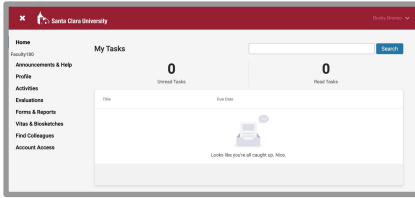


# Uploading Activities & Course Materials

## Instructions for AYALs, Lecturers & Senior Lecturers

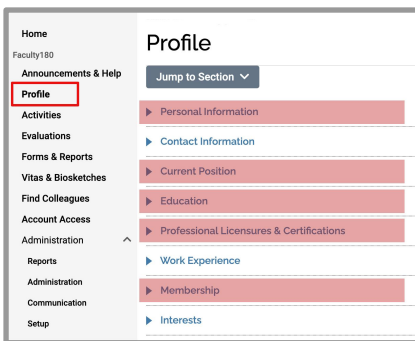
### Check your Interfolio Dashboard



### 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 Pandora del Carmen ([pdelcarmen@scu.edu](mailto:pdelcarmen@scu.edu)) to help you troubleshoot.

### Confirm Your Personal Information

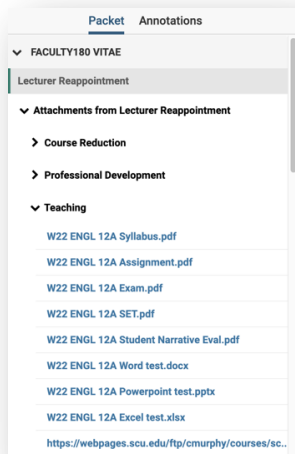


Click **Profile** in the left sidebar. Check to make sure your personal information, current position, education, professional licensures & certifications, and (professional) membership(s) are correct. Be sure to complete the highlighted areas.

### Add Your Activities

Add activities from the review period to the relevant activity categories. You don’t have to wait for your FAR or review to be due; you can enter materials incrementally as you go.

For all faculty, activities will include, for each course listed in the Teaching category, your syllabus, student evaluations, peer evaluations (if you have them) and sample course materials for each course.



When your “case” is built for review, your uploaded files will be listed by course in reverse chronological order, following your course list in the Teaching section. Since there will be a lot of these documents, we recommend titling your teaching materials as follows, to help evaluators locate documents:

#### Term/Year AREA # Type

You can see what this might look like in the image to the left. Notice that any links you add cannot be retitled, and only the first part of the URL is visible. Your reviewer might not know what this link is. We therefore recommend that, if you choose to include links to online materials, you add the links in a Word document that you upload in the “Other Teaching” or “Personal Statement” area, as a kind of guide for your reviewers.

There are many other activities categories, and you will not have, and do not need to have, files and entries for each one. Consult your department chair, your mentor, a senior colleague in your rank, or your department scholarship, teaching, and/or service standards (if your department has them) to identify what evidence matters most for faculty review.

The bold elements below are *required* for various processes; as to what evidence to supply for “superior teaching,” “professional activity,” and “service contributions,” suggestions are offered below.

### Evidence of Superior Teaching

- ▶ Teaching  
For each listed section, **syllabus, student (= department) evaluations** (you may choose whether to upload SET results for Winter, Spring and Summer 2020), **peer evaluation** (if available), evidence of superior teaching (assignments, exams, student achievement). This [guide](#) shows you how to download files from Camino.
  
- ▶ Other Teaching / Mentoring / Advising Load / Grants - External / Grants - Internal  
Information uploaded here provides evidence of “superior teaching.” Include in “Other Teaching” contributions to the student learning environment. If you received internal or external grants related to teaching, list those in the Grants section.  
*Note: the Provost’s Office will upload a summary of your SET results for the period under review. The summary will not include results for Winter, Spring or Summer 2020. If you choose to supply those results in a summary form, upload them to “Other Teaching” (here are [guides](#) for creating them).*

### Faculty Activities Reports (FARs)

- ▶ Historical FARs & FAR Evaluation Letters  
Upload these from your records.

### Evidence of Professional Activity

- ▶ Professional Development  
List here any in-residence programs, short courses, workshops, conferences, or other programs in which you participated that were designed to bring faculty up-to-date in your discipline, including any activities designed to update your pedagogy or course delivery skills.
  
- ▶ Scholarly Contributions and Creative Productions / Scholarly Plans  
Put “evidence of professional activity” here, focusing on conference attendance and presentations, publications, and creative work.
  
- ▶ Grants - External / Grants - Internal  
If you received any external or internal grants related to your scholarship of discovery, list those here. (This category may also be used for scholarship of teaching).

### Evidence of Service Contributions

- ▶ University, School, or Department Service / Major Professional Service / Major Community Service / Administrative Service  
Most faculty will use just the first of these categories, but use any that apply.

For a step-by-step guide to uploading Teaching Activities, see the next page.

Under the **Activities** section, navigate to the **Teaching** category.

The screenshot shows the 'Activities' page. On the left, a sidebar menu includes 'Home', 'Faculty180', 'Announcements & Help', 'Profile', 'Activities' (highlighted), 'Evaluations', 'Forms & Reports', 'Vitas & Biosketches', 'Vitas', 'My Templates', 'Legacy Vitas', 'Find Colleagues', 'Account Access', 'Administration', 'Review, Promotion & Tenure', 'Cases', 'Templates', 'Administration', 'Reports', and 'Users & Groups'. The main area is titled 'Activities' and features a 'Jump to Section' dropdown menu. Below it, a list of activity categories is shown: Personal Statement, Course Reduction, Activity Distribution, Academic Honors & Awards, Professional Development, Teaching (highlighted), Other Teaching, Mentoring, Advising Load, Scholarly Contributions and Creative Productions, Scholarly Plans, and Sabbatical Reports.

Click on the **pencil icon** to the corresponding class.

Teaching ? Help

Show 20 entries

Term	Course	Course Title	Instruction Mode	Credit Hours	Days	Enrollment	Actions
Winter 2021	PMIN 210 23799	The New Testament	LEC	4	S	19	
Spring 2020	PMIN 206 12103	Synoptic Gospels	LEC	4	M	8	
Winter 2020	SCTR 165R 95679	RSS:Gndr/Sexuality in Bibl Int	SEM	5	TTH	13	
Winter 2020	WGST 148 95714	RSS:Gender/Sex in Biblical Int	LEC	5	TTH	3	
Fall 2019	SCTR 15 91619	Texting God	LEC	4	MWF	28	

Click the **Add** button

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
-	-	-	-	

Save Save and Go Back Cancel

Select the **Browse** button to find the document on your computer. From the **Type** drop-down menu, select the type of document (Syllabus, Course Evaluation [i.e., student evaluations], Peer Evaluation [if you have one], Other [for assignments, exams, etc.]). Click the **Upload** button.

**Course Evaluation:** Narrative and Numerical Evaluations go here.

**Peer Evaluation:** Fellow peer coming into your classroom to evaluate your teaching.

Click the **Add** button to repeat the process. Save occasionally to be sure your uploads are saved. When you're done, click the **Save and Go Back** button to return to the main screen.

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
1	-	-	-	<input type="button" value="Add"/>

Save  Cancel