# Senior Lecturer Promotion using Interfolio
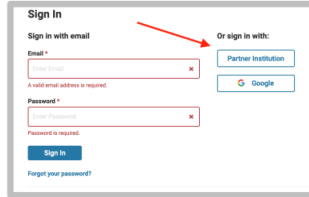
## Instructions for the Dean

## There are two ways to logon to Interfolio
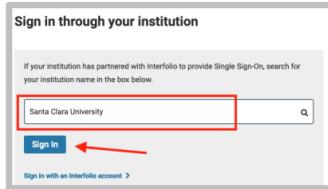
### 1. Faculty180: https://www.scu.edu/interfolio

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.
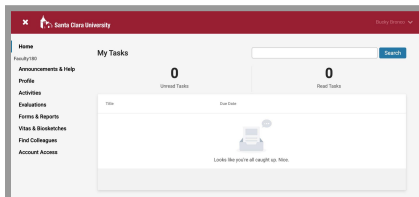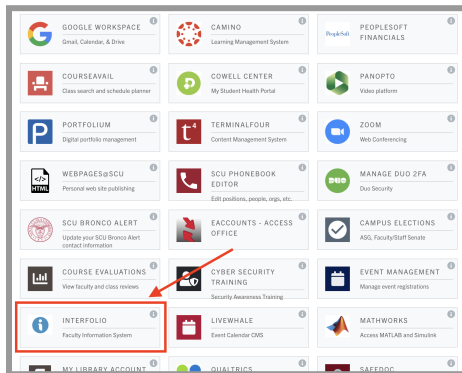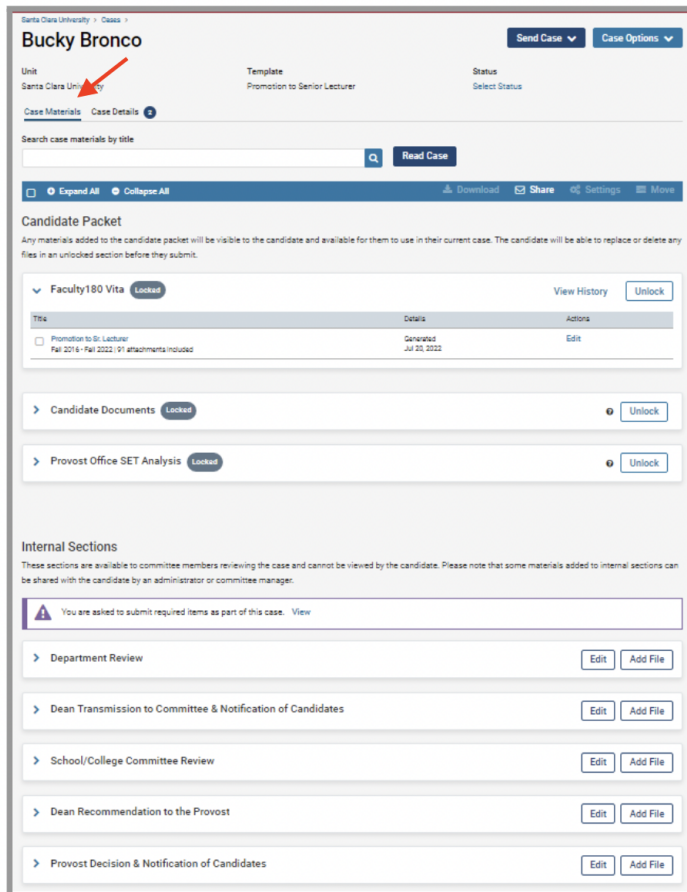
### Check Your SCU Interfolio Dashboard

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.
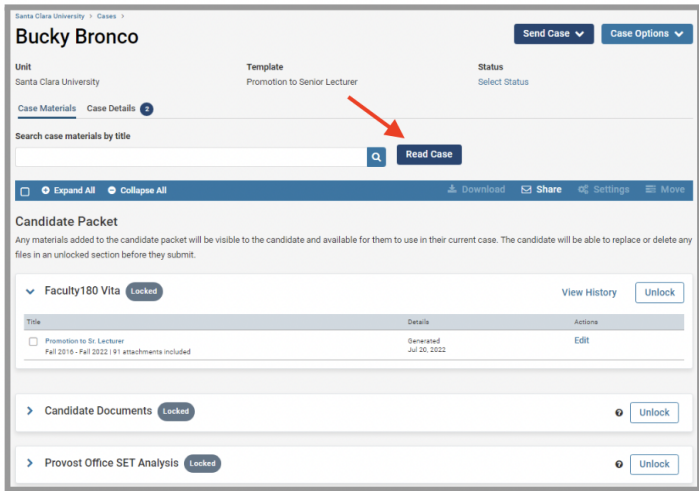
# PART 1 - Reviewing the Department Recommendation

You can review the Department Recommendation when the case is shared with you. A trigger with the candidate's name will appear on your dashboard:
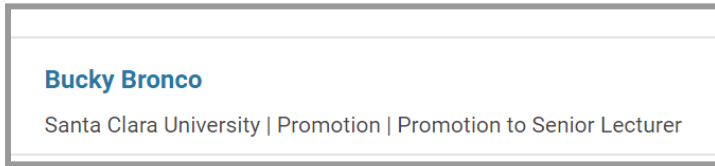
**Bucky Bronco**

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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 Promotion to Senior Lecturer packet and system-generated curriculum vitae for the period under review.
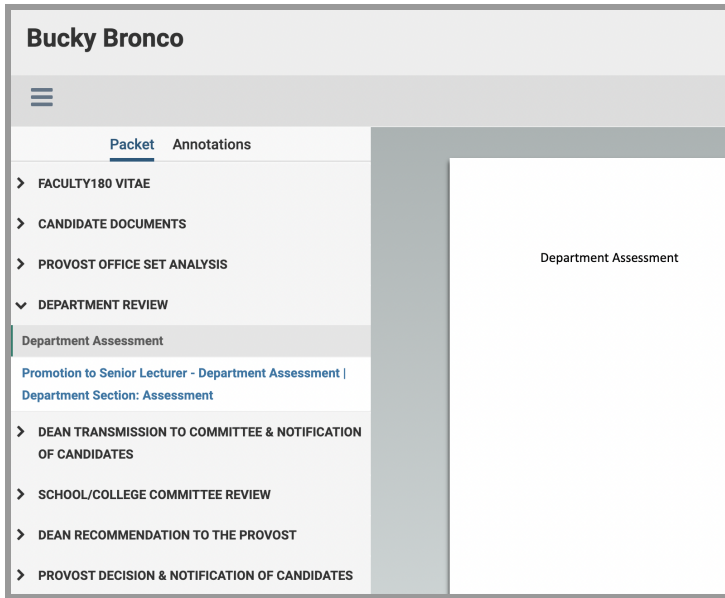


4. The left sidebar lists the sections of the candidate packet. Click on the › (caret) symbol next to Department Review to expand the section and view the contents. Click on the Department Assessment. You'll see the Department Assessment in the main window on the right.
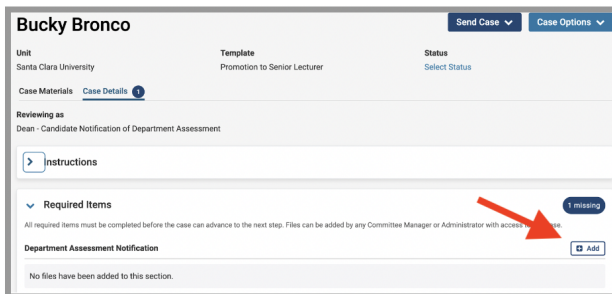
## How to Exit the Faculty180 Vitae Section
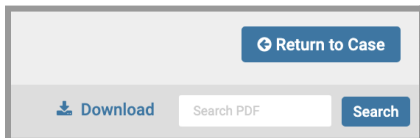


Click the blue **Return to Case** button in the top right to exit.

## PART 2 - Submitting Candidate Notification of the Department Recommendation

When you have finished reviewing the department's recommendation letter, you will upload your letter notifying the candidate of the department's assessment.

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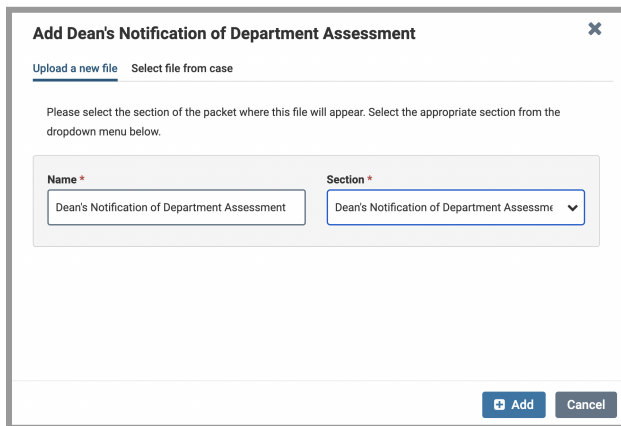


1. Dean's Department Assessment Notification

**Step 1 - Upload Dean's Department Assessment Notification**
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's Notification of Department Assessment." Then click the blue **Add** button (bottom right) to submit. The Provost's Office will take the next step of sharing your uploaded notification letter with the candidate, through Interfolio.
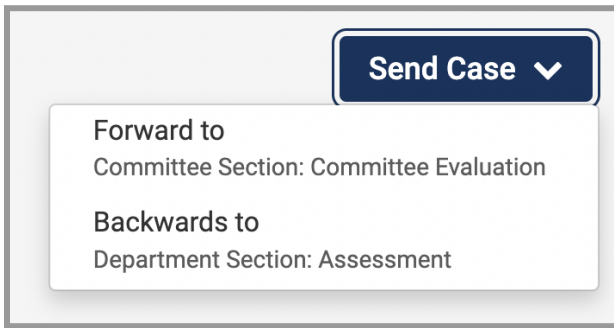
Click on the dark blue **Send Case** button in the upper right corner to move the case to the School Committee.
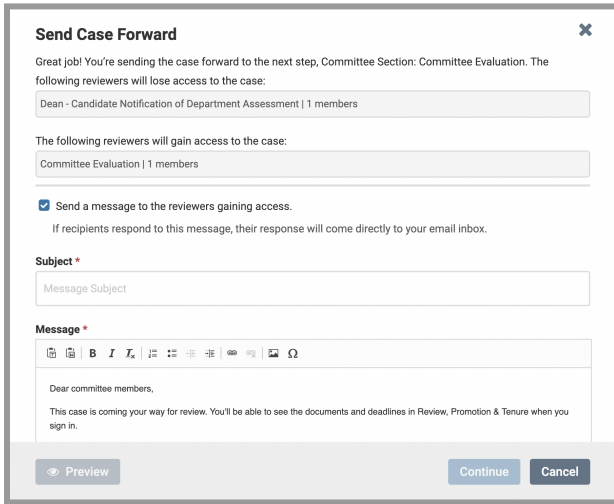


The blue Continue button will be inactive (faded) until you fill in the email Subject field. After filling in the Subject, edit your message if you wish and click the now active/blue **Continue** button.
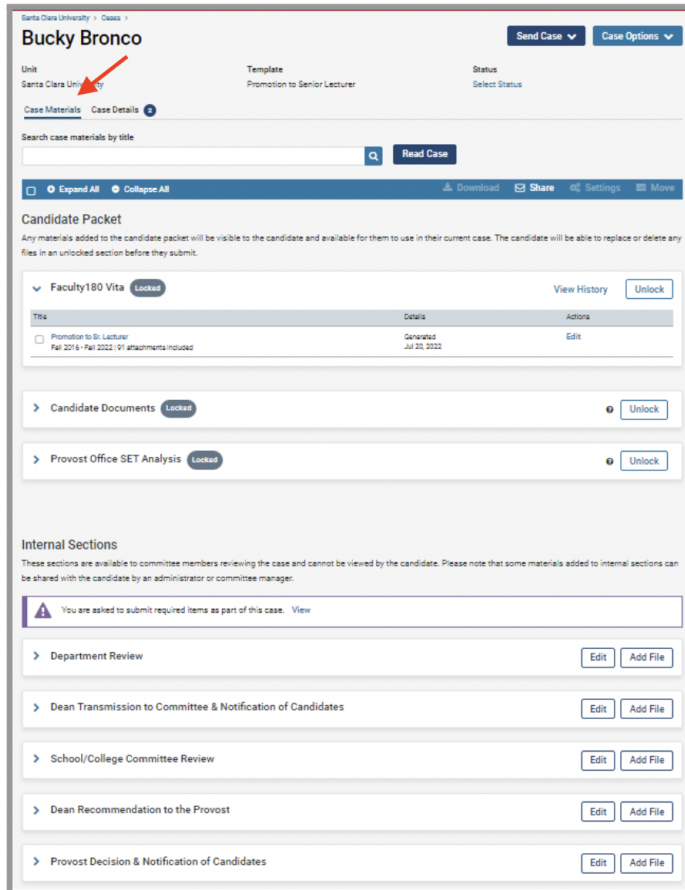
You have completed the submission.

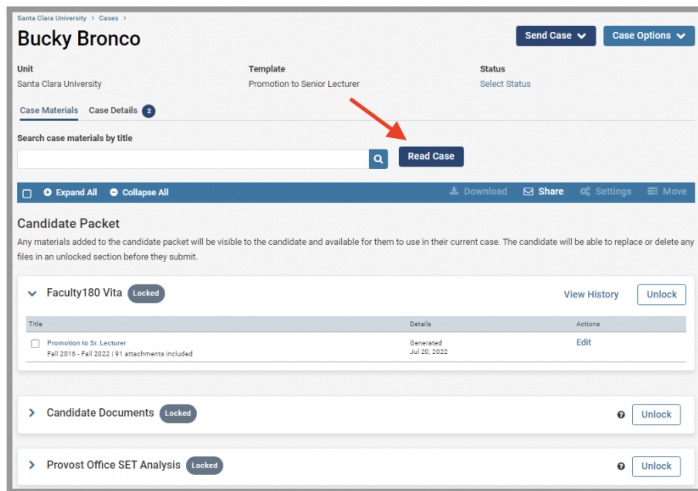# PART 3 - Reviewing the School/College Recommendation

You can review the School/College Recommendation when the school Committee returns the case to you. A trigger with the candidate's name will appear on your dashboard:
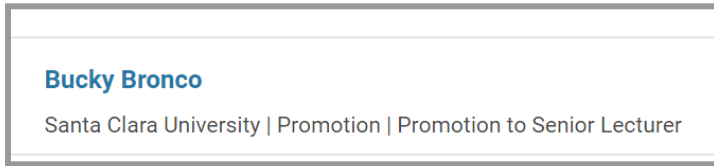
**Bucky Bronco**

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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 Promotion to Senior Lecturer packet and system-generated curriculum vitae for the period under review.
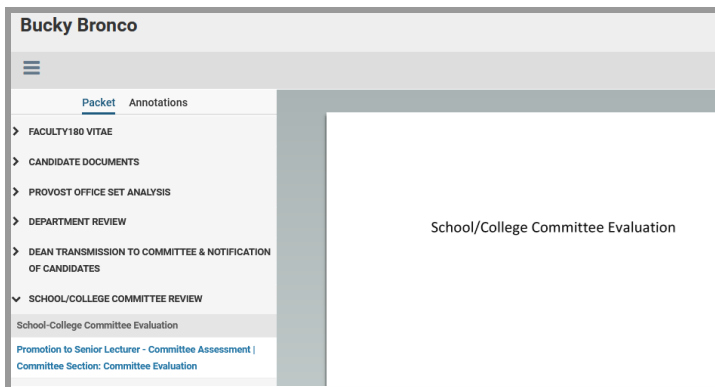


4. The left sidebar lists the sections of the candidate packet. If you need to reference the candidate's materials, click on the › (caret) symbol next to Department Review to expand the section and view the contents in the main window. Click on the School/College Committee Evaluation report. You'll see the Committee Evaluation in the main window on the right.
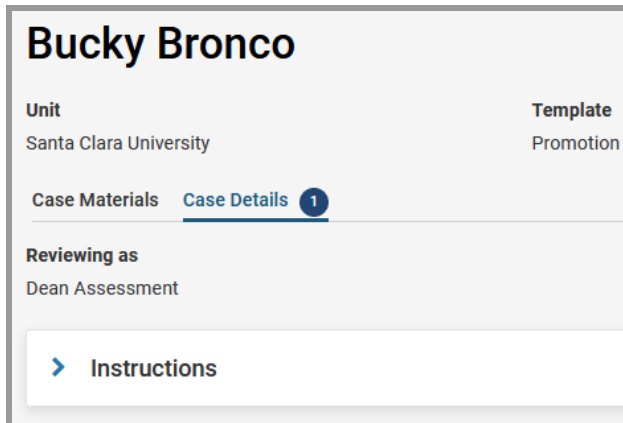
## How to Exit the Faculty180 Vitae Section
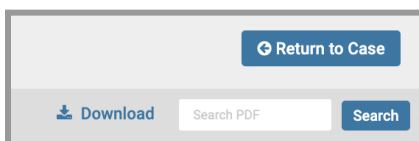


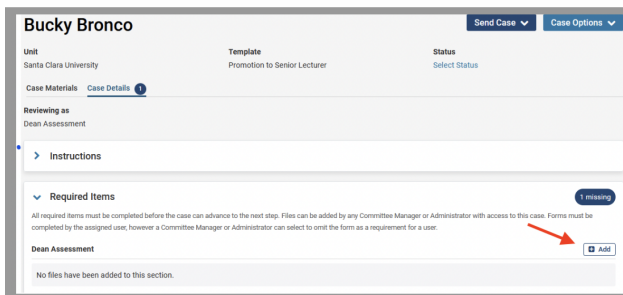Click the blue **Return to Case** button in the top right to exit.

# PART 4 - Submitting the Dean's Recommendation to the Provost

When you have finished reviewing the College/School Committee's recommendation letter, you will submit your 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's Recommendation Letter to the Provost
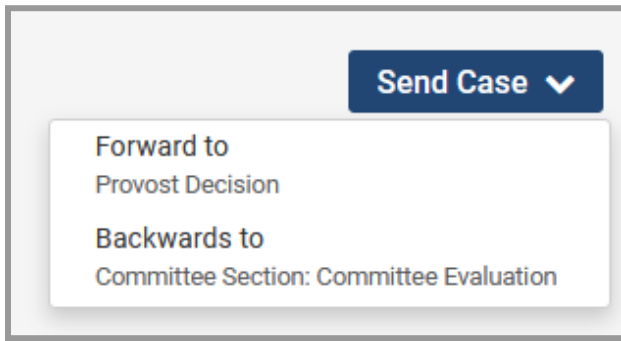2. Required Form

**Step 1 - Upload Dean's Recommendation Letter**
Click on the **Add** button to upload the letter. A pop-up window will allow you to browse your computer for the report.
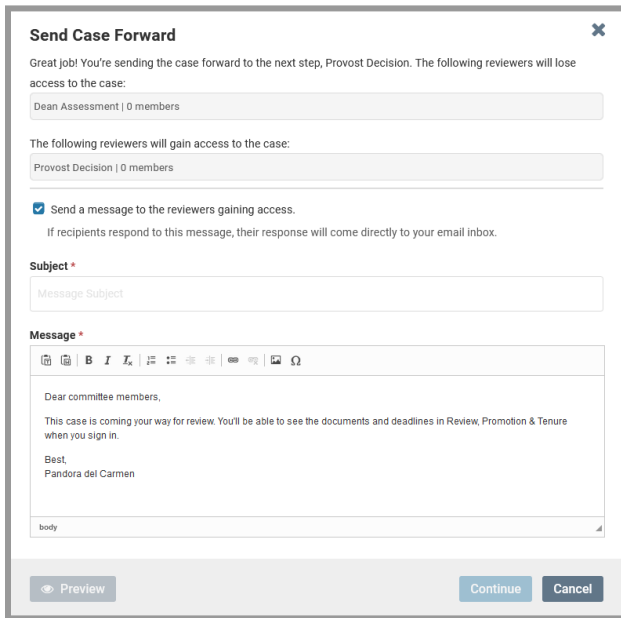


After uploading the report from your computer, this screen will pop-up. In the Section field, select "Dean Recommendation to the Provost." Then click the blue **Add** button (bottom right) to submit.

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