

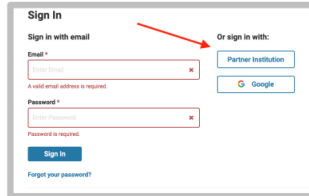
Faculty Activities Report using Interfolio

Instructions for the Dean for the Leavey School of Business

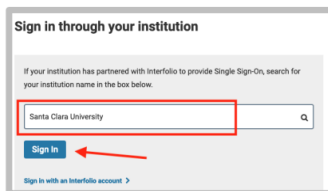
There are two ways to log on to Interfolio

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

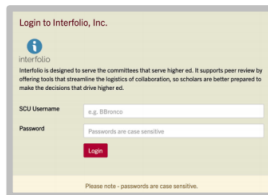
Click the Partner Institution button.



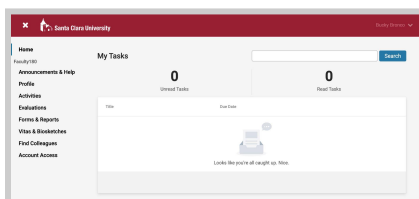
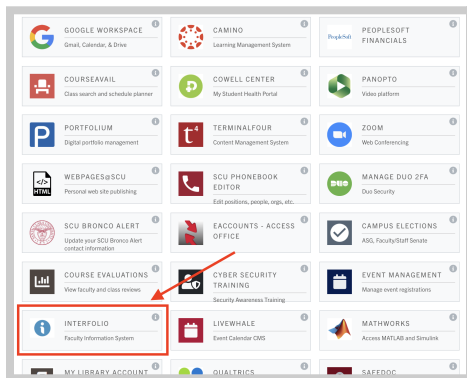
Search for "Santa Clara University" and click the Sign In button.



Log in with your single sign-on credentials.



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

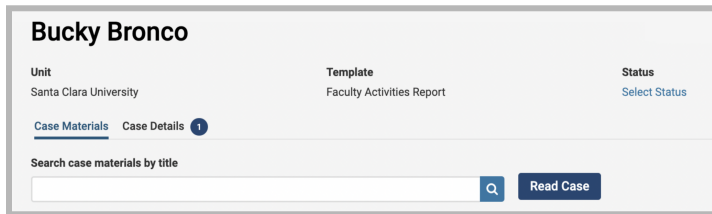


Check Your SCU Interfolio Dashboard

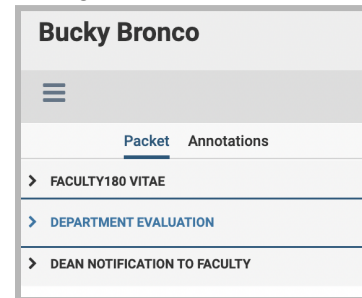
After you login, "Santa Clara University" should appear in the upper bar, and your screen should look like this. If it doesn't, you may be logged in to another Interfolio account. Contact Pandora del Carmen (pdelcarmen@scu.edu) to help you troubleshoot.

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:

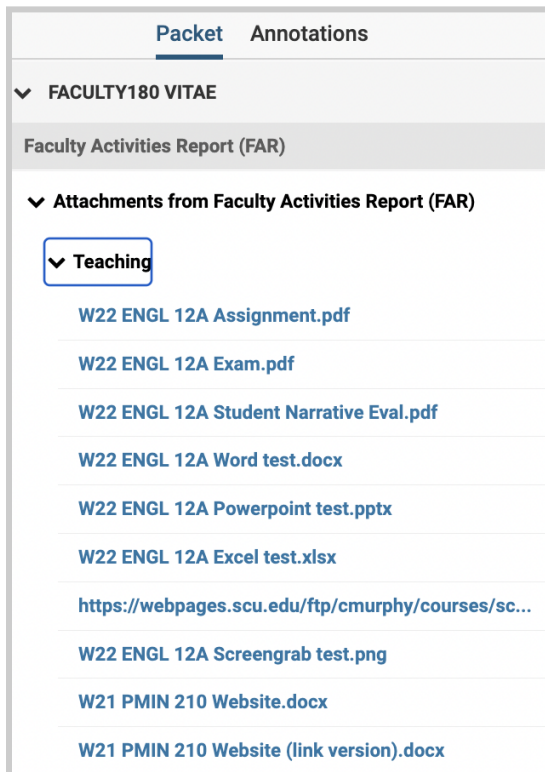


Click the **Read Case** button on the right ...



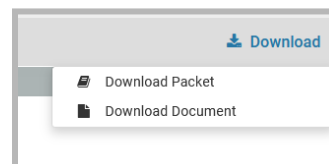
...and navigate to the Department Evaluation entry in the left sidebar to view the department's FAR Evaluation Letter.

Review Faculty180 Vitae Documents



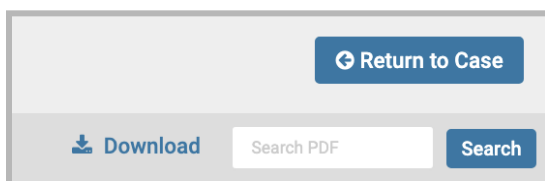
If you would like to review the faculty member's vita and packet in the course of reviewing the department letter, click on **Faculty180 Vitae** in the left sidebar. Click on any > (caret) symbol to expand the section.

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 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.

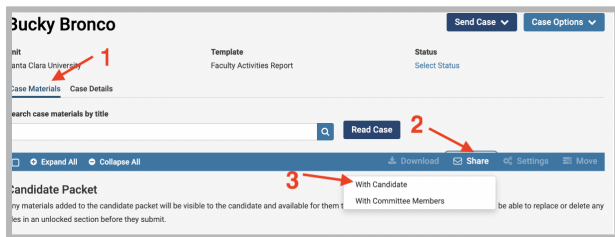


To exit the Faculty180 Vitae section, click the blue **Return to Case** button in the top right corner of the browser window.

PART 2 - Notify the Faculty Member

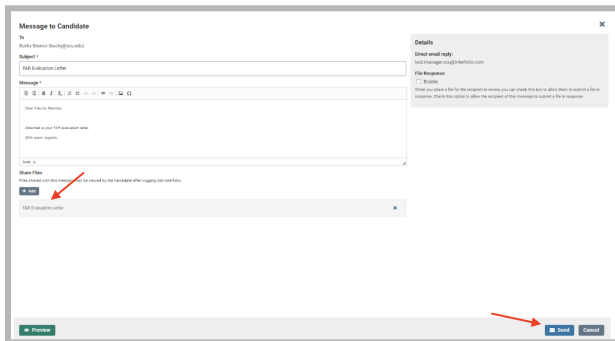
After the dean reviews the FAR Evaluation Letter in Interfolio, the dean then shares the letter with the faculty member.

Share the Letter with the faculty member:



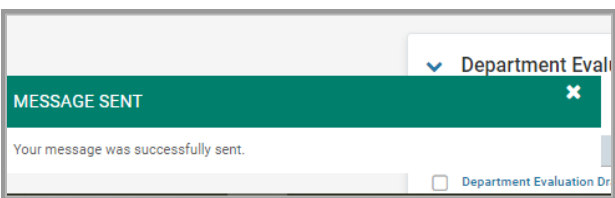
1. Click the **Case Materials** tab at the upper left.
2. Click the **Share** button on the blue banner.
3. Select “With Candidate”.

This messaging window will pop up. Complete the Subject and Message to the faculty member. In your message, you might remind them to upload their original FAR and the department’s FAR Evaluation Letter in the designated Faculty180 Activities section (“Historical FARs & FAR Evaluation Letters”), so it’s there for future multi-year evaluations. Then select the **FAR Evaluation Letter** to share with the faculty member. Click the blue **Send** button to share the FAR Evaluation Letter with the faculty member.



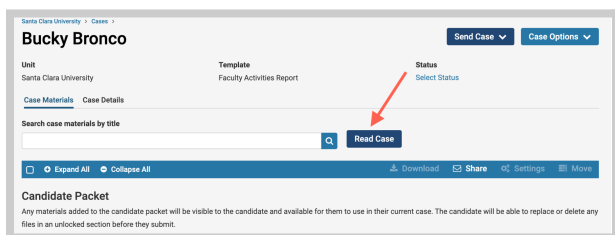
This message will pop up at the bottom of your screen when the letter has been successfully shared with the faculty member.

You have completed the FAR process.

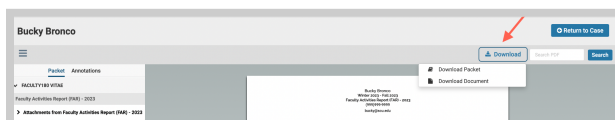


Part 3 - Download the FAR & FAR Evaluation Letter

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

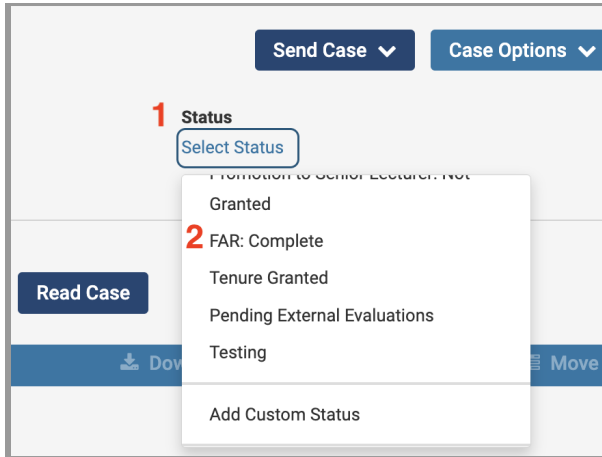


1. Click the blue Read Case button



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

PART 4 - Close the Case



1. Click [Select Status](#)
2. Scroll down, select FAR: Complete

You have completed the Dean Process.