interfolio

Review, Promotion & Tenure

Candidate Training

Agenda

- What is Interfolio?
- Interfolio Key Concepts
- Candidate Experience
  - Logging in
  - Your Packet
    - Uploading Documents
    - Preview your Packet
    - Submitting for Review
  - Review Interfolio Dossier
    - Collections
    - Guidelines
- How to Find Support

Confidential and Proprietary,
Not for Distribution and Subject to NDA

What is Interfolio Review, Promotion & Tenure?

Interfolio Review, Promotion & Tenure is an online system for carrying out formal faculty reviews in a shared governance context (including tenure, promotion, annual review, sabbatical/leave, merit review, and any other sequential review), built to help academic institutions ensure that these processes are transparent, equitable, efficient, and well documented.

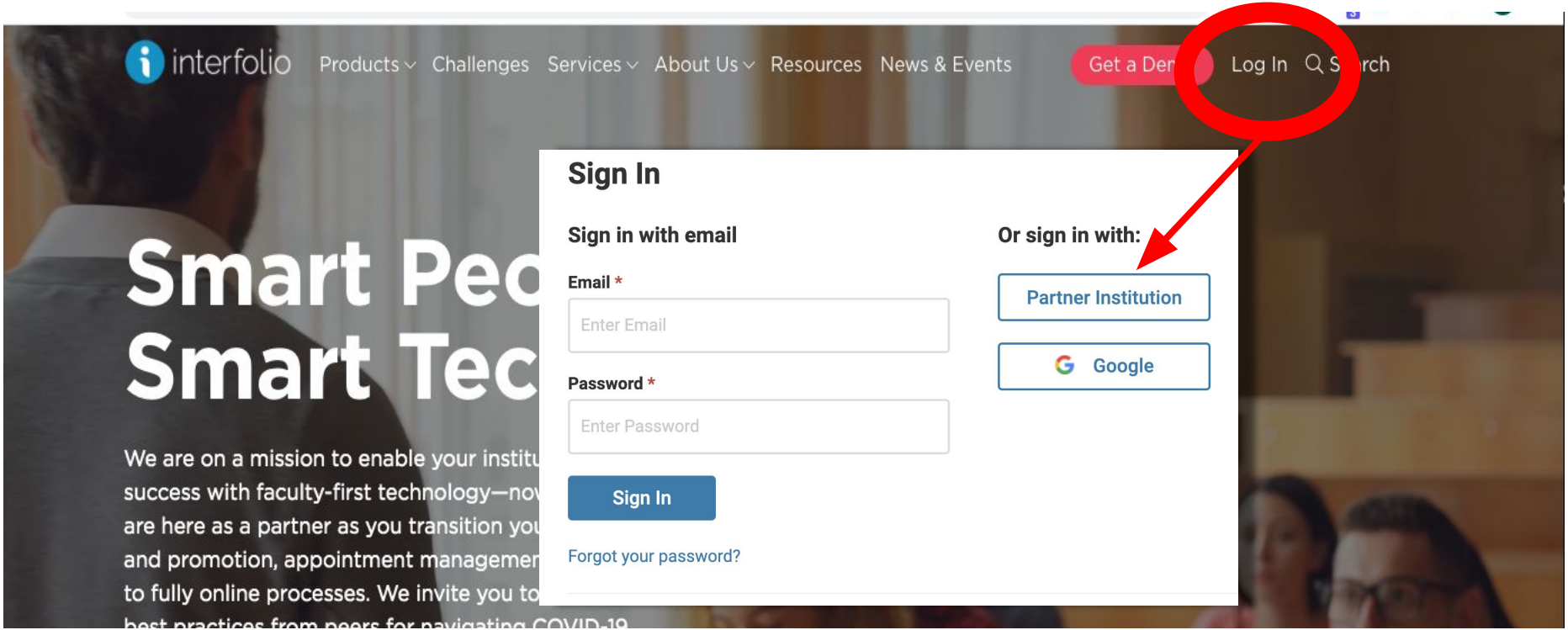
Confidential and Proprietary,
Not for Distribution and Subject to NDA

Key Concepts

Review, Promotion & Tenure	An Interfolio module used to facilitate the review process anytime a candidate submits materials that one or a series of committees needs to review or approve.
Packet	The collection of materials by which a candidate is being reviewed (documents and other files). The packet is divided into sections which can be worked on and submitted independently of one another. All materials submitted in the packet will be copied to the candidates Dossier for record keeping.
Cases	Lifecycle of a candidate as they progress through a standardized review cycle. Committees have the ability to add a case analysis or evaluation to the case as it progresses through the workflow leading up to the final decision.
Dossier	Tool for all faculty to store and manage job, fellowship, and promotion documents in one place. The Dossier will act as the central archiving tool for candidate materials. All information submitted for a review will be copied into the faculty Dossier for archiving or reusability purposes.

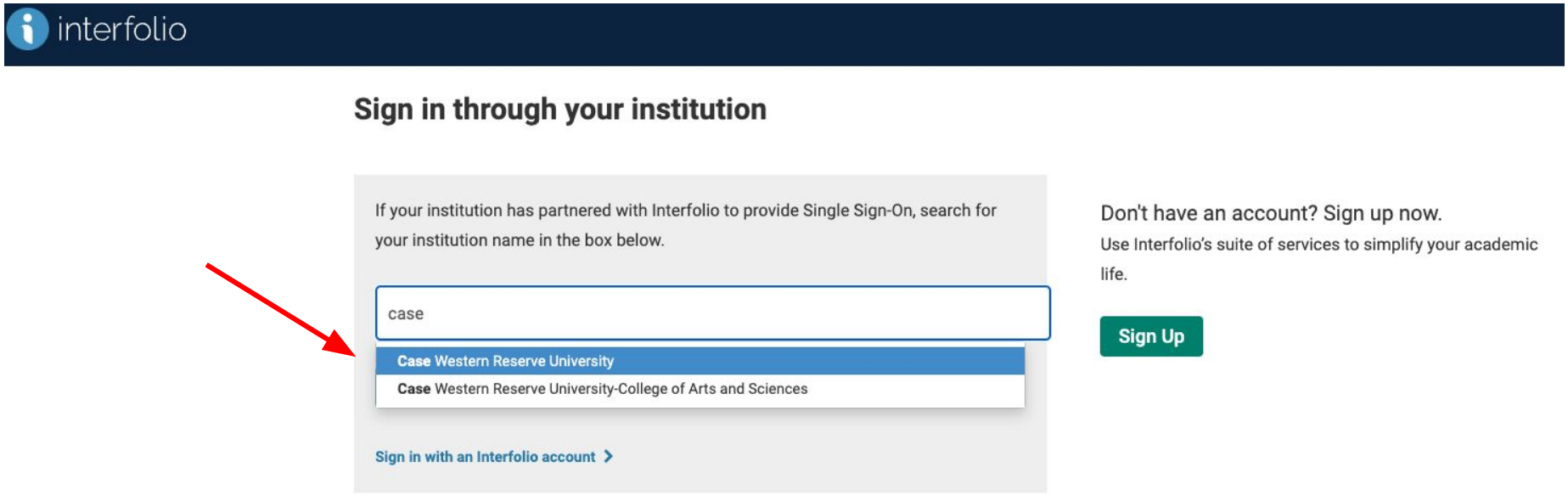
Confidential and Proprietary,
Not for Distribution and Subject to NDA

Logging into the Product



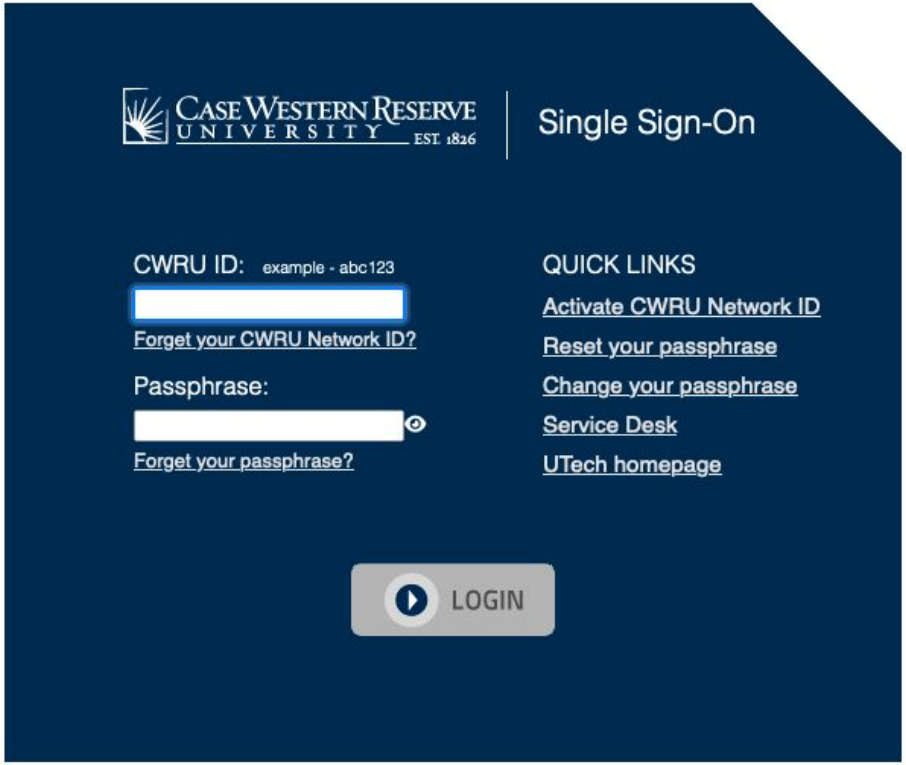
Confidential and Proprietary,
Not for Distribution and Subject to NDA

Logging into the Product



Confidential and Proprietary,
Not for Distribution and Subject to NDA

Logging into the Product



Confidential and Proprietary,
Not for Distribution and Subject to NDA

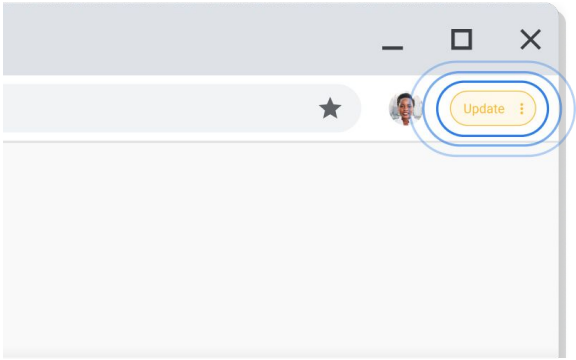
Questions

Confidential and Proprietary,
Not for Distribution and Subject to NDA

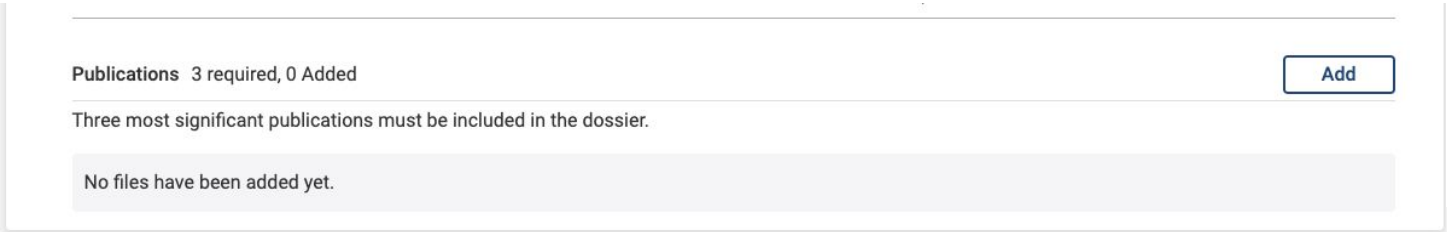
Interfolio Pro Tips/ Universal Practices

- Preferred Browsers: Google Chrome and Mozilla Firefox

- Ensure you are always using an up-to-date browser



- Required fields are indicated by the number where it says “3 required”. You must upload all numbered of required documents before you can Submit.

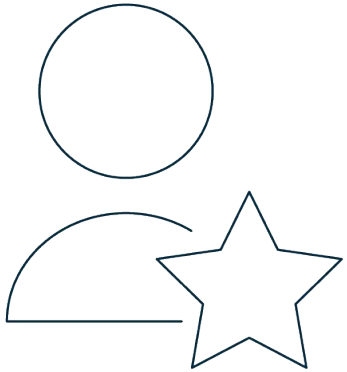


Confidential and Proprietary,
Not for Distribution and Subject to NDA

Interfolio Resources

Product Help Center
Quick help articles to guide you through specific tasks and functionality while using the product
product-help.interfolio.com

Scholar Services
Call, email, or chat with our Scholar Services team
Phone: **(877) 997-8807**
Email: **help@interfolio.com**



Confidential and Proprietary,
Not for Distribution and Subject to NDA