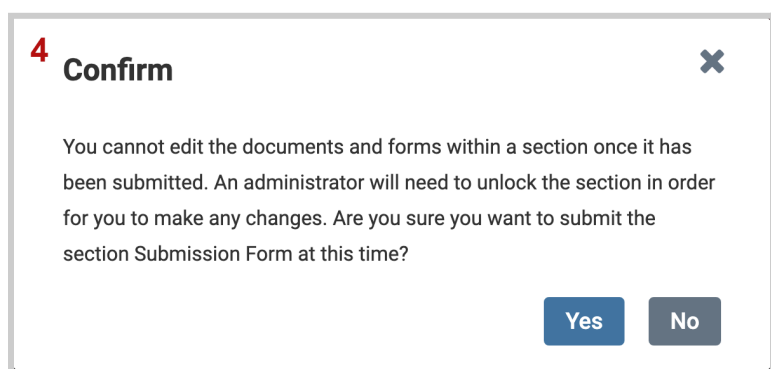
1. Click the **Packet** tab under “Santa Clara University.” You will see one item in this section: the Faculty180 Vita.

Click the Edit button to the right of “Faculty180 Vita” to expand that section.



2. Click the **Regenerate** button to make sure the system captures any edits you made in the Faculty180 module during your earlier review.

3. Click on the dark blue **Submit** button to the right to submit and lock your vita.



4. This window will pop up to alert you that the section will lock. When you are ready, click the **Yes** button. You will not be able to access or change your FAR after this point.

**You have completed the submission.**

Your submission is due by 8:59 p.m. on your due date

## STEP 6 - REVIEW & FILE YOUR FAR EVALUATION LETTER

In the College of Arts & Sciences, the School of Education & Counseling Psychology, the School of Engineering, and the Leavey School of Business, your chair and in some cases a small group of faculty will review your materials and draft a letter.

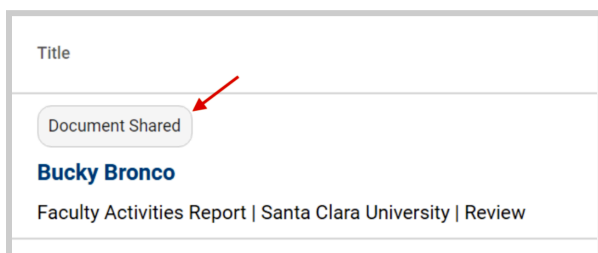
- In the College of Arts & Sciences and the School of Education and Counseling Psychology, the dean will discuss the draft letter with the department chair before it is finalized and shared with you.
- In the School of Engineering and the Leavey School of Business, the department chair will finalize the letter and share it with you.

The chair will then send the case to the dean, who will add the vita and evaluation letter to your personnel file. In the School of Engineering, the dean may choose to add a letter to the case and file.

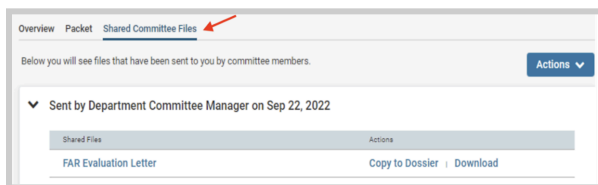
In the Jesuit School of Theology, the dean writes the letter, shares it with the faculty member, and files the vita and evaluation.

The letter will be shared with you either in hard copy, via email, or through Interfolio. We recommend you download this letter and store it along with your original Faculty Activities Report in the **Historical FARs & FAR Evaluation Letters** section in Faculty180 Activities.

If the letter is shared through Interfolio, you will receive an Interfolio notification from either the chair or the dean notifying you that your FAR Evaluation Letter is complete. To view the letter:



Login to Interfolio. The trigger to view the FAR Evaluation Letter will be on your dashboard (note the shaded button where it says “Document Shared” above your name). Click on your name to view the shared file.



Click on the **Shared Committee Files** tab to navigate to the file. You have three options:

1. Click on the file name to open and read the letter in the browser window;
2. Copy to Dossier - do not use; Santa Clara does not subscribe to the dossier service;
3. Download - we recommend you download the letter, then navigate to Activities in the left sidebar and upload the letter to the “Historical FARs & FAR Evaluation Letters” section.