Mid-Probationary Review using Interfolio
Instructions for the Dean

There are two ways to logon to Interfolio

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

   ![Faculty180 Login](image1)

2. **Click on the Interfolio tile on your SCU SSO page.**

   ![Interfolio Tile](image2)

**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 Evaluation

You can review the department evaluation when the case is shared with you. A trigger with the candidate’s name will appear on your dashboard:

1. Click on the candidate’s name in blue to bring you to the candidate’s packet.

2. The following sections are available at the Case Materials tab (upper left) of the candidate packet:
   a. Faculty180 Vita
   b. Candidate Documents
   c. Provost Office SET Analysis
   d. Internal Sections - only available to individuals reviewing the case

3. Click the Read Case button on the right to review the candidate’s MPR packet and system-generated curriculum vitae for the period under review.
4. The left sidebar lists the sections of the candidate packet. Click on the › (caret) symbol next to Department Evaluation to expand the section and view the contents. Click on the Department Evaluation. You’ll see the Department Evaluation in the main window on the right.

**How to Exit the Faculty180 Vitae Section**

Click the blue **Return to Case** button in the top right to exit.

**PART 2 - Submitting Dean Recommendation to Provost**

When you have finished reviewing the department’s evaluation letter, you will upload the dean recommendation letter to the Provost.

Click the **Case Details** tab at the upper left. This section will reveal the Dean’s required item:

1. **Dean Recommendation**

**Step 1 - Upload Dean Recommendation**

Click on the **Add** button to upload the letter. A pop-up window will allow you to browse your computer for the letter.
After uploading the letter from your computer, this screen will pop-up. In the Section field, select “Dean Recommendation.” Then click the blue Add button (bottom right) to submit.

Click on the dark blue Send Case button in the upper right corner to move the case to Provost.

The blue Continue button will be inactive (faded) until you fill in the email Subject field. After filling in the Subject, edit your message if you wish and click the now active/blue Continue button.

You have completed the submission.