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”.

Search for and select Case Western Reserve University.
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.

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

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.