

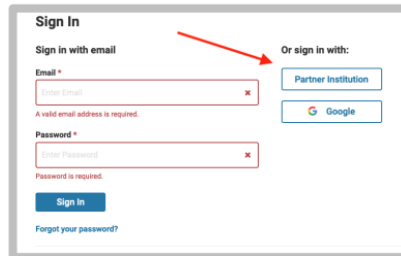
Mid-Probationary Review (MPR) using Interfolio

Instructions for the Candidate

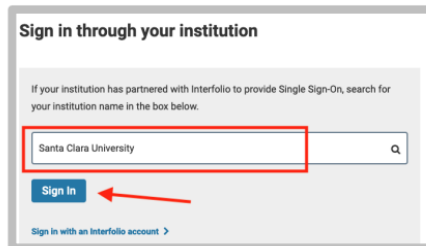
There are two ways to log on to Interfolio

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

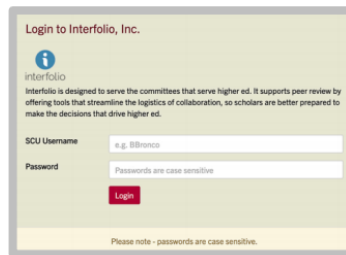
Click the Partner Institution button.



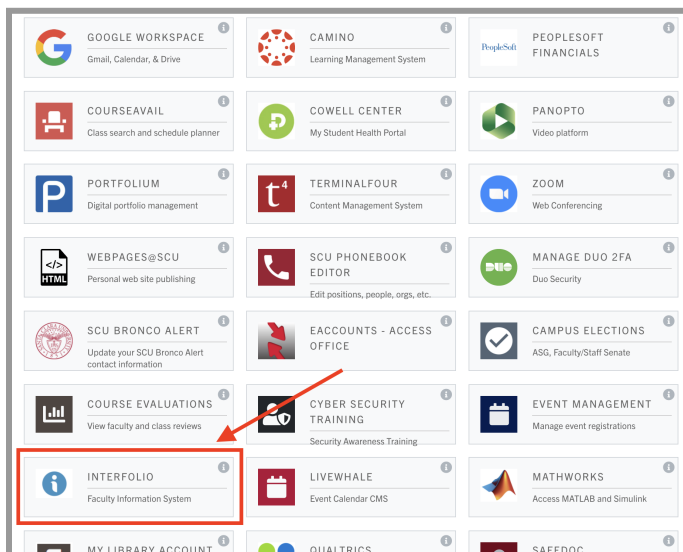
Search for "Santa Clara University" and click the Sign In button.



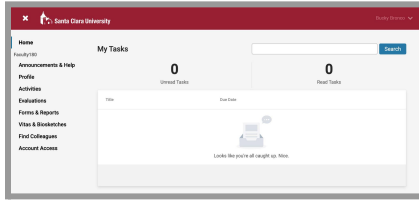
Log in with your single sign-on credentials.



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

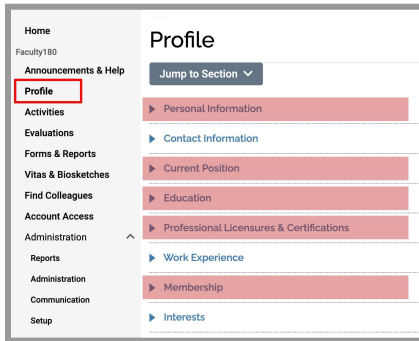


PART 1 - Preparing your MPR Vita



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) to help you troubleshoot.



Confirm Personal Information

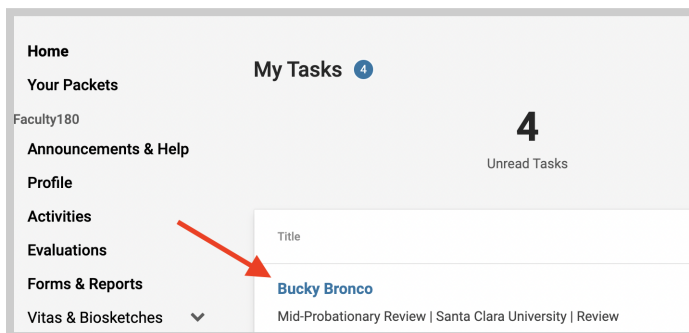
Click **Profile** in the left sidebar. Check to make sure your personal information, current position, education, professional licensures & certifications, and (professional) membership(s) are correct. Be sure to complete the highlighted areas.

Enter Activities

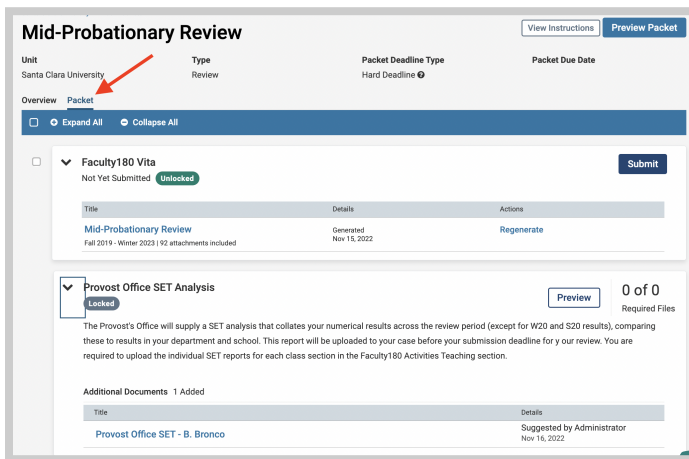
Add activities from the period under review to the relevant activity categories in Faculty180. In general, required elements for teaching include syllabi, course evaluations, peer evaluations (if any), and other course materials that provide significant evidence of your teaching. Publications and grants from the period under review and any significant documents you produced as part of a service obligation are also required. For further guidance on where to place evidence in Faculty180, see the current [University Procedures for Mid-Probationary Review](#).

PART 2 - Reviewing your MPR Vita and Packet

The vita is a document that Interfolio automatically generates in the RPT module (“review, promotion and tenure”) from the entries you have made in the Activities section of Faculty180 for the review period. You can preview the vita and packet to make sure it has captured everything you want to include. When your Mid-Probationary Review trigger appears on your dashboard:

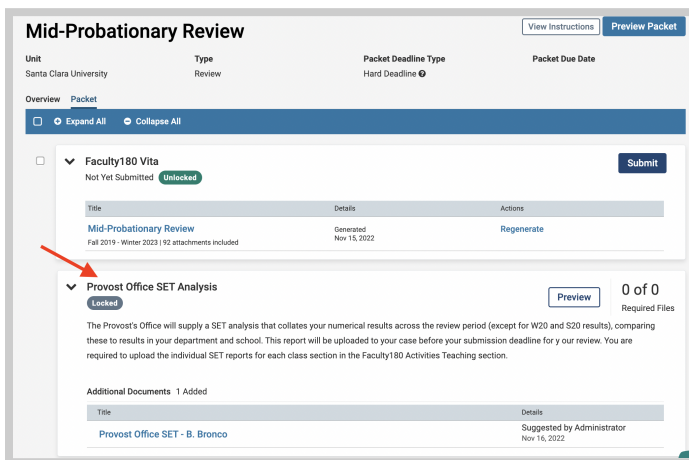


1. Click on your name in blue to bring you to your MPR case.



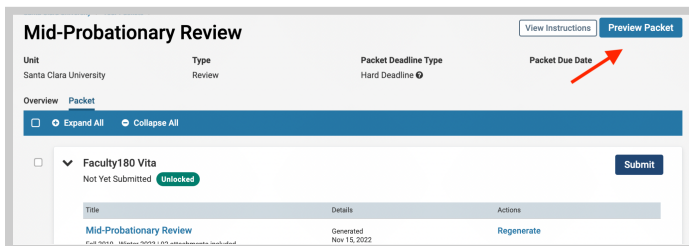
2. Click the **Packet** tab to view the screen pictured to the left. The following sections are in your packet:
 - a. Faculty180 Vita
 - b. Provost Office SET Analysis (uploaded 3 weeks before your deadline)

Click on any > (caret) symbol to expand the section.

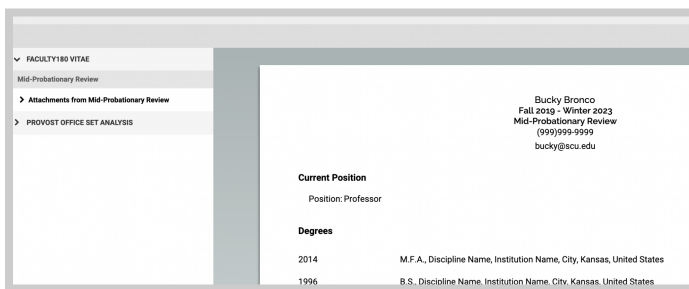


3. The Provost Office SET Analysis presents a summary and comparison of your SET results for the last three or four years, depending on your review period. It can be helpful to review the document at this stage to inform what materials you may choose to supply for your classes in the Teaching activities section.

The document lacks Winter, Spring, and Summer 2020, when faculty were allowed to choose whether to report their results. If you would like to create a version of p. 1 of the SET Analysis that includes your SET results from the opt-in quarters, use [this guide](#), and upload to the “Other Teaching” section in Faculty180. Please note that this is *not* required.

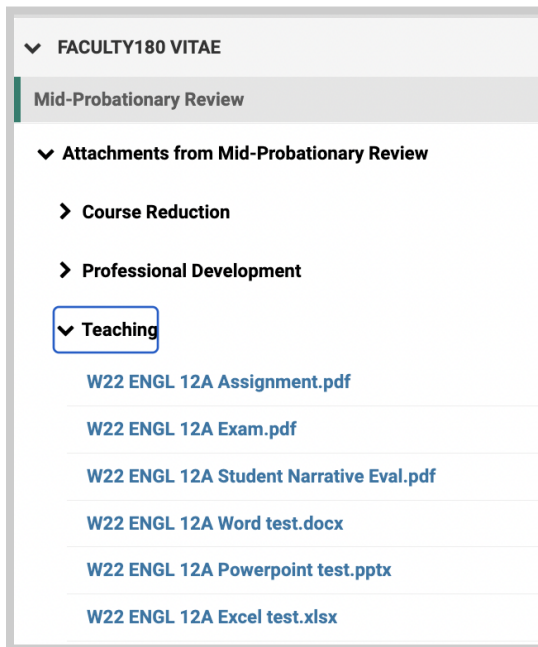


4. Click the **Preview Packet** button on the top right corner to review your MPR packet. This allows you to view the packet and vita as your evaluators will see it.



5. The left sidebar lists the sections of your packet as your evaluators will see them. You can click on any section to view the contents. In the main window, you'll see the system-generated curriculum vitae for the period under review. Because the system provides this document, you do not need to upload your full CV (but if you choose to do so, the Activities list in Faculty180 has a CV category).

Review Faculty180 Vitae Documents



Click on **Faculty180 Vitae** in the left sidebar to view the order and titles of your uploaded documents (only categories with uploaded documents from your review period will appear). They are listed in the order of the category and subcategory listing in your Faculty180 Activities section. Click on any › (caret) symbol to view how your uploaded documents appear in that section.

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, we recommend the following title convention for your teaching materials to help evaluators locate documents:

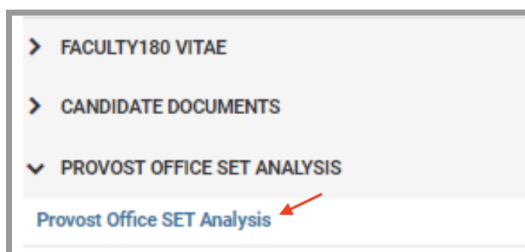
Term/Year AREA # Type

For a single course, your documents might look like this:

F21 ENGL 25 Syllabus.pdf
F21 ENGL 25 Peer Evaluation.pdf
F21 ENGL 25 SET.pdf
F21 ENGL 25 Student Narrative Eval.pdf
F21 ENGL 25 Assignment.pdf

If you want to adjust the uploaded files (e.g., add or delete any documents, retitle evidence, etc.), you can do this up to your submission deadline. You would go back into Faculty180 and make the adjustments there, then return to your case and “regenerate” it to capture the changes in the RPT module (see part 3, step 2 below).

Provost Office SET Analysis



Click on the › (caret) next to Provost Office SET Analysis in the left sidebar to view the Provost Office SET Analysis. A blue link will appear 2-3 weeks before your submission deadline. The document lists your scores for all sections during the period under review (except Winter, Spring, and Summer 2020*), and compares these to other faculty in your department and school (in the College of Arts & Sciences, scores are compared by disciplinary cluster as well).

** If you carried part of your 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.*

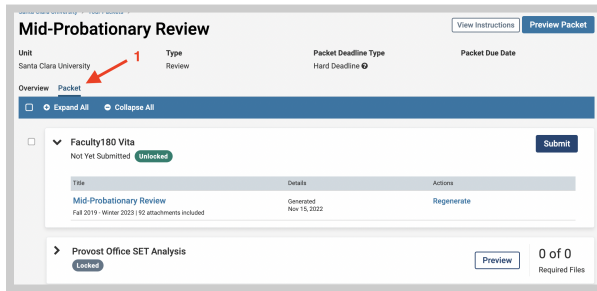
How to Exit the Packet



Click the X in the top right corner to exit this Preview Packet section.

PART 3 - Submitting your MPR Case

When you have finished reviewing your vita and packet, you will submit your vita. You do this in three simple steps.

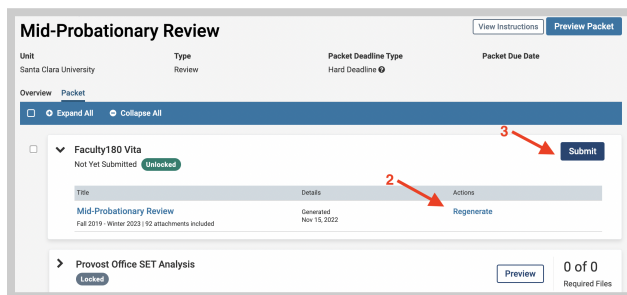


Step 1 - Double-check Your Packet

Click the **Packet** tab in the upper left. This section will reveal the items in the packet. Once again, you will see the following items in this section:

- Faculty180 Vita
- Provost Office SET Analysis

Click on any > (caret) symbol to expand the section.



Step 2 - Regenerate the Vita

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

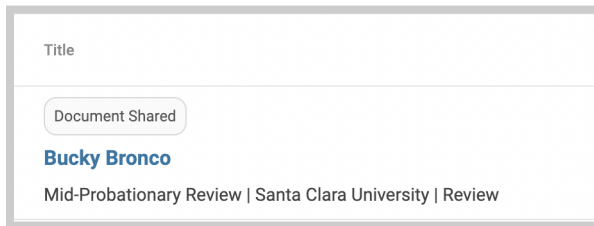
Step 3 - Submit the Vita

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.*

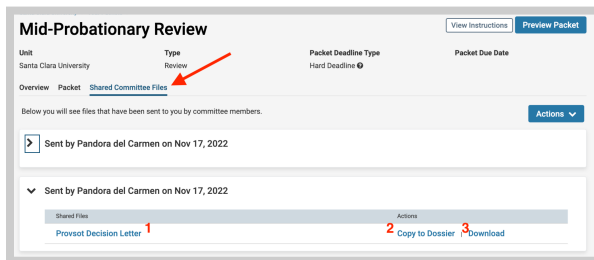
You have completed the submission.

Part 4 - Provost Final Decision

If the outcome of the MPR review is positive, the candidate will receive 1) a letter from the Provost congratulating the candidate on a successful MPR, and 2) an advisory letter from the department expressing the views of the tenured faculty members as to what the candidate might do in the remainder of the probationary period to enhance their candidacy for tenure. Please upload this letter in Faculty180 Activities at ► MPR & MPR Advisory Letters, so it is available for subsequent reviews.



Login to Interfolio. The trigger to view the Provost's 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.

There are three options:

1. Click on the file to open and read it 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 Provost's final decision letter; then upload to the ► Reappointment & Decision Letters section in Faculty180 Activities for your records.