



Sharing Faculty Files with
Student Advisory Committee
(SAC)

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Reminder: Only share pertinent files with SAC members

1. Candidate's CV
2. Candidate's teaching and mentoring materials, including any teaching and mentoring statement or philosophy
3. Course feedback materials
4. Information collected during the general feedback period

To ensure SAC members have access to only-relevant files, use one of the three methods outlined below.

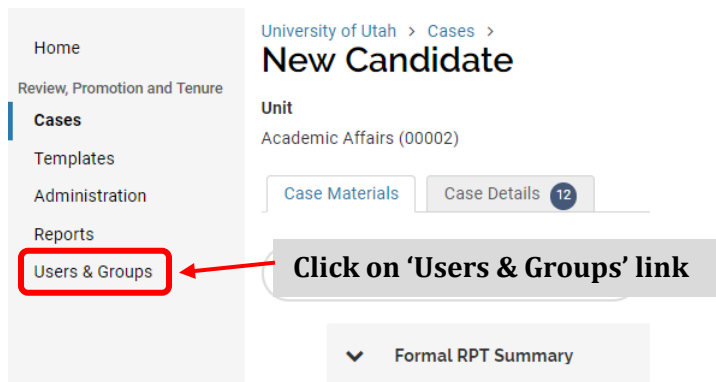
Method 1: Manually select files from case & share (preferred method)

Method 2: Add SAC to case & edit settings of files that should not be shared

Method 3: Upload files to a secure Ubox folder and share link

For methods 1 and 2: first ensure the SAC has been added as a committee in Interfolio.

Creating SAC Committee in Interfolio



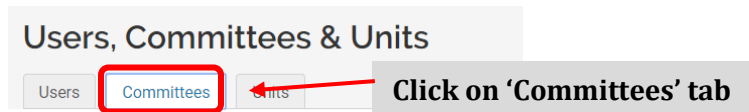
University of Utah > Cases >
New Candidate

Unit
Academic Affairs (00002)

Case Materials Case Details 12

Formal RPT Summary

Click on 'Users & Groups' link

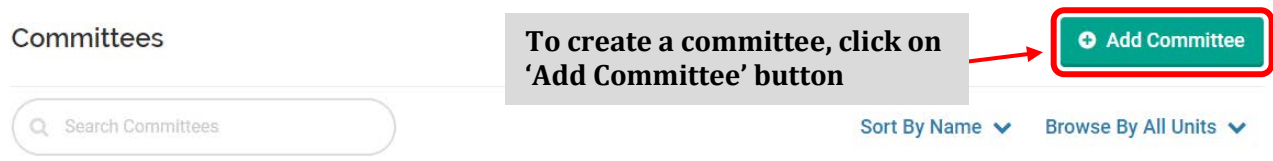


Users, Committees & Units

Users Committees Units

Click on 'Committees' tab

Verify committee does not already exist by using search feature, or scrolling through existing committees



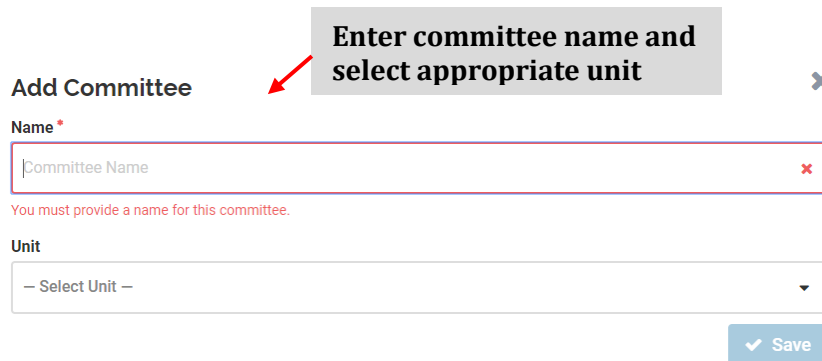
Committees

To create a committee, click on 'Add Committee' button

Search Committees

Sort By Name Browse By All Units

+ Add Committee



Add Committee

Enter committee name and select appropriate unit

Name *

Committee Name

You must provide a name for this committee.

Unit

— Select Unit —

Save

Method 1: Manually select files & share with committee

Teaching/Course Materials

Please include the following:
1. Teaching Statement
2. Teaching report/peer review of teaching
3. Course evaluations summaries since last
4. Syllabi

In 'Teaching/Course Materials' section, click selection box next to files you wish to share

Download Share Settings Move

With Candidate
With Committee Members

Next, click 'Share' from the green bar, And select 'With Committee Members'

- Teaching Statement
- Peer Review of teaching
- Course Evaluations
- Syllabi

Admins & Committee

Downloadable Admins & Committee

Downloadable Admins & Committee

Message to Committee

To
Add Another: [User](#) | [Committee](#)

Subject *

Materials for SAC Review

Message *

Complete 'Subject' and 'Message' fields

Share Files

Files shared with this message can be viewed by the recipient(s) after logging into Interfolio.

+ Add

Teaching Statement

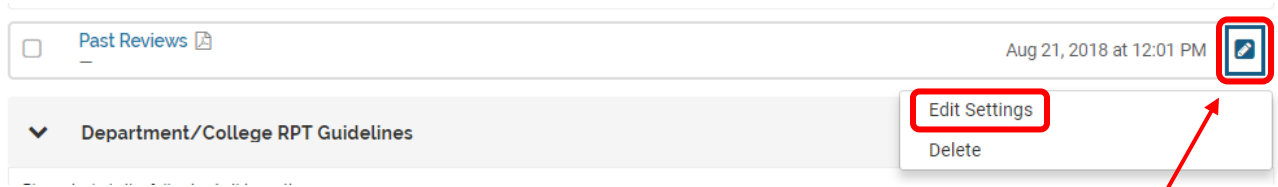
Peer Review of teaching

Course Evaluations

Confirm you are sharing only relevant documents; if needed, remove documents being shared by clicking 'X'

Method 2: Add SAC to case & edit settings of files that should not be shared

First, you must edit settings of documents that should not be viewed by SAC.



Click edit button of document that should not be shared with SAC

Click on 'Edit Settings'

The 'Edit Material' dialog box is shown. It has a title 'Edit Material' and a close button (X). Below the title, it says 'Added by: Sara Baldwin'. There are four main sections: 'Name *' with a text input field containing 'Past Reviews'; 'Description' with a text input field containing 'Description'; 'Section' with a dropdown menu showing 'Past Reviews'; and 'Access' with a dropdown menu. The 'Access' dropdown menu is open, showing three options: 'Administrators & Entire Committee', 'Administrators & Entire Committee', and 'Administrators & Committee Managers'. The 'Administrators Only' option is highlighted in blue and has a red box around it. A red arrow points from the 'Administrators Only' option towards the right.

From the Access dropdown, Select 'Administrators Only'

Next, add SAC committee to the case using the steps below.

Send Case **Case Options**

- Edit Case**
- Email Candidate
- Add Case Section
- View Activity Log
- View Candidate Info
- Close Case

Click on 'Edit Case' link under Case Options

Case Information [Edit](#)

Type	Name	Email	Unit
Tenure	New Candidate	new.candidate@utah.edu	Academic Affairs (00002)

Case Data Forms
Review Year | 0 / 1 question answered

Candidate Requirements [Edit](#)



- Formal RPT Summary


Creating a Case

- Case Information
- Candidate Requirements
- Internal Case Sections
- Case Review Steps**
- Case Summary

Click on step 4: 'Case Review Steps'

Scroll down and find appropriate committee

2 **Student Advisory Committee Review**  

 Student Advisory Committee Review (0)
No Instructions 1 Required Document

Click on the edit icon [Edit Details](#)

Edit Step

[Manage Step Details](#) [Manage Administrators](#)


Name *

Student Advisory Committee Review

Due Date

MMM D, YYYY 

Student Advisory Committee Review

This committee can move the case forward and backward. 

Click on 'Add Committee'

 **Add Committee**

Edit Step



Name *

Student Advisory Committee Review

Due Date

MMM D, YYYY



Student Advisory Committee Review

This committee can move the case forward and backward.



Who is reviewing the case at this step?

Leave Standing Committee as default

Standing Committee Ad Hoc Committee Individual User

Standing committees are created at the unit level (i.e. university, school, college etc.) and can be reused for cases in that unit.

Select committee from dropdown

Standing committee name



Select or search for an existing committee

Academic Affairs Administrative Check in Academic Affairs (00002)

Consolidated Hearing Committee (CHC) in University of Utah

President in University of Utah

Senior Vice President for Academic Affairs in University of Utah

Senior Vice President for Health Sciences in University of Utah

University Promotion and Tenure Advisory Committee (UPTAC) in University of Utah

2 Student Advisory Committee Review



Student Advisory Committee Review

No Instructions 1 Required Document

Edit Details



Student Advisory Committee Review (3)

No Instructions No Required Documents

Edit Details

Indicates number of members assigned to committee

Confirm committee members by clicking 'Edit Details' button

Edit Details



Manage Members

Instructions

Required Documents

Name

Student Advisory Committee Review

List of committee members appears here

3 Members

BG



ER



MP



Add member(s) by clicking on 'Add Member'

+ Add Member

Note: When sharing with other committees later in the process, be sure to change settings Access settings to "Administrators & Committee Managers."

Method 3: Upload files to secure Ubox folder and share link with SAC

Using your CIS login ID and password, use the following link to upload files into Ubox: <https://box.utah.edu/>



Create a New Folder

Folder Name

2018-2019 SAC Committee

Invite People

Enter email addresses to invite users

Title folder and enter SAC members' email addresses

Permission

Editor

Editor

Co-owner

Viewer Uploader

Previewer Uploader

Viewer

Previewer

Uploader

Learn More

Cancel

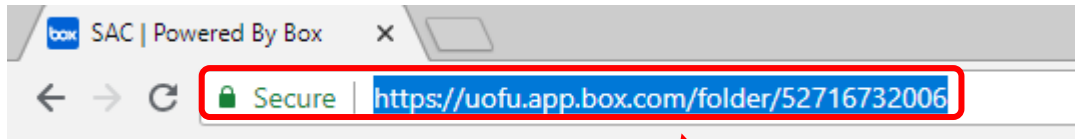
Create

Be sure to assign users at 'Previewer' before clicking on Create; this prevents users from downloading materials

Next, open the new folder and use the same steps listed above to create individual faculty folders.

Within the faculty folders, drag and drop the following:

1. Candidate's CV
2. Candidate's teaching and mentoring materials, including any teaching and mentoring statement or philosophy
3. Course feedback materials
4. Information collected during the general feedback period



**To share the link manually with committee members,
copy URL in browser and paste into an email.**