

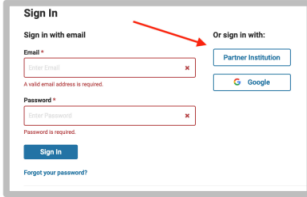
Lecturer Reappointment using Interfolio (Full Process)

Instructions for the Department

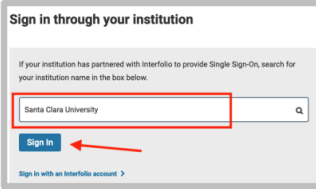
There are two ways to log on to Interfolio

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

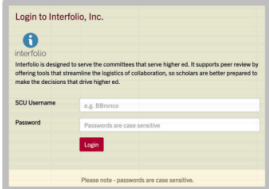
Click the Partner Institution button.



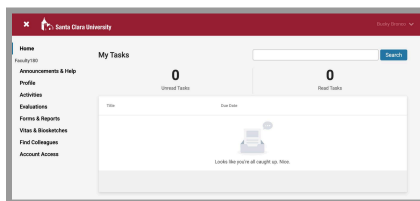
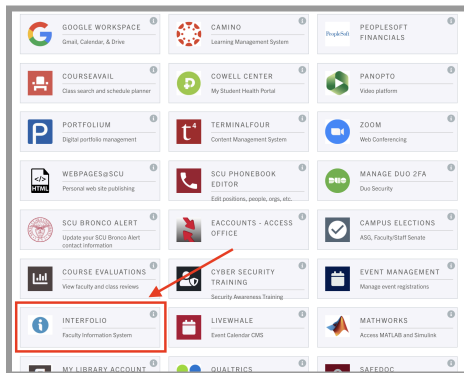
Search for "Santa Clara University" and click the Sign In button.



Log in with your single sign-on credentials.



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



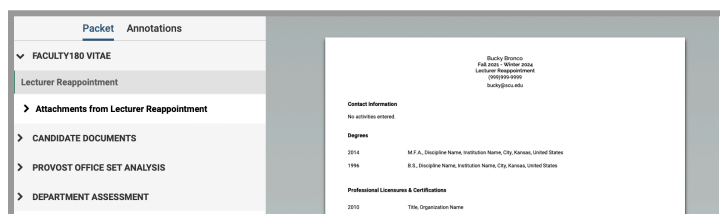
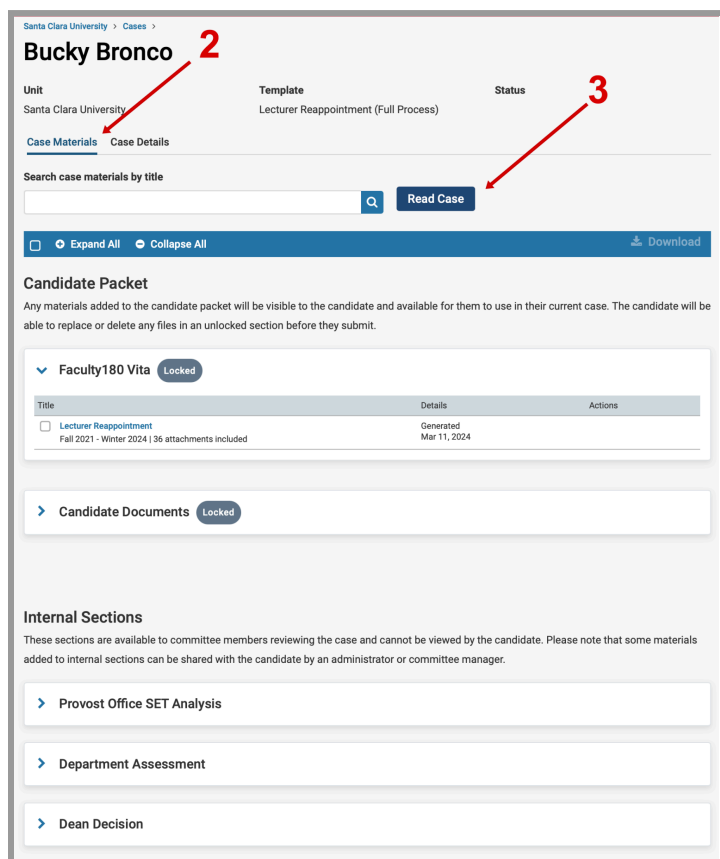
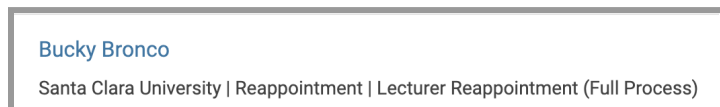
Check Your SCU Interfolio Dashboard

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 Vita and Packet

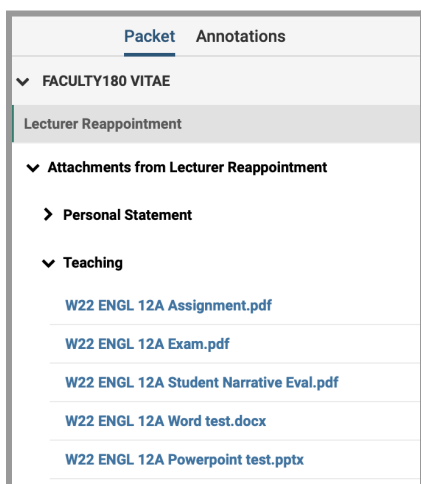
The vita is a document that Interfolio automatically generates from the entries the candidate has made in the Activities section of Faculty180 for their review period. You can preview their vita and packet when their case is shared with you. A trigger with the candidate's name will appear on your dashboard:



1. Click on the candidate's name in blue to bring you to the Candidate's packet.
2. The following sections are available at the Case Materials tab (upper left) of the Candidate packet:
 - a. Faculty180 Vita
 - b. Candidate Documents
 - c. Internal Sections - only available to individuals reviewing the case
3. Click the **Read Case** button on the right to review the candidate's Promotion to Senior Lecturer packet and system-generated curriculum vitae for the period under review.

4. The left sidebar lists the sections of the candidate packet. Click on any > (caret) symbol to expand the section and view the contents. In the main window, you'll see the system-generated curriculum vitae for the period under review.

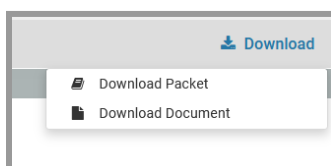
Review Faculty180 Vitae Documents



Click on **Faculty180 Vitae** in the left sidebar to view the order and titles of the uploaded documents. Click on any › (caret) symbol to expand the section.

Activity categories are listed in the order they appear in the candidate'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 candidate.

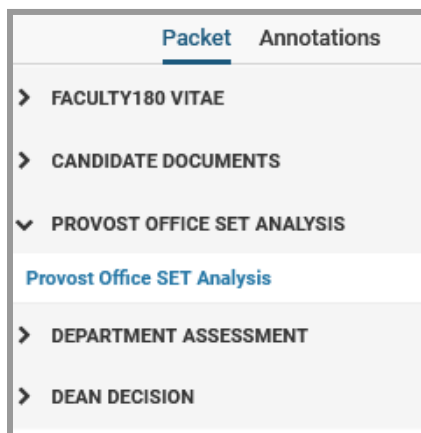
You can click on any document to view it in the browser window. You can increase the size of the document in the window using the zoom tool in the lower left. If you need to compare two documents, such as two versions of a syllabus, you can open another browser window and log in to Interfolio, navigating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



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.

Provost Office SET Analysis

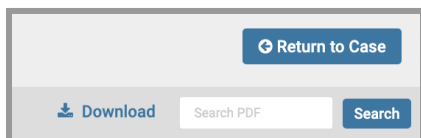


You will receive an email when the download has been completed. Log in to Interfolio, click on "Your Files Are Ready to Download" on your dashboard.

Click on the › (caret) next to Provost Office SET Analysis in the left sidebar to view that document. The SET Analysis lists the candidate's scores for all sections during the period under review (except Winter, Spring, and Summer 2020*), and compares these to other faculty in their department and school (in the College of Arts & Sciences, scores are compared by disciplinary cluster as well).

** If a candidate carried part of their academic year course load in Summer 2020, those sections will also not appear. Faculty were allowed to opt-in to the use of SETs for faculty evaluation for all initial COVID-19 quarters.*

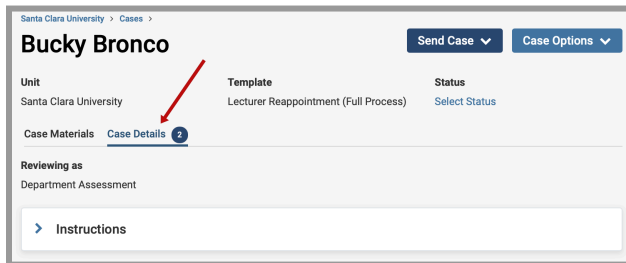
How to Exit the Faculty180 Vitae Section



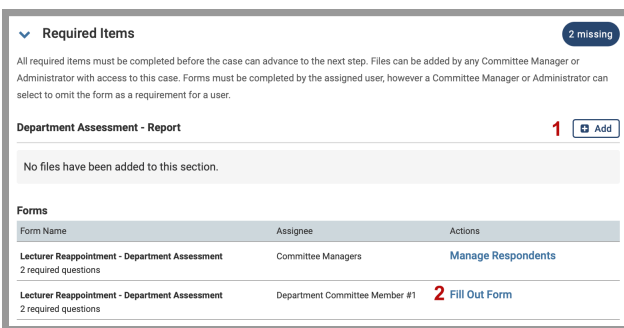
Click the blue **Return to Case** button in the top right to exit.

PART 3 - Managers Submitting Candidate Assessment and Required Form

When you have finished reviewing the candidate's vita and packet, the department or process chair will submit the Department Assessment Report and complete the required form.



Click the **Case Details** tab at the upper left. This section will reveal the department's required items (only the "manager" or process chair in the department will see the following options):

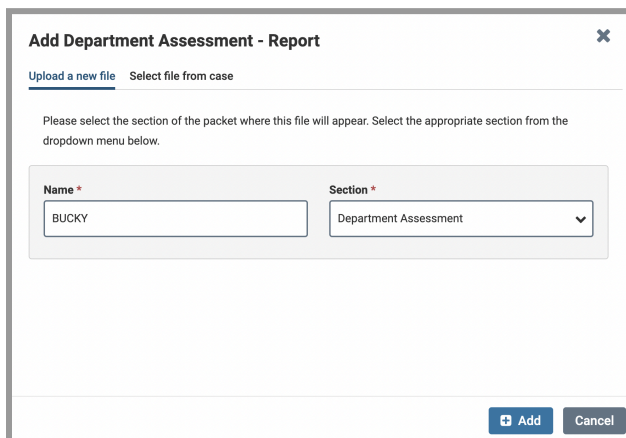


Form Name	Assignee	Actions
Lecturer Reappointment - Department Assessment 2 required questions	Committee Managers	Manage Respondents
Lecturer Reappointment - Department Assessment 2 required questions	Department Committee Member #1	2 Fill Out Form

1. Department Assessment Report
2. Required Form

Step 1 - Upload Department Assessment

Click on the **Add** button to upload the Assessment. A pop-up window will allow you to browse your computer for the report.



After uploading the report from your computer, this screen will pop-up. In the Section field, select "Department Assessment." Then click the blue **Add** button (bottom right) to submit.

Lecturer Reappointment - Department Assessment

The Faculty Handbook outlines Procedures for Review of Applications for Reappointment of Lecturers (3.4A.1.3). Specifically, each department shall review applications for reappointment of Lecturers in accordance with procedures set by the dean. As the department reviews the candidate's application, the Standards for Reappointment of Lecturers (3.4A.1.1) should guide a comprehensive evaluation of the application. All application materials should be carefully considered. All tenured faculty and Senior Lecturers shall be eligible to participate in the review of applications. With the approval of the dean, faculty in a large department who are eligible to participate may elect a committee of eligible faculty to conduct the review on behalf of the whole department. The department shall either highly recommend, recommend, or not recommend reappointment. The chair shall convey the recommendation of the department, along with a report explaining that recommendation, to the dean through Faculty180.

Department Assessment

What is the overall recommendation of the department? *

Highly Recommend

Recommend

Do Not Recommend

Did you upload the report explaining the recommendation of the department? *

Yes

No

2 **1**

Submit Form Save Responses Return to Case

Step 2 - Submit Required Form

After clicking on **Fill Out Form** under Actions, this form will pop-up.

Complete the form, then click in sequence on:

1. **Save Responses** button
2. **Submit Form** button

Send Case Case Options

Forward to
Dean Section: Reappointment Decision

Template
Lecturer Reappointment (Full Process) Select Status

Click on the dark blue **Send Case** button in the upper right corner to move the case to the Dean.

Send Case Forward

Great job! You're sending the case forward to the next step, Dean Section: Reappointment Decision. The following reviewers will lose access to the case:

Department Assessment | 2 members

The following reviewers will gain access to the case:

Dean | 1 members

Send a message to the reviewers gaining access.
If recipients respond to this message, their response will come directly to your email inbox.

Subject *

Message Subject

Message *

Dear committee members,
This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.
Best,
Department Committee Member #1

Preview Continue Cancel

The blue Continue button (lower right) will be inactive (faded) until you fill in the email Subject field. After filling in the Subject, edit your message if you wish and click the now active/blue **Continue** button.

You have completed the submission.

If you need any assistance with the department review or submission, please contact Katie Williams, Senior Manager for Faculty Affairs (kfwilliams@scu.edu).