Mid-Probationary Review (MPR) using Interfolio

Instructions for the Candidate
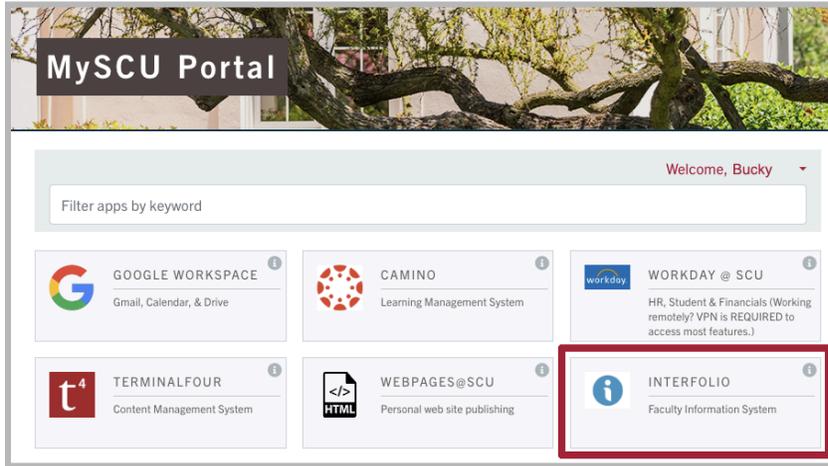
Overview

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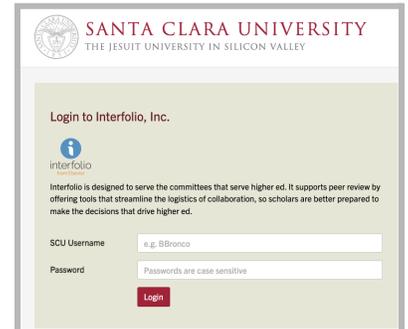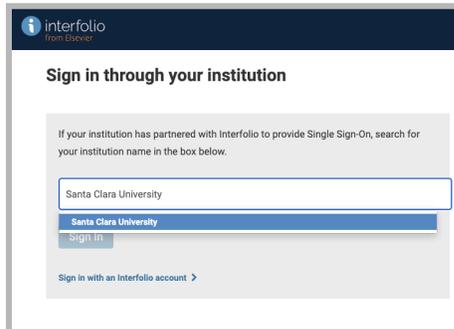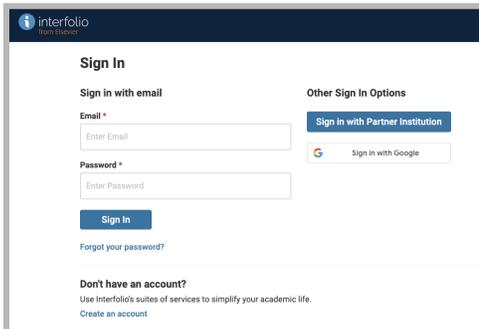
Go to https://www.scu.edu/interfolio

Type in Santa Clara University

Log in to MySCU Portal

However you login, double-check that you're in the right account:
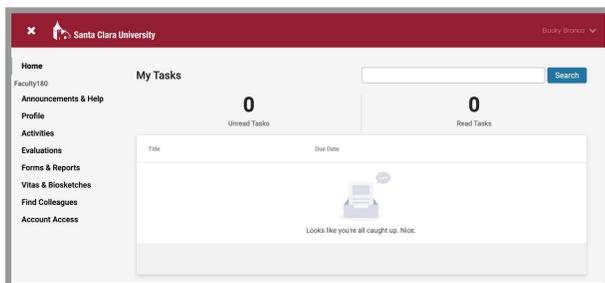
After you login, "Santa Clara University" should appear in the upper bar, and your screen should look like this. If it doesn't, you may be logged in to another Interfolio account. Contact Katie Williams (kfwilliams@scu.edu) to help you troubleshoot.

STEP 2 - UPLOAD YOUR MATERIALS TO FACULTY180

Profile

Jump to Section ⌄

▶ Personal Information

▶ Contact Information

▶ Current Position

▶ Education

▶ Professional Licensures & Certifications

▶ Work Experience

▶ Membership

▶ Interests

▶ Biography

▶ Personal Statement

▶ Course Reduction or Overload

▶ Activity Distribution

▶ Academic Honors & Awards

▶ Professional Development

▶ Teaching

▶ Other Teaching

▶ Mentoring

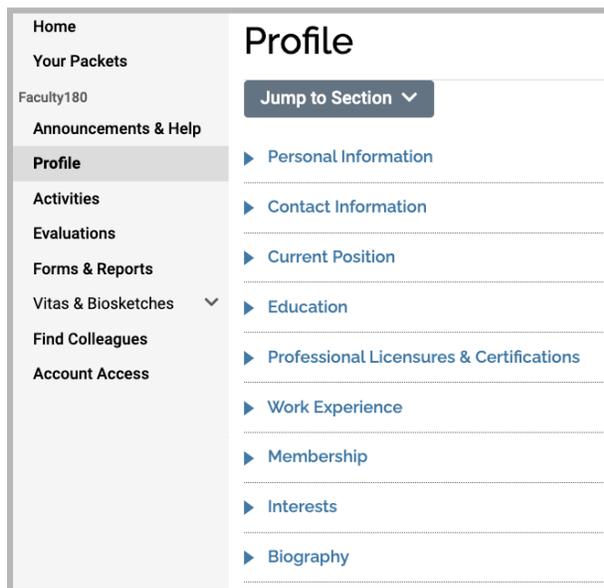▶ Advising Load

▶ Scholarly Contributions and Creative Productions

∨ FACULTY180 VITAE

Mid-Probationary Review

∨ Attachments from Mid-Probationary Review

> Course Reduction

> Professional Development

∨ Teaching

W22 ENGL 12A Assignment.pdf

W22 ENGL 12A Exam.pdf

W22 ENGL 12A Student Narrative Eval.pdf

Confirm Profile Information

Click **Profile** in the left sidebar. Check to make sure that the following categories are correct:
- ➤ current position
- ➤ education
- ➤ professional licenses & 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:
- ➤ personal statement - don't exceed 8 pages or 2,000 words.
- ➤ teaching - syllabi, course evaluations, peer evaluations (if any), and other course materials that provide significant evidence of your teaching. Do not add DEI comments to each relevant course, but discuss these more holistically in either your personal statement or a teaching document uploaded to "Other Teaching."

  Note: The DEI tag may be added to individual courses, but comments will not display in the course list table. 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."
- ➤ scholarly contributions & creative productions - publications and grants from the period under review.
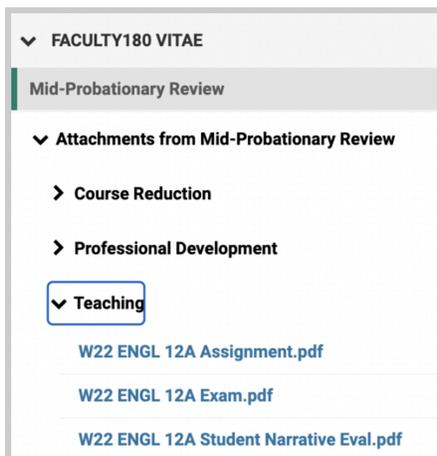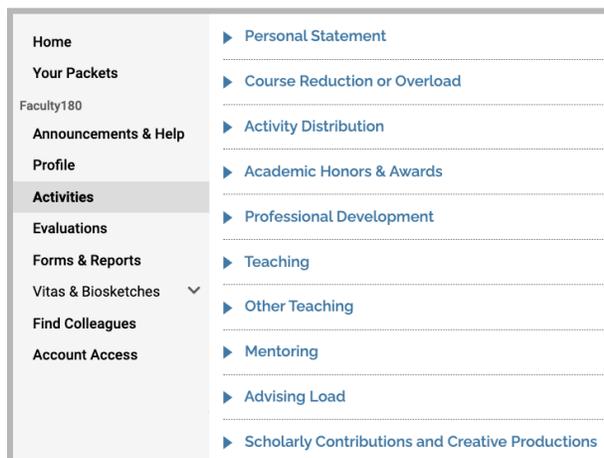
Add any significant documents you produced as part of a service obligation in the relevant service activity. For further guidance on where to place evidence in Faculty180, see Uploading Activities - Tenure-Track and the current University Procedures for Mid-Probationary Review.

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 are a lot of these documents, the following title convention is recommended for your teaching materials to help evaluators locate them:

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.
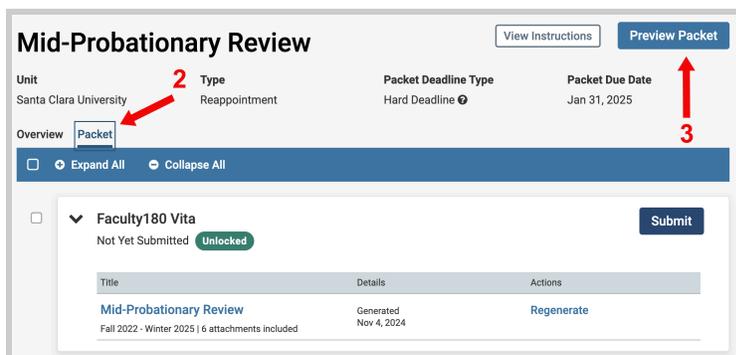
STEP 3 - PREVIEW YOUR PACKET

About two months before your 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.
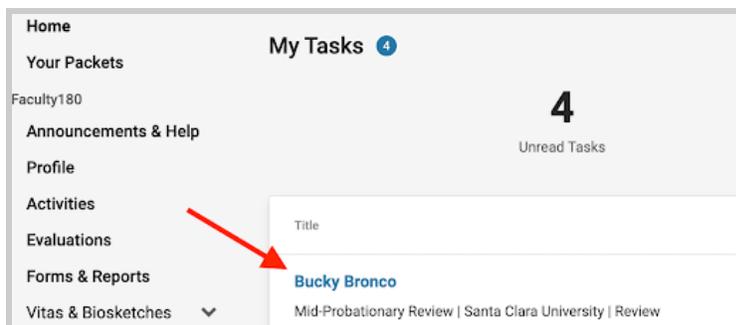
1. Click your **Name** on the dashboard to open your case.

   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.
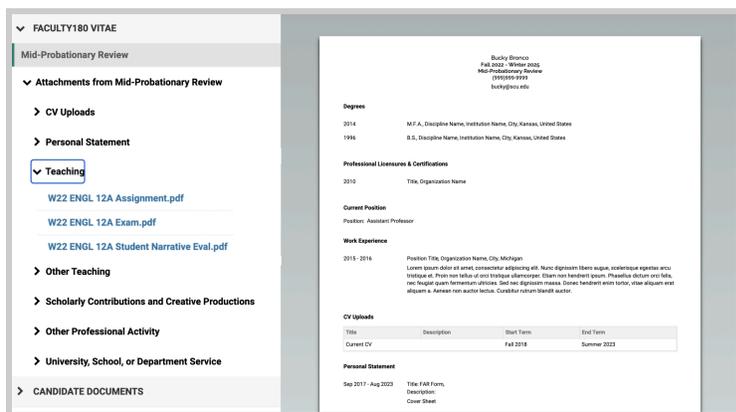
   In the main window, you'll see the system-generated curriculum vitae for the period under review, which is like an annotated CV for the period under review. Because it is limited to that period, you will also need to upload a complete CV in Faculty180, at "CV Uploads."

   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.

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

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

STEP 5 - ADD PRE-APPOINTMENT EVIDENCE & SUBMIT

You may add scholarship or creative activity completed before appointment to the tenure-track at Santa Clara University (this is not required, but is allowed; Faculty Handbook 3.4.2). Pre-appointment evidence cannot be submitted using Faculty180, because the date(s) fall outside the period of review, so the files will not pull into your case when you regenerate it. Instead of uploading the evidence to Faculty180, therefore, you'll upload it directly to your *case*:

1. Choose the **Overview** tab and scroll down to "Pre-Appointment Evidence."

   Note: You can access this page view by clicking on your case on your Interfolio dashboard. 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.
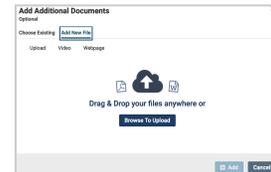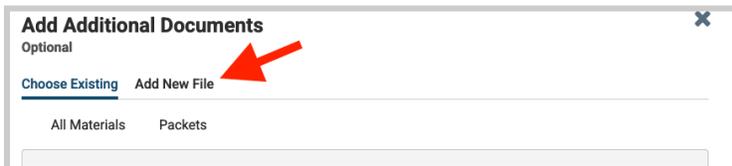
2. Select the **Edit** button. This takes you to your Packet.

   *Note: You can also get to your Packet by choosing the **Packet** rather than the Overview tab.*
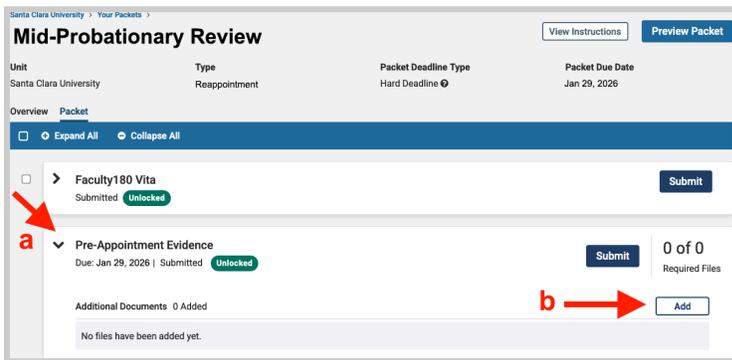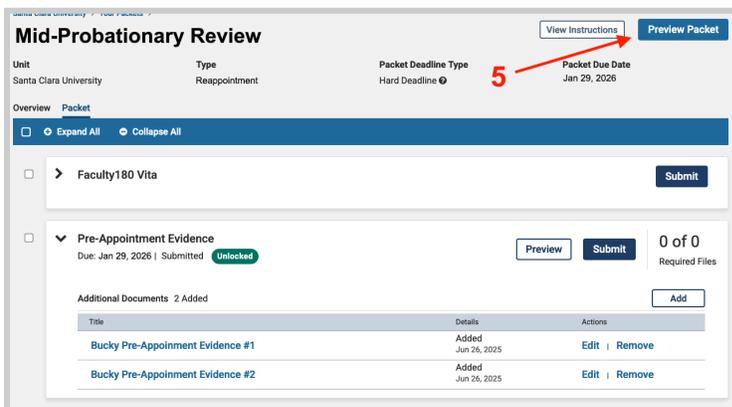
3. (a) Expand the Pre-Appointment Evidence section by clicking the caret to the left of the title, (b) and then select the **Add** button.

4. Select the **Add New File** tab and browse your computer to select the file(s) to upload.

   Click the **Add** button in the lower right. Continue to add as many documents as you like.

5. Select the blue **Preview Packet** button in the upper right corner to confirm that your Pre-Appointment Evidence came into your case.

   Note: If you select the White Preview button in the Pre-Appointment Evidence section, you will see only what your Pre- Appointment Evidence section will look like to your reviewers, not what your whole case will look like. By selecting the blue Preview Packet button, you will see your full case.
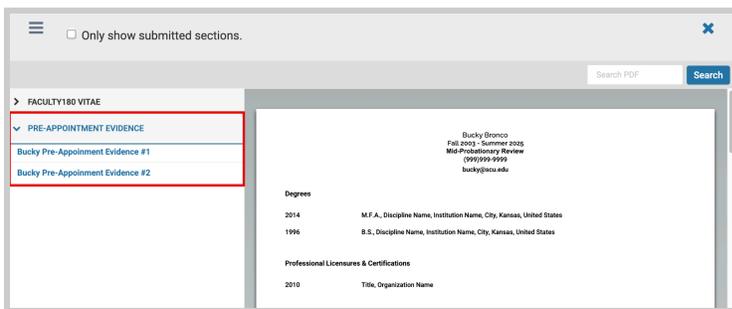
6. After you have previewed your materials and have added all your files, click the Submit button in the Pre-Appointment Evidence section. You must do this first before submitting your entire case. You will receive a "Confirm" message indicating that you cannot change the contents of the Pre-Appointment Evidence section once you submit. Click yes when you are ready. You are now ready for the final step—submitting your whole case to your department.
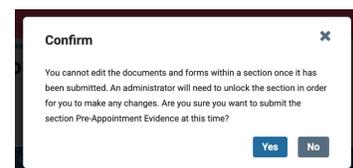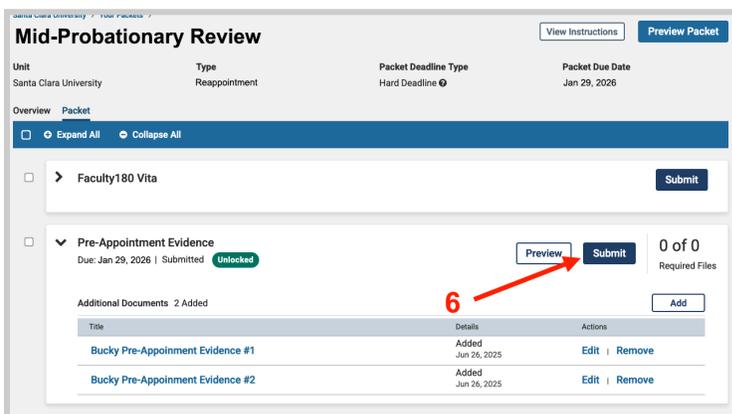
STEP 6 - REGENERATE & SUBMIT

When you have finished reviewing your vita and packet, you will submit your vita. You do this in three simple steps.

1. Click the **Packet** tab in the upper left. This section will reveal the items in the packet. Click on the › (caret) symbol next to "Faculty180 Vita" to expand the section. Double-check that it's complete.

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

3. Click on the blue **Submit** button to submit and lock your vita. *Please note: Your vita will lock automatically at **8:59pm PST** on the day of your deadline.*

You have completed the submission.

You'll know your case is submitted if it says "Submitted" and the blue button says "Locked" under your Faculty180 Vita at the Packet tab.

Under "Your Packets," you may see the message that the file has not been submitted, but you can disregard this—it refers to a default candidate documents section that is not a required part of your case, and for that reason was not submitted.

STEP 7 - RECEIVE NOTIFICATION & ADVISORY LETTER

You will receive a notification of the Provost's decision regarding your mid-probationary review in early April. This will be shared via email and within Interfolio.

If the outcome of the MPR review is positive, you will receive an advisory letter from the department expressing the views of the tenured faculty members as to what you might do in the remainder of the probationary period to enhance your candidacy for tenure. Please upload the department's letter in Faculty180 Activities at ▶ MPR & MPR Advisory Letters, so it is available for subsequent reviews.