
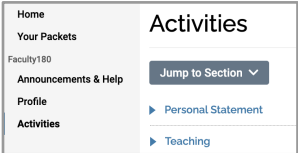


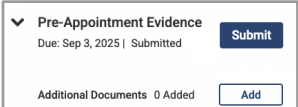



# Rank, Tenure and Promotion using Interfolio

## Instructions for the Candidate

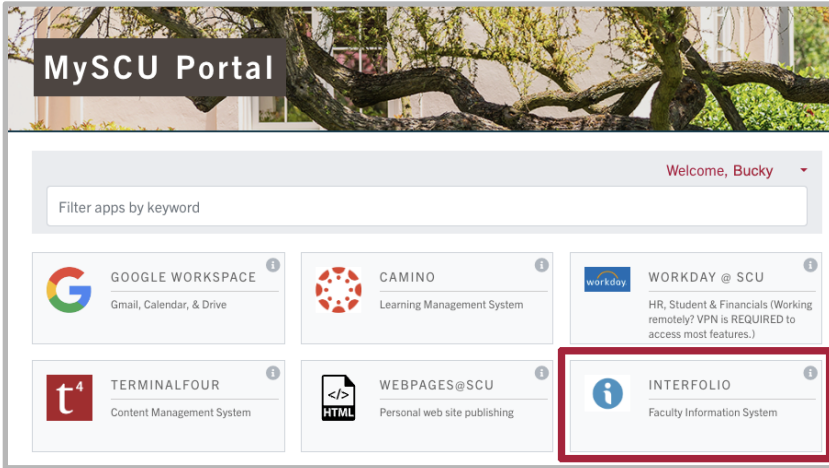
### Overview

Step	Page
	<b>1. Login to Interfolio</b> Use the tile at the MySCU single sign-on portal.
	<b>2. Upload your materials to Faculty180</b> You can do this whenever it is convenient. Faculty180 is available 24/7/365.
	<b>3. Preview Your Packet</b> When your case is available about a month before your deadline, preview your packet.
	<b>4. Revise &amp; Regenerate</b> Update files in Faculty180, regenerate your case, and repeat as often as needed.
	<b>5. Add Pre-Appointment Evidence &amp; Submit</b> For tenure candidates only: If you would like to add scholarship or creative activity completed before your appointment, upload that to your case (not to Faculty180).
	<b>6. Regenerate &amp; Submit Case</b> When your packet is complete, regenerate your case and submit.

# STEP 1 - LOGIN TO INTERFOLIO

You can login to Interfolio one of two ways (A or B):

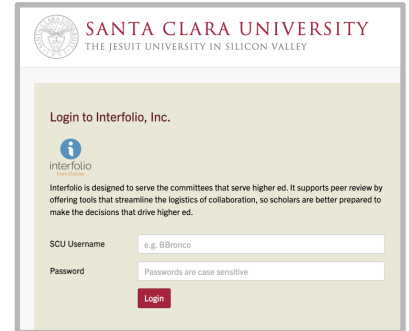
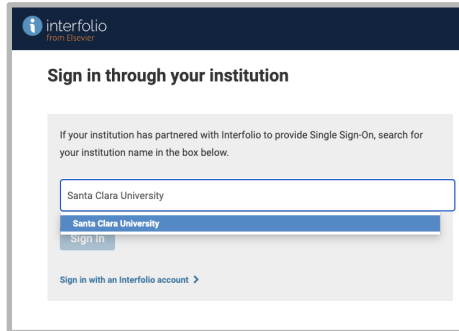
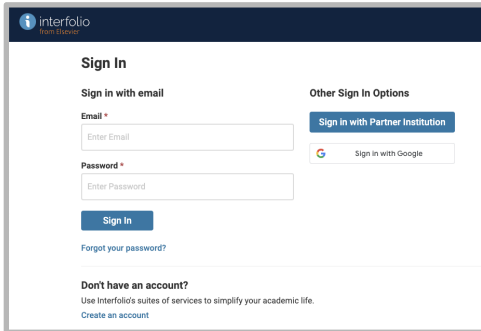
**A**



Sign into MySCU

Click on the Interfolio tile

**B**

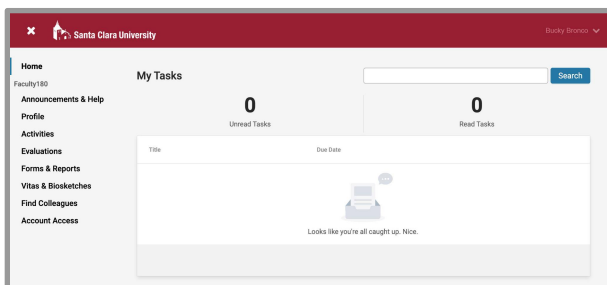


Go to <https://www.scu.edu/interfolio>

Type in Santa Clara University

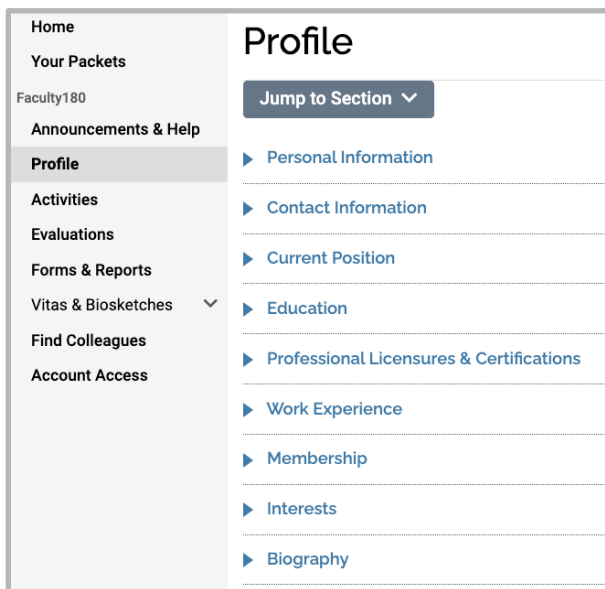
Log in to MySCU Portal

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](mailto:kfwilliams@scu.edu)) to help you troubleshoot.

## STEP 2 - UPLOAD YOUR MATERIALS TO FACULTY180



### Confirm Profile Information

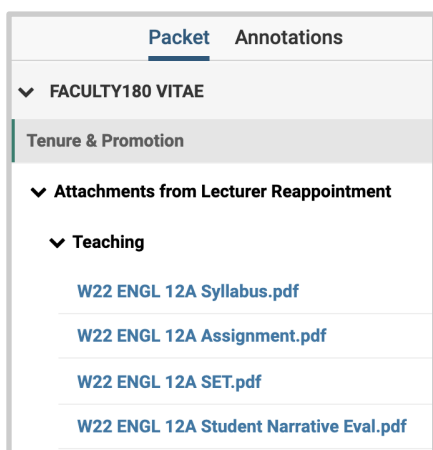
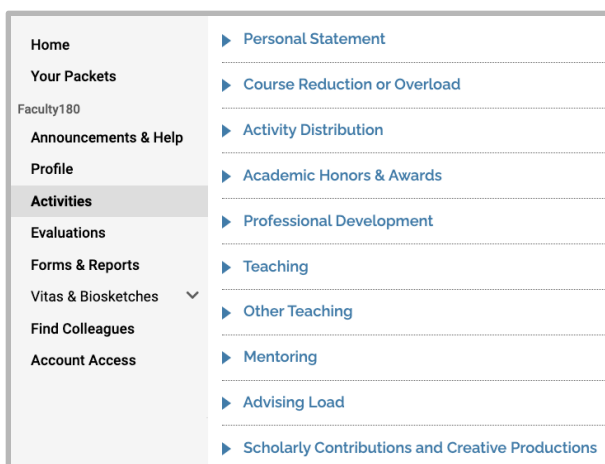
Click **Profile** in the left sidebar. Check to make sure that the following categories (at least) are correct:

- ▶ current position
- ▶ education
- ▶ work experience
- ▶ membership
- ▶ professional licenses & certifications

### Enter Activities

Add activities from the period under review to the relevant activity categories in Faculty180. In general, required elements include:

- ▶ personal statement - cover sheet & personal statement.
  - ▶ 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 (do not upload pre-appointment evidence here; see p. 5).



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 Promotion & Tenure Guidelines & Requirements for Candidates](#).

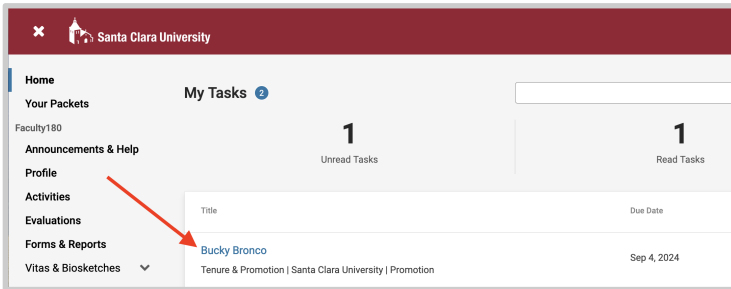
Teaching materials will be listed by course in chronological order beginning with the most recent term, and following your section list in the Teaching section. Since there will be a lot of these documents, the following title convention is recommended for your teaching materials to help evaluators locate 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.

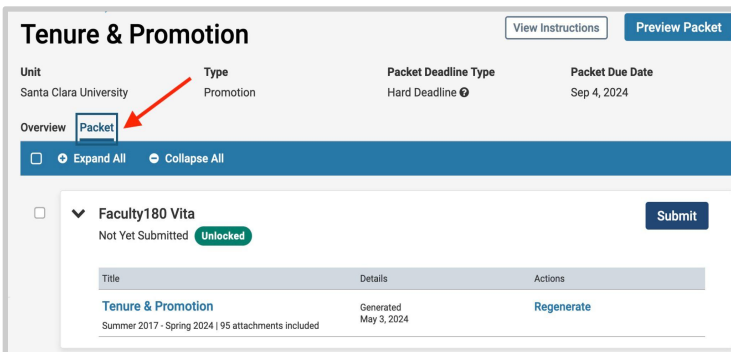
## STEP 3 - PREVIEW YOUR PACKET

About a month 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.

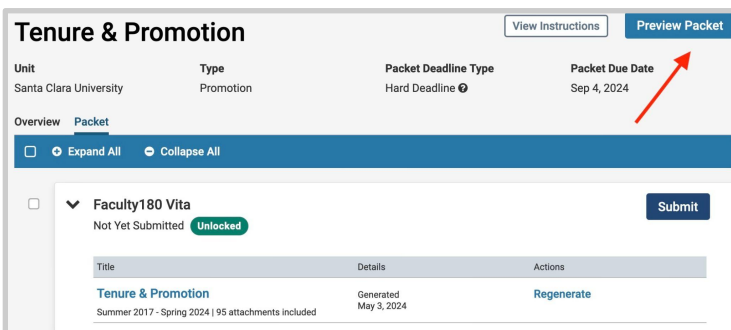


1. Click your **Name** on the dashboard to open your case.

*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.*



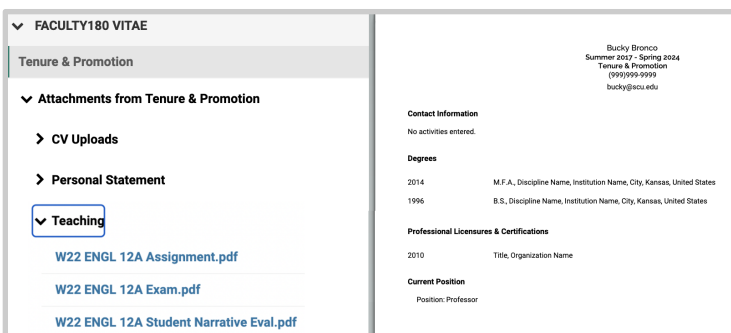
2. Click the **Packet** tab to view the screen pictured to the left.



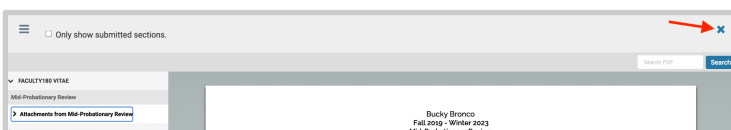
3. Click the **Preview Packet** button on the top right corner to review your portfolio.

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 functions as your annotated CV. It includes only those activities that fall within the review period.



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.

The screenshot shows the Faculty180 interface. The top section is titled "Teaching" and includes a table for "Course Information". Below this is a table for "Attachments" with columns for Syllabus, Course Evaluation, Peer Evaluation, Other, and Add. The "Add" button is highlighted with a red box. At the bottom of the "Teaching" section are buttons for "Save", "Save and Go Back", and "Cancel".

Term	Course	Course Title	Instruction Mode	Credit Hours	Days	Enrollment	Course Not Taught
Winter 2020	SCTR 165R 95679	RSS:Gndr/Sexuality in Bibl Int	SEM	5	TTH	13	<input type="checkbox"/>

Syllabus	Course Evaluation	Peer Evaluation	Other	Add
-	-	-	-	<input type="button" value="Add"/>

Buttons: Save, Save and Go Back, Cancel

---

Faculty180 Vita  
Not Yet Submitted Unlocked

Title	Details	Actions
Tenure & Promotion Summer 2017 - Spring 2024   95 attachments included	Generated May 3, 2024	<input type="button" value="Regenerate"/>

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

Tenure candidates may add scholarship or creative activity completed before appointment to the tenure-track at Santa Clara University (this is not required, but is allowed, especially for early petitions). Pre-appointment evidence cannot be submitted using Faculty180, because the date(s) fall outside the period of review. This evidence can be submitted in your case, using the following steps.

The screenshot shows the Faculty180 interface for a "Tenure & Promotion" case. The "Overview" tab is selected and highlighted with a red box and a red "1". Below this is a section for "Faculty180 Vita" which is "Unlocked" and has an "Edit" button. Below that is a section for "Pre-Appointment Evidence" with a due date of "2025-09-03" and a status of "Submitted Unlocked". This section has an "Edit" button highlighted with a red arrow and a red "2".

Unit: Santa Clara University  
Type: Promotion  
Packet Deadline Type: Hard Deadline  
Packet Due Date: Sep 3, 2025

Overview **Packet** 1

Faculty180 Vita  
Unlocked

Pre-Appointment Evidence  
Due: 2025-09-03 | Submitted Unlocked  2 →

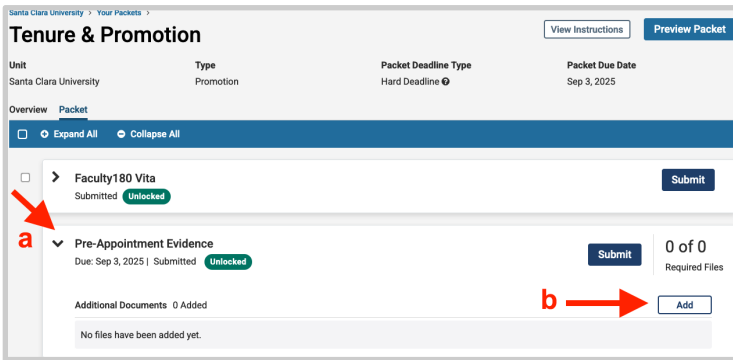
Type	# Required	# Added
Additional Documents	0 required	0

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.*

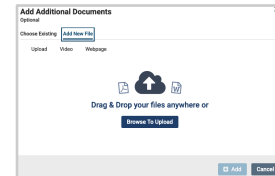
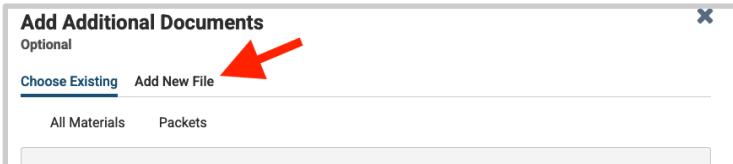
2. Select the **Edit** button. This takes you to your Packet.

*Note: You can also get to your Packet by choosing the **Packet** rather than the Overview tab.*

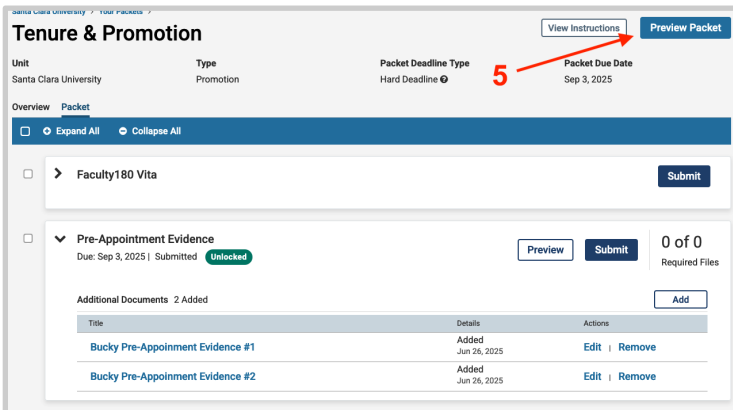


3. (a) Expand the Pre-Appointment Evidence section by clicking the caret to the left of the title, (b) and then select the **Add** button.

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

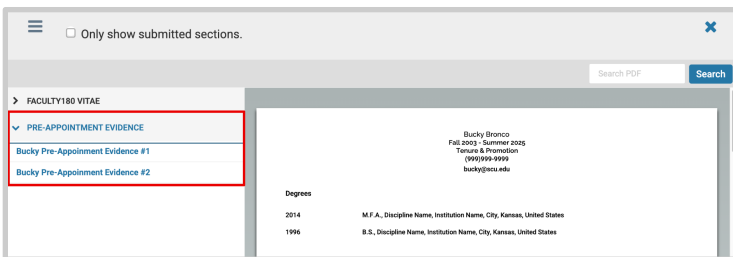


Click the **Add** button in the lower right. Continue to add as many documents as you like.

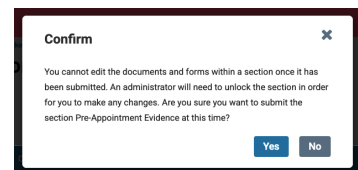
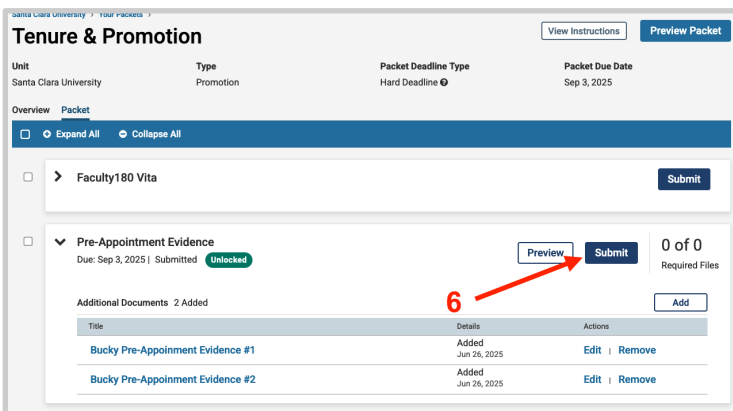


5. Select the blue **Preview Packet** button in the upper right corner to confirm that your Pre-Appointment Evidence came into your case.

*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 case to your reviewers. You do this in three simple steps.

[Note that you do NOT need to click the blue **Submit** button to the right of the Pre-Appointment Evidence section if you did not add any files there. If you did, you should complete that submission before submitting your Faculty180 Vita.]

The screenshot shows the 'Tenure & Promotion' interface. On the left is a navigation sidebar with 'Your Packets' selected. The main area shows 'Unit: Santa Clara University', 'Type: Promotion', 'Packet Deadline Type: Hard Deadline', and 'Packet Due Date: Sep 3, 2025'. Below this are tabs for 'Overview' and 'Packet', with 'Packet' selected. A table lists 'Faculty180 Vita' (Submitted, Locked) and 'Pre-Appointment Evidence' (Due: Sep 3, 2025 | Not Yet Submitted, Unlocked). The 'Faculty180 Vita' row has a 'Regenerate' link in the 'Actions' column. The 'Pre-Appointment Evidence' section has a 'Submit' button and '0 of 0 Required Files'.

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.**