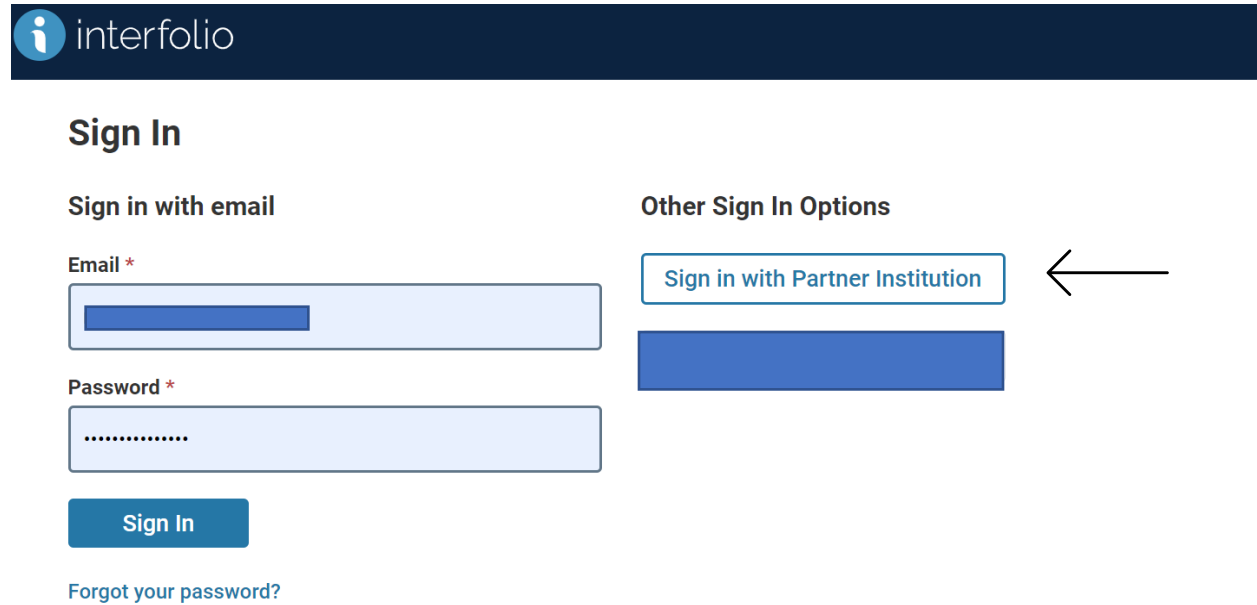# Interfolio Guide for Promotion Candidates

How to log in:

Once you have submitted a declaration of candidacy for promotion to the Faculty Affairs office, a case will be created for you in Interfolio. When you receive notification that your case has been created, you can log on to Interfolio and start uploading the required promotion materials.

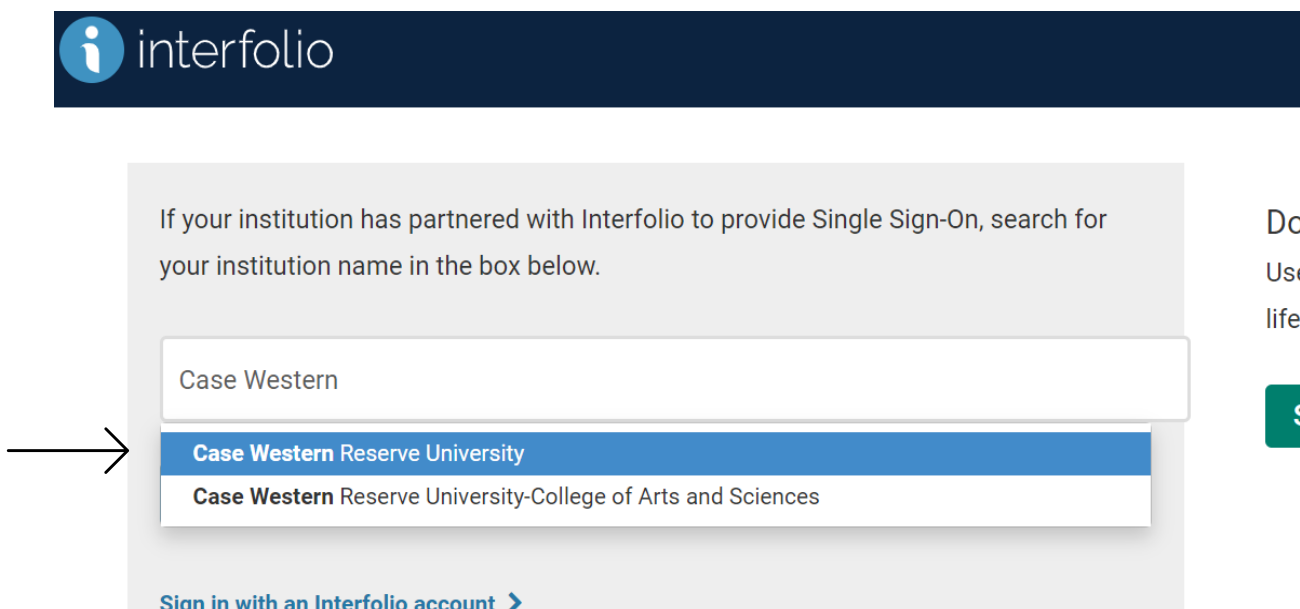 ***Please be sure to "sign in with partner institution".**

interfolio

Sign In

Sign in with email

Other Sign In Options

Email *

Sign in with Partner Institution ←

Password *

••••••••••••

Sign In

Forgot your password?

Search for and select Case Western Reserve University.

interfolio

If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

Case Western

→ **Case Western** Reserve University
Case Western Reserve University-College of Arts and Sciences

Sign in with an Interfolio account ❯

Once you select "Case Western Reserve University" you should be prompted to sign on through Single Sign On using your Case ID and Password. If you experience an error when trying to login, please contact facaffrs@case.edu.

Step 1: Opening your case

Once you have successfully logged into Interfolio, you will see your case on the home page. Please take a moment here to verify that your name is spelled correctly and that your department and track (tenure vs. non-tenure) is correctly identified on the case. If this is incorrect, please contact facaffrs@case.edu so that a correct case can be created. To open the case, click on your name.

Step 2: Upload Required Documents

Next, Click "Packet" and "Expand All" to see all required documents.

Click "Add" next to the document you would like to upload and select the file.

Home

Your Packets

Review, Promotion and Tenure

Cases

ⓘ

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Program Policies

∨ **Candidate Documents**

Not Yet Submitted   Unlocked

Submit

0 of 3

Required Files

Curriculum Vitae   1 required, 0 Added   **Add**

Current CV, dated, following the format adopted by the faculty (See page 12 of Promotion and Tenure Guidelines). Research support should be listed in the CV and include identifying NIH grant number(s), if any, or may be listed separately as an addendum to the CV. **The CV must accurately list the candidate's CWRU faculty appointment, promotions, and effective dates**.

No files have been added yet.

Reprints (up to 5 max)   0 Added   **Add**

No files have been added yet.

💬 Chat with us

TIP: You can see your progress on the Overview tab. Please note that optional documents are automatically checked off.

Home

Your Packets

Review, Promotion and Tenure

Cases

ⓘ

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Program Policies

Overview   Packet

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. To learn more, read the Candidate's Packet Guide.

Candidate Documents   **Edit**

Not Yet Submitted Unlocked

	Type	# Required	# Added
⚪	Curriculum Vitae	1 required	0
✅	Reprints (up to 5 max)	0 required	0
⚪	Professional Self-Description	1 required	0
⚪	Teaching Evaluations	1 required	0
✅	Teaching Portfolio (REQUIRED for NTT Candidates with a Primary Area of Excellence in Teaching)	0 required	0
✅	COVID 19 Impact Statement	0 required	0
✅	Diversity, Equity, and Inclusiveness (DEI) Statement	0 required	0
⚪	Candidate Information	9 required	0

💬 Chat with us

Step 3: Submit Documents

Once you have uploaded all required documents, you are ready to submit! Please Note: You **must** click the submit button to move your case forward for review. If you do **not** click submit, your application will **not** move forward.

TIP: Click the "Preview Packet" button in the top right corner to view all uploaded documents before submitting.

Click "Yes".

Once you click "Yes", your packet will be officially submitted. Please contact your department administrator if you want to make any changes.

Please Note: A list of potential external, teaching, and service referees must be completed as part of your promotion materials. The Provost requires that both Candidates and Department Chairs choose external referees. Please work with your Department Chair to fill out this template. It is required that the Department submit this in the next steps of your application.