

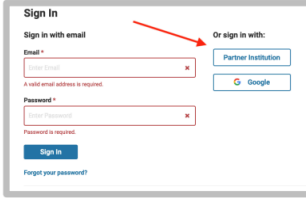
Lecturer Reappointment using Interfolio (Simplified Process)

Instructions for the Department Chair & Dean

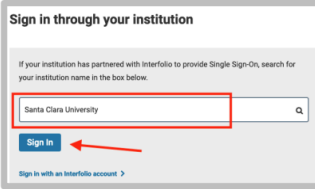
There are two ways to log on to Interfolio

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

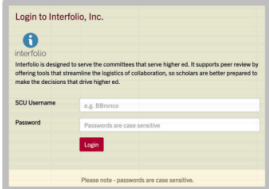
Click the Partner Institution button.



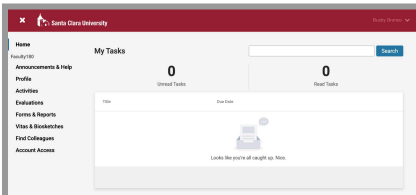
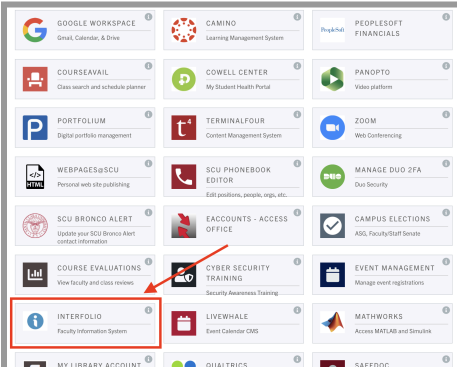
Search for "Santa Clara University" and click the Sign In button.



Log in with your single sign-on credentials.



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

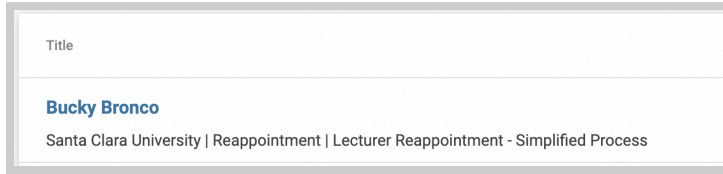


Check Your SCU Interfolio Dashboard

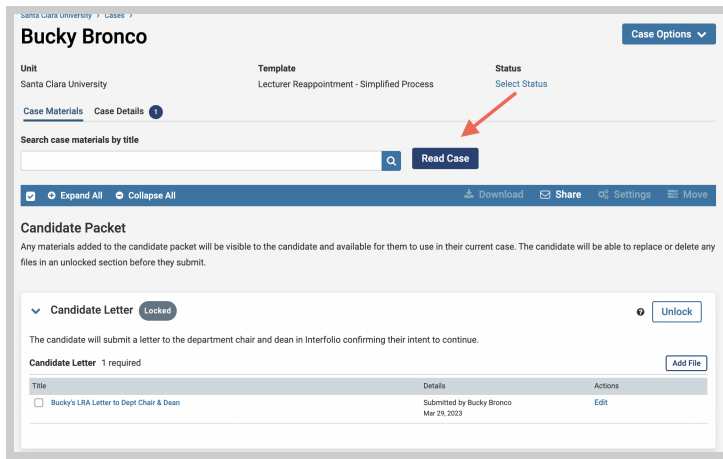
After you login, "Santa Clara University" should appear in the upper bar, and your screen should look like this. If it doesn't, you may be logged in to another Interfolio account. Contact Katie Williams (kfwilliams@scu.edu) to help you troubleshoot.

PART 1 - Reviewing the Candidate Letter

You can review the candidate's letter when their case is shared with you. A trigger with the candidate's name will appear on your dashboard:



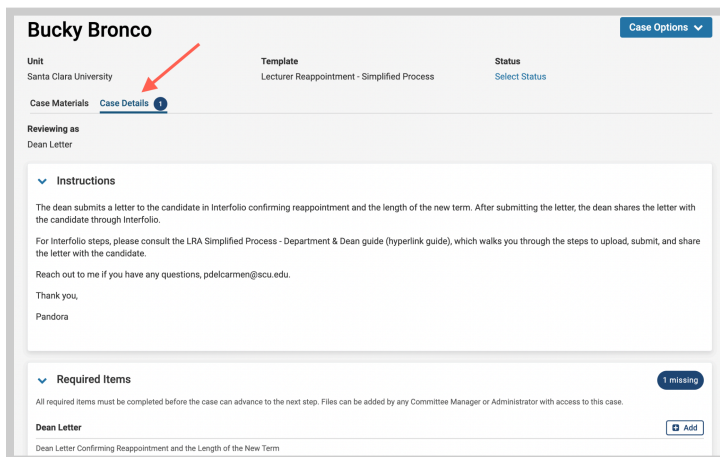
1. Click on the **candidate's name** to bring you to the candidate's letter.



2. Click the **Read Case** button on the right to review the candidate's letter with their intent to continue for a new term.

PART 2 - Submitting the Dean Letter & Sharing It with the Candidate (Dean)

When the department chair and dean have finished reviewing the candidate's letter, the dean will submit the letter confirming reappointment and the length of the new term.



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

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. Then click the blue **Add** button (bottom right) to submit.

To Share the Letter with the Candidate

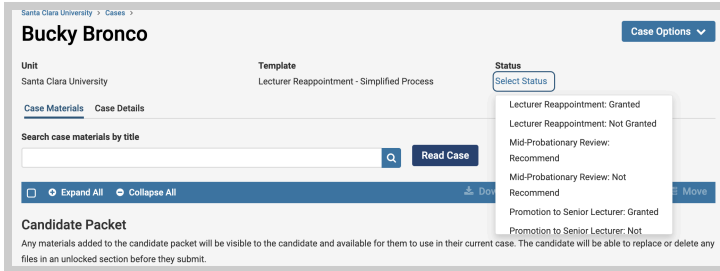
Click the **Case Materials** tab at the upper left. Click **Share** on the blue banner.

Select With Candidate.

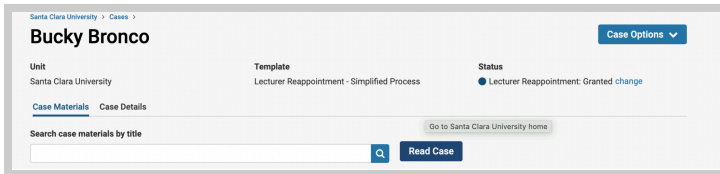
This screen will pop up. Complete the Subject, Message, and select the shared file. Click Send.

PART 3 - Select Status

When you have finished sharing the letter with the candidate, select the appropriate case status to complete the process.



Click on **Select Status**, and choose “Lecturer Reappointment: Granted” from the pop-up menu.



The status field will change from the blue “Select Status” text to the status you have selected.

You have completed the process.