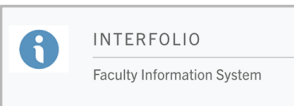
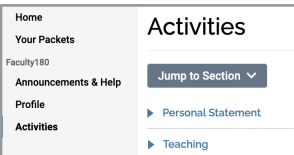


# Faculty Activities Report using Interfolio

## Instructions for the Faculty Member

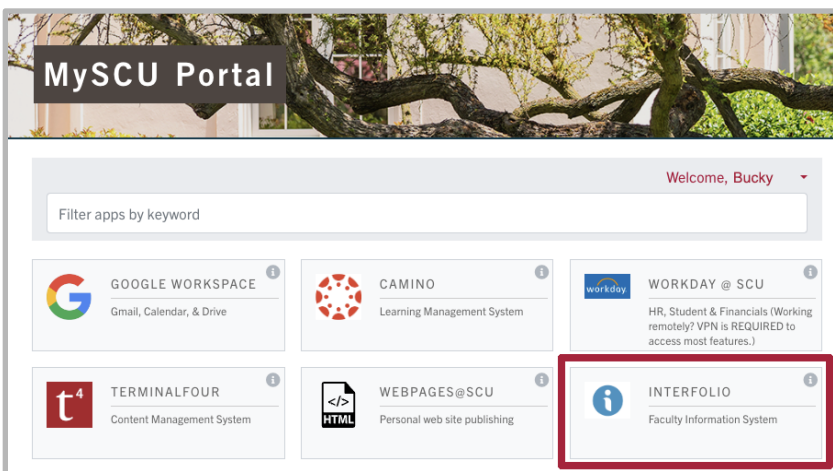
### Overview

| Step                                                                                |                                                                                                                                                                                           | Page |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
|    | <b>1. Login to Interfolio</b><br>Use the tile at the MySCU single sign-on portal.                                                                                                         | 2    |
|    | <b>2. Upload your materials to Faculty180</b><br>You can do this whenever it is convenient.<br>Faculty180 is available 24/7/365.                                                          | 3    |
|    | <b>3. Preview Your Packet</b><br>When your case is available about a month before your deadline, preview your packet.                                                                     | 7    |
|   | <b>4. Revise &amp; Regenerate</b><br>Update files in Faculty180, regenerate your case in RPT, and repeat as often as needed.                                                              | 8    |
|  | <b>5. Regenerate &amp; Submit</b><br>When your packet is complete, regenerate your case and submit.                                                                                       | 9    |
|  | <b>6. Review &amp; File Your FAR Evaluation Letter</b><br>Your chair or dean will share your FAR Evaluation letter with you, and you can upload it to a section in Faculty180 Activities. | 10   |

## STEP 1 - LOGIN TO INTERFOLIO

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

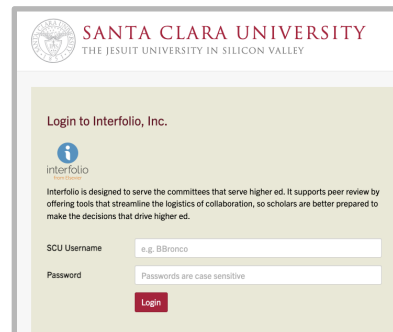
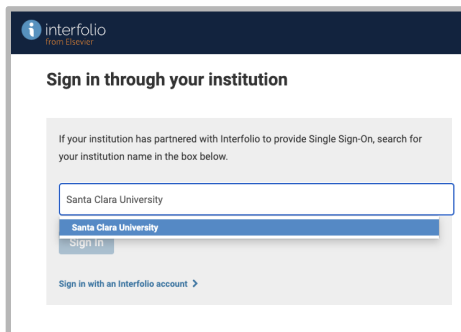
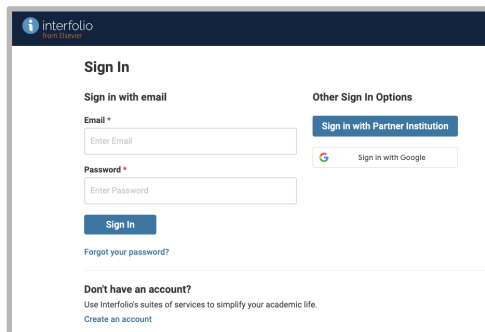
**A**



Sign into MySCU

Click on the Interfolio tile

**B**

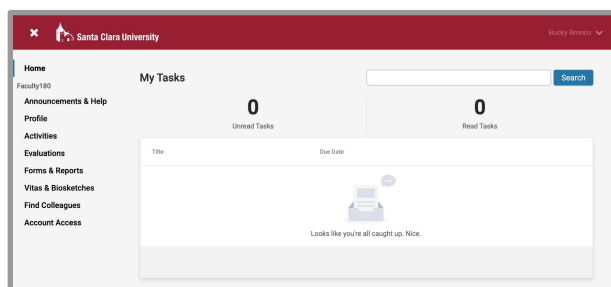


Go to <https://www.scu.edu/interfolio>

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

### 1. General Information

The School of Engineering requires that certain sections of your Profile appear on your FAR vita.

Click **Profile** in the left sidebar. Check to make sure that the following categories (at least) are correct (the first three of these fields have been added for you; click the pencil to check accuracy):

- ▶ current position
- ▶ department
- ▶ year first appointed at Santa Clara University
- ▶ education
- ▶ professional licensures & certifications

Next, click **Activities** in the left sidebar, and scroll down the list to select the Professional Development activity. Update the section with recent activities.

Note: Professional Development is distinct from Professional Activity, and is credited differently for tenure line and teaching line faculty. Consult the Interfolio instructions when you open the activity category; teaching line faculty may consult the document, [Guidance on Professional Activity for Teaching Line Faculty](#).

### 2. Teaching

Open the Teaching section to see a list of your courses, imported from Workday. To upload supporting evidence for a class, click on the pencil icon to the right.

| Term        | Course       | Course Title                                             | Instruction Mode  | Student Credit Hours | Enrollment |
|-------------|--------------|----------------------------------------------------------|-------------------|----------------------|------------|
| Spring 2026 | MECH 140R 02 | Dynamics Recitation                                      | Recitation        | 19                   | 19         |
| Winter 2026 | MECH 298 01  | Independent Study-Spectra Methods and Application to CFD | Independent Study | 2                    | 1          |

All course sections must include the Student Evaluation of Teaching (SET) report. From Fall 2025 on, the Provost's Office has uploaded these to your courses (the version [posted online](#), which lacks student comments). If your period of review includes terms prior to Fall 2025, you will have to upload the reports yourself.

For other documents you should upload, consult the school's Teaching Effectiveness Standards and Evaluation (TESE), [posted online](#). Bargaining unit faculty must include a syllabus, major assignment, and student evaluations for every course in the review period, and one peer evaluation per review period (see CBA [11.D](#)).

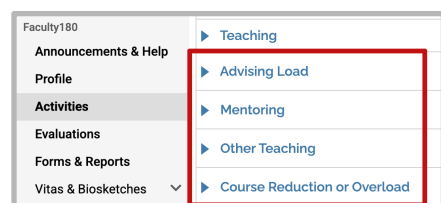
A simple and consistent file name convention for your teaching files will help evaluators locate documents:

**Term/Year AREA # Type**

The School of Engineering requires that you indicate the number of TAs for a given class, if relevant, and the average score for SET questions 1.1 - 1.9. Each class includes fields you can use for this information (in the box below). The arrow indicates where you can add evidence such as the syllabus, student evaluations, peer observations, major assignments, etc.

### A note regarding the DEI tag and comments

Activities that support diversity, equity, and inclusion can be flagged using the DEI tag, and explanatory comments added. However, the *comments* will not appear in the tabular list of your individual courses. 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.”



Populate the remaining teaching categories:

**Advising Load:** Indicate the number of undergraduate and graduate students you advised in each year of the period of review.

**Mentoring:** Provide information on the student research you supervised during the period of review.

**Other Teaching:**

- **Course Load:** Summarize your course count for each term in the period of review, as well as the PhD/MS/SD Thesis advising you did.
- **Curriculum Development and Innovation:** Include evidence and a brief assessment of the significance of the activity where it may not be readily apparent to the reader.
- **Plans for Curricular and Teaching Development:** Discuss your future plans.

**Course Reduction or Overload:** Indicate if you had any reductions in course load for a leave, administrative service, etc.

### 3-4. Scholarship & Professional Activity

Tenure-line faculty are evaluated for their scholarship, and may also supply evidence of other professional activity.

Teaching-line faculty are evaluated for professional activity, which *may* include publication but also includes other types activities. Faculty and their reviewers may consult the document, [Guidance on Professional Activity for Teaching Line Faculty](#) published by the Provost.

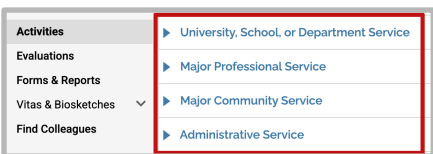
Publications may be imported from a variety of sources, such as OrcID, Web of Science, Google Scholar; you can find guides for importing from these sources on the [Faculty Activities Reporting \(FAR\)](#) page. Interfolio also scrapes online databases and suggests publications in the "Matched Activities" section of your dashboard, which you can review and accept.

**Scholarly Contributions and Creative Productions:** Include all publications, conference and poster presentations, patents granted, artifacts developed and deployed, and other scholarly works. For each entry, you can indicate the type of contribution, the status of the publication, the level of review, impact factor, number of citations, etc., and you can upload the file. Please list all co-authors, their affiliations, and their respective contributions. Provide a brief assessment of the significance of the activity where it may not be readily apparent to the reader.

**Grants - External** and **Grants - Internal:** List any grants submitted or awarded. List all co-PIs, their affiliations, and their respective contributions. Provide a brief assessment of the significance of the activity where it may not be readily apparent to the reader.

**Scholarly Plans:** Indicate your plans for scholarly work and research. Teaching-line faculty may include pedagogical publication projects in this category.

**Other Professional Activity:** List any conferences attended without presenting. Teaching-line faculty may include any of the activities listed in Table 1 of the document, [Guidance on Professional Activity for Teaching Line Faculty](#), and any of the activities listed in Table 2 that satisfy the definition above the table and that would be accepted as professional activity in the discipline or school.

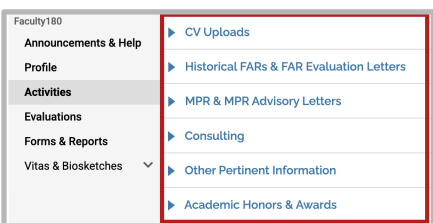


## 5. Service

Use the relevant categories to identify service at the University/school/department level, service to your profession, or community service performed in virtue of a your professional expertise or association with the University or its mission. Please indicate the time commitment associated with each service activity (e.g., frequency of meetings, estimated hours per week, level of responsibility). Include evidence and a brief assessment of the significance of the activity where it may not be readily apparent to the reader.

## 6. Other Pertinent Information

There are a few final activity categories that will appear in your FAR if they fall within the period of review and if you enter evidence for them:



- **Consulting**
- **Other Pertinent Information**
- **Academic Honors & Awards**
- **Membership** [in professional societies]
- **CV Uploads**
- **Historical FARs & FAR Evaluation Letters**
- **MPR & MPR Advisory Letter**

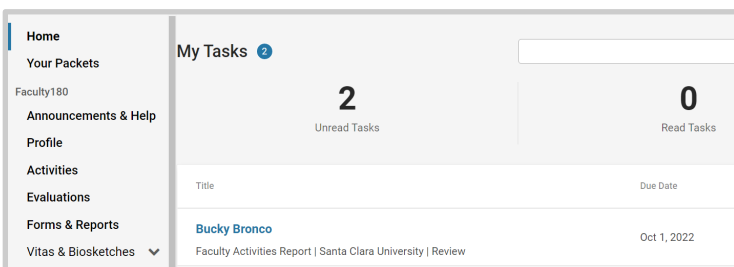
You can access Faculty180 to add, edit, and upload materials 24 / 7 / 365.

If you have an upcoming submission due, the Provost's Office will build a case about a month in advance that pulls all data for the period under review that you have entered as of the case creation date. You can still edit items in the case in Faculty180, but then you will need to regenerate your packet so that it pulls in those edits.

The pages below provide instructions for this final review of your packet/case.

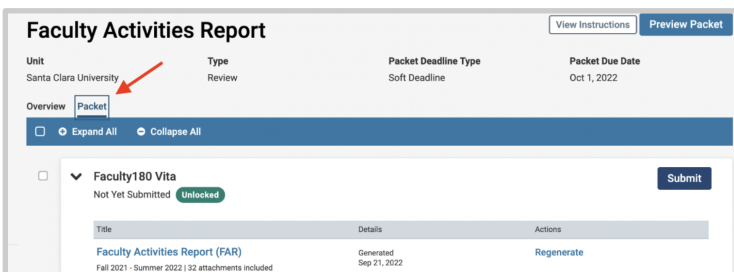
## STEP 3 - PREVIEW YOUR PACKET

About a month before your FAR 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.

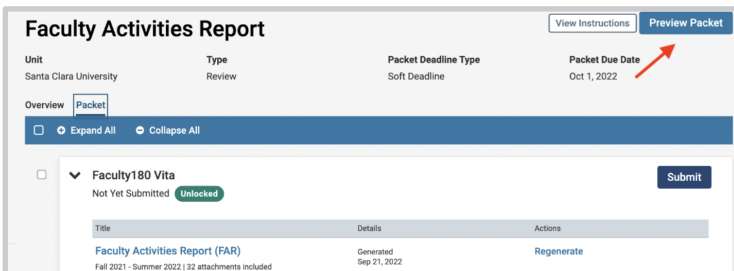


1. Click your **Name** on the dashboard to open your case.

*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.*



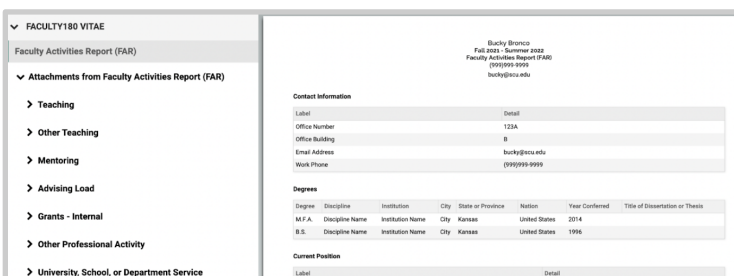
2. Click the **Packet** tab to view the screen pictured to the left.



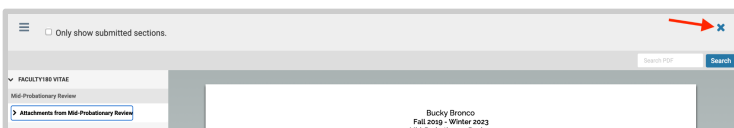
3. Click the **Preview Packet** button on the top right corner to review your portfolio.

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 includes your comments and thus serves as an annotated CV (your school may require your full current CV as well, which you can store in the "CV Uploads" section in Faculty180). The system-generated CV 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.

Teaching

\* Indicates required field

**A** Course Information

| 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"/> |

**B** Attachments

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

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

Faculty180 Vita

Not Yet Submitted

Unlocked

| Title                           | Details                                           | Actions                                                          |
|---------------------------------|---------------------------------------------------|------------------------------------------------------------------|
| Faculty Activities Report (FAR) | Fall 2021 - Summer 2022   32 attachments included | Generated Sep 21, 2022 <input type="button" value="Regenerate"/> |

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

Home

Santa Clara University > Your Packets >

**Faculty Activities Report**

| Unit                   | Type   | Packet Deadline Type | Packet Due Date |
|------------------------|--------|----------------------|-----------------|
| Santa Clara University | Review | Soft Deadline        |                 |

**Overview** Packet

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

**Faculty180 Vita**

Unlocked

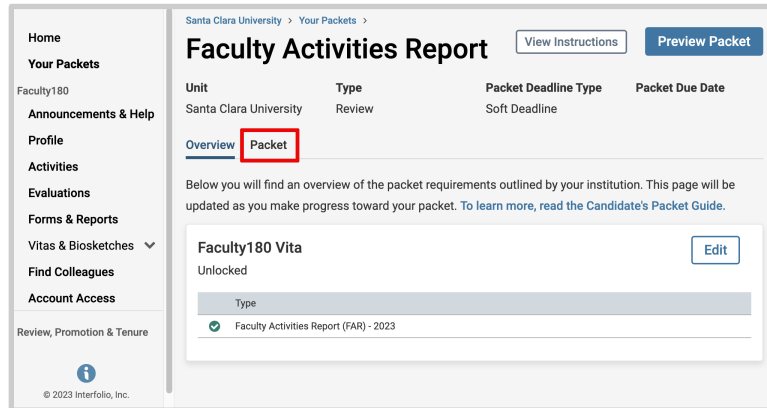
| Type                                                                       | Actions                             |
|----------------------------------------------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> Faculty Activities Report (FAR) - 2023 | <input type="button" value="Edit"/> |

If you do not see the **Regenerate** button, click the Edit button. The window that pops up will look like the one immediately above.

*The final submission steps follow on the next page.*

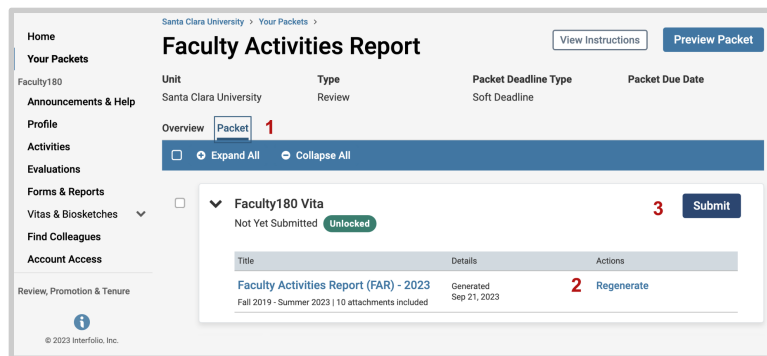
## STEP 5 - REGENERATE & SUBMIT

When you have finished reviewing your vita and packet, you will regenerate your case and submit your vita. The red numbers in the images correspond to the steps listed to the right.



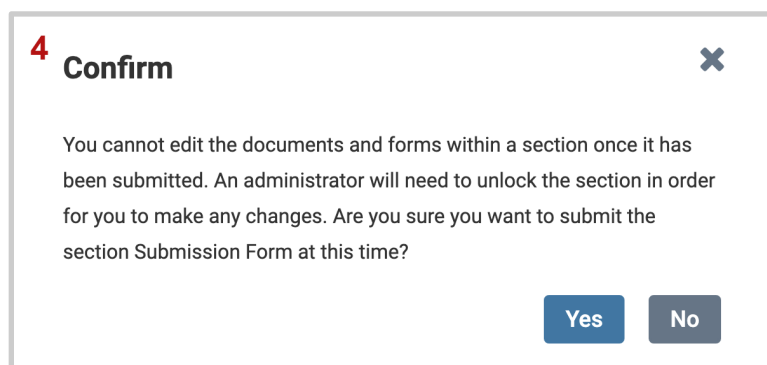
1. Click the **Packet** tab under “Santa Clara University.” You will see one item in this section: the Faculty180 Vita.

Click the Edit button to the right of “Faculty180 Vita” to expand that section.



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

3. Click on the dark blue **Submit** button to the right to submit and lock your vita.



4. This window will pop up to alert you that the section will lock. When you are ready, click the **Yes** button. You will not be able to access or change your FAR after this point.

**You have completed the submission.**

Your submission is due by 8:59 p.m. on your due date

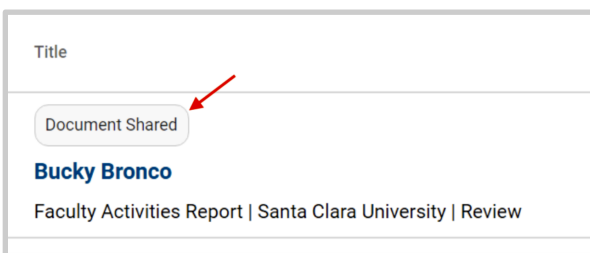
## STEP 6 - REVIEW & FILE YOUR FAR EVALUATION LETTER

Your chair will review your materials and draft a letter. The chair will finalize the letter and share it with you by email or hard copy, outside of Interfolio.

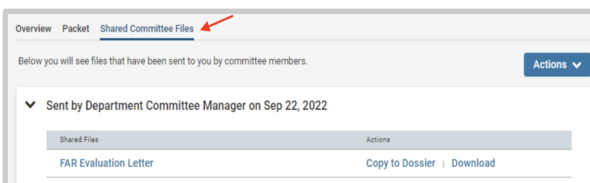
The chair will then send the case to the dean, who will add the vita and evaluation letter to your personnel file. The dean may choose to add a letter to the case and file.

We recommend you keep a copy of the letter in your files, and upload a digital copy in the **Historical FARs & FAR Evaluation Letters** section in Faculty180 Activities.

If the letter is shared through Interfolio, you will receive an Interfolio notification from either the chair or the dean notifying you that your FAR Evaluation Letter is complete. To view the letter:



Login to Interfolio. The trigger to view the FAR Evaluation Letter will be on your dashboard (note the shaded button where it says “Document Shared” above your name). Click on your name to view the shared file.



Click on the **Shared Committee Files** tab to navigate to the file. You have three options:

1. Click on the file name to open and read the letter in the browser window;
2. Copy to Dossier - do not use; Santa Clara does not subscribe to the dossier service;
3. Download - we recommend you download the letter, then navigate to Activities in the left sidebar and upload the letter to the “Historical FARs & FAR Evaluation Letters” section.