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

Click on ‘Users & Groups’ link
Click on ‘Committees’ tab
Verify committee does not already exist by using search feature, or scrolling through existing committees
To create a committee, click on ‘Add Committee’ button
Enter committee name and select appropriate unit
Method 1: Manually select files & share with committee

1. In ‘Teaching/Course Materials’ section, click selection box next to files you wish to share.
2. Next, click ‘Share’ from the green bar, and select ‘With Committee Members’.
3. Complete ‘Subject’ and ‘Message’ fields.
4. 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’

From the Access dropdown, Select ‘Administrators Only’
Next, add SAC committee to the case using the steps below.

1. Click on 'Edit Case' link under Case Options
2. Click on step 4: 'Case Review Steps'
3. Scroll down and find appropriate committee
4. Click on 'Add Committee'
Select committee from dropdown

Leave Standing Committee as default

Select committee from dropdown

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

Add member(s) by clicking on '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/

From the 'New' dropdown in the upper right side of screen, select 'Folder'

Create a New Folder

Folder Name

Title folder and enter SAC members' email addresses

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.