

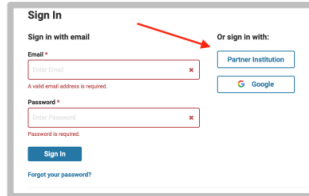
Faculty Activities Report using Interfolio

Instructions for the Dean in the School of Engineering

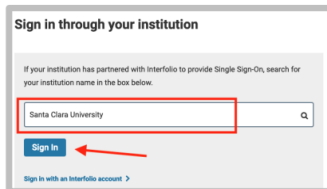
There are two ways to log on to Interfolio

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

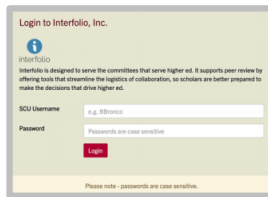
Click the Partner Institution button.



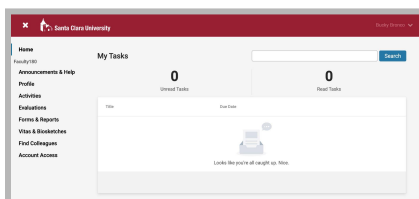
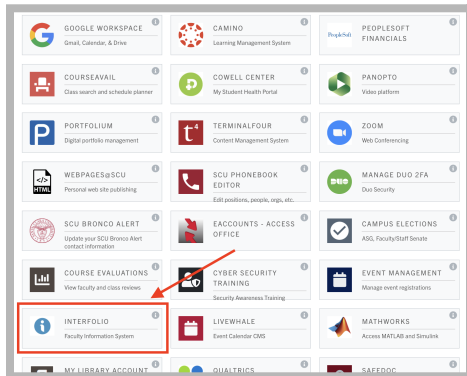
Search for "Santa Clara University" and click the Sign In button.



Log in with your single sign-on credentials.



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

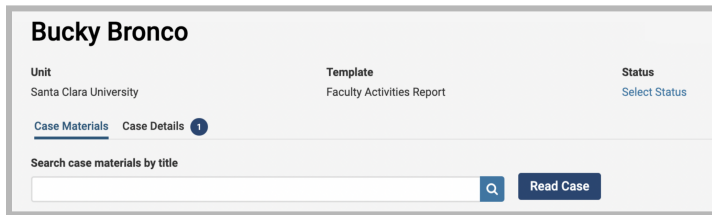


Check Your SCU Interfolio Dashboard

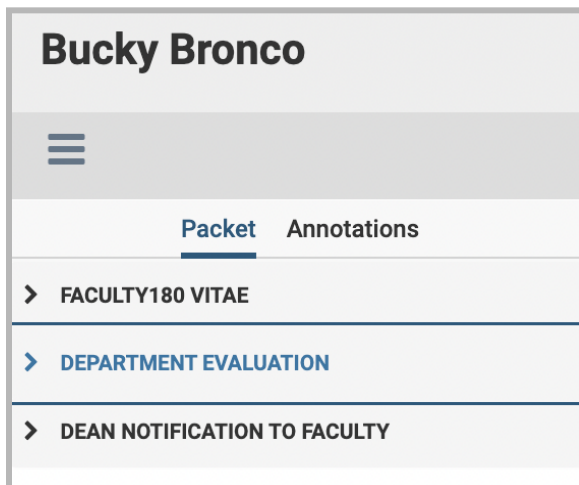
After you login, "Santa Clara University" should appear in the upper bar, and your screen should look like this. If it doesn't, you may be logged in to another Interfolio account. Contact Pandora del Carmen (pdelcarmen@scu.edu) to help you troubleshoot.

PART 1 - Reviewing the Department's FAR Evaluation Letter

You can preview the department's FAR Evaluation Letter when the case is shared with you. A trigger with the faculty member's name will appear on your dashboard:

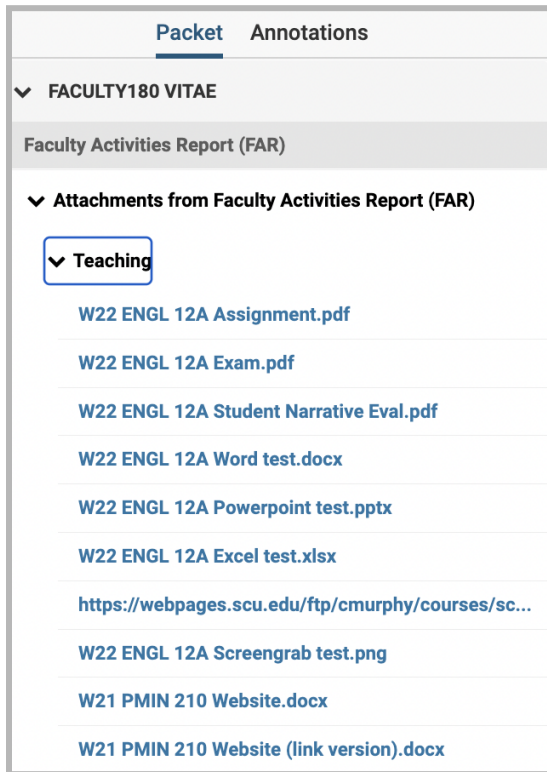


Click the **Read Case** button on the right ...



...and navigate to the Department Evaluation entry in the left sidebar to view the department's FAR Evaluation Letter.

Review Faculty180 Vitae Documents



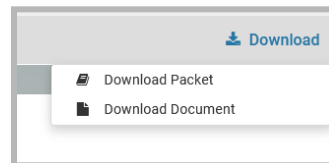
The screenshot shows a web interface with two tabs: "Packet" (selected) and "Annotations". Below the tabs is a dropdown menu for "FACULTY180 VITAE". Underneath, there is a section for "Faculty Activities Report (FAR)" with a sub-section for "Attachments from Faculty Activities Report (FAR)". A "Teaching" category is expanded, showing a list of documents:

- W22 ENGL 12A Assignment.pdf
- W22 ENGL 12A Exam.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

If you would like to review the faculty member's vita and packet in the course of reviewing the department letter, click on **Faculty180 Vitae** in the left sidebar. Click on any › (caret) symbol to expand the section.

Activity categories are listed in the order they appear in the faculty member's Faculty180 Activities listing. Within the Teaching section, files are listed by course in chronological order beginning with the most recent term, with titles assigned by the faculty.

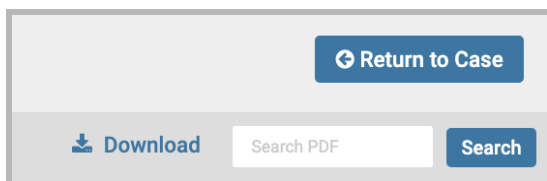
You can click on any document to view it in the browser window. You can increase the size of the document in the window using the zoom tool in the lower left. If you need to compare two documents, such as two versions of a syllabus, you can open another browser window and login to Interfolio, navigating to the appropriate second document in the case.



The screenshot shows a "Download" button with a dropdown menu. The menu has two options: "Download Packet" (with a folder icon) and "Download Document" (with a document icon).

You can also download an individual document, or the entire Faculty180 Vitae packet, using the blue **Download** button in

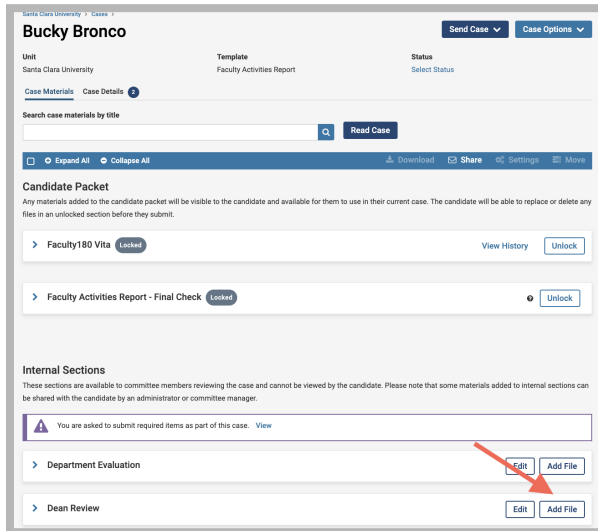
the upper right of the browser window. If you choose to download the packet, you can do that either as a zip file of the individual documents or as a single PDF. You will receive an email when the download has been completed. Login to Interfolio, click on "Your Files Are Ready to Download" on your dashboard to open the candidate's file. Be sure to delete the materials from your computer when you're finished reviewing the case.



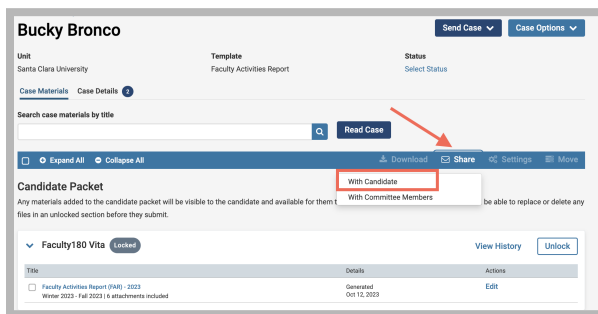
The screenshot shows a navigation bar with a "Return to Case" button in the top right corner. Below it, there is a "Download" button with a download icon, a "Search PDF" input field, and a "Search" button.

To exit the Faculty180 Vitae section, click the blue **Return to Case** button in the top right corner of the browser window.

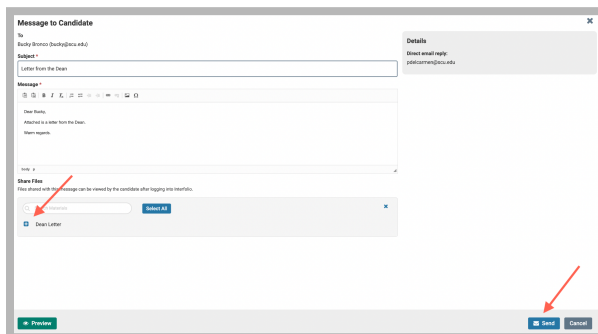
PART 1A - Optional Letter from the Dean to the Candidate



1. If you would like to add a letter of your own to the faculty member, click the **Add File** button to the right of Dean Review to upload the letter. A pop-up window will allow you to browse your computer for the document.

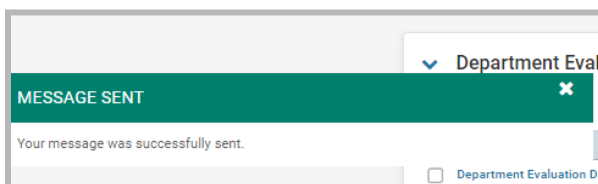


2. Click the **Share** button on the blue banner, and select "With Candidate."



3. This messaging window will pop up. Complete the Subject and Message to the faculty member. Select **the letter you uploaded** to share with the faculty member.

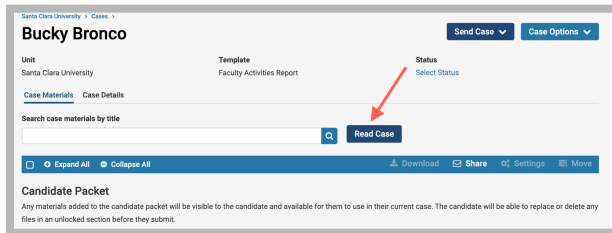
Click the blue **Send** button to share the letter with the faculty member.



This message will pop up at the bottom of your screen when the letter has been successfully shared with the faculty member.

Part 2 - Download the FAR & FAR Evaluation Letter

The Dean downloads the FAR and FAR Evaluation letter for the Dean's Office electronic faculty file.

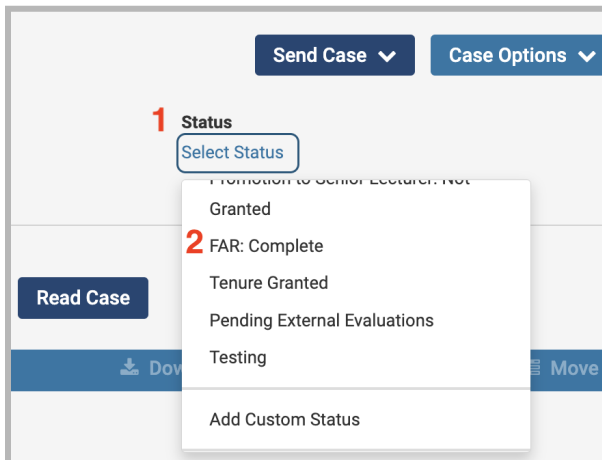


1. Click the blue Read Case button



2. Click Download. Select either Download Packet or Download Document

PART 3 - Close the Case



1. Click [Select Status](#)

2. Scroll down, select FAR: Complete

You have completed the Dean Process.