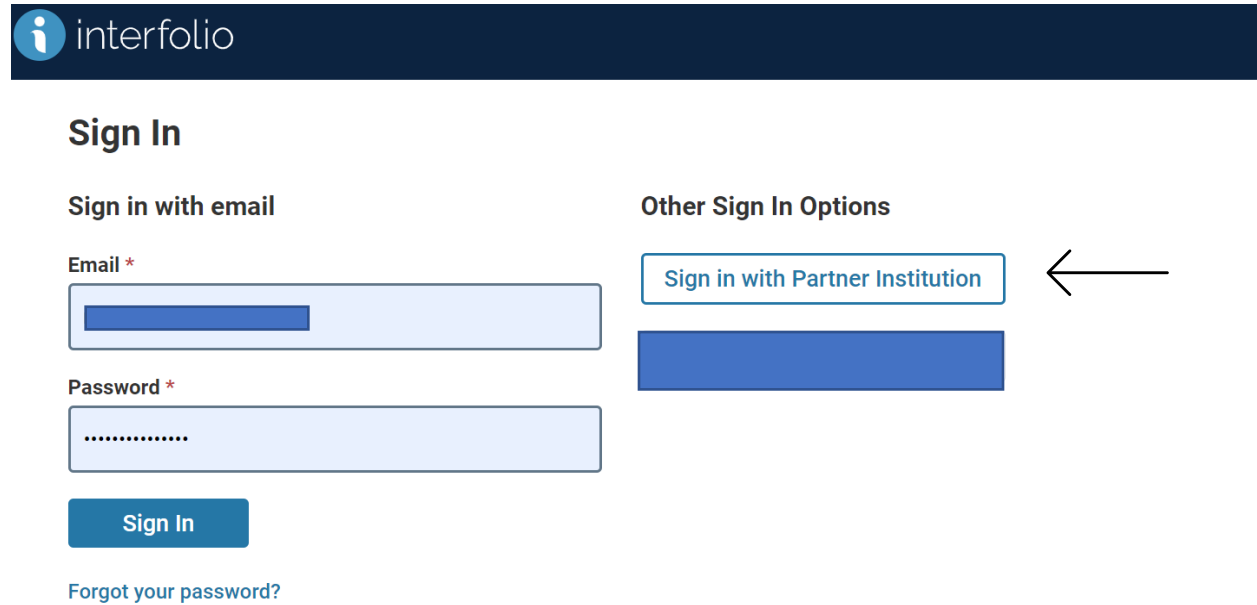


Interfolio Guide for Promotion Candidates

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”.**

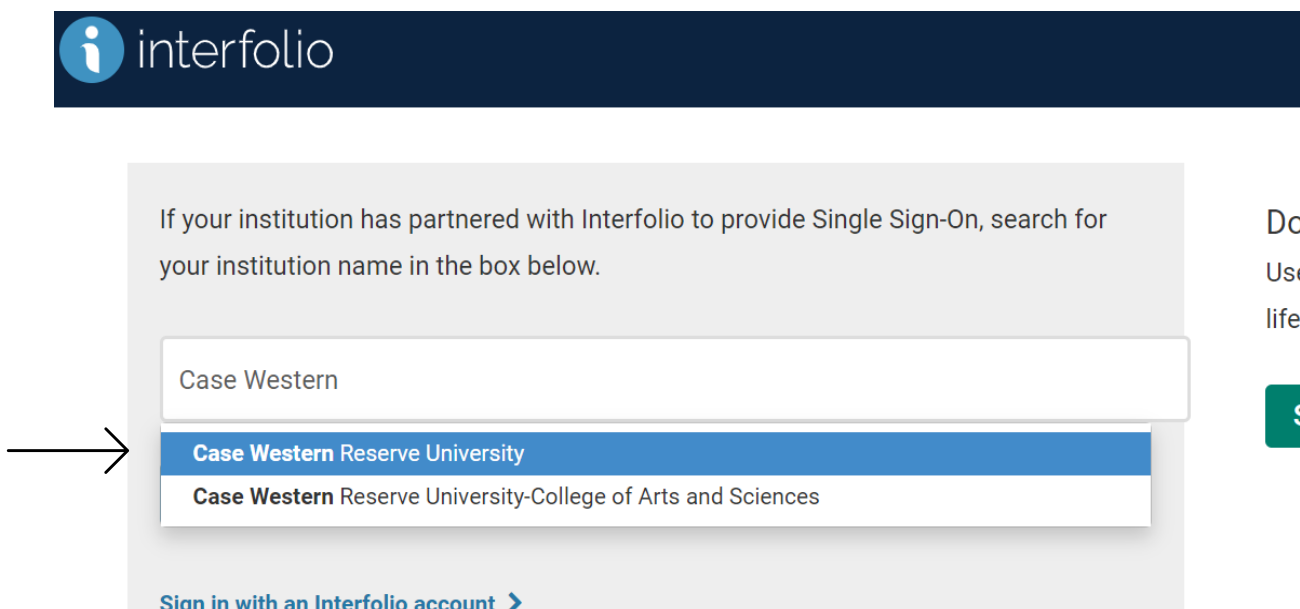


The image shows the Interfolio sign-in interface. At the top left is the Interfolio logo. Below it is the heading "Sign In". There are two main sections: "Sign in with email" and "Other Sign In Options".

Sign in with email: This section contains two input fields: "Email *" and "Password *". Below these fields is a blue "Sign In" button. A link for "Forgot your password?" is located below the button.

Other Sign In Options: This section features a blue button labeled "Sign in with Partner Institution". A black arrow points from the right towards this button.

Search for and select Case Western Reserve University.



The image shows a search interface for partner institutions. At the top left is the Interfolio logo. Below it is a text box with the instruction: "If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below." Below the text box is a search input field containing the text "Case Western". A dropdown menu is open, showing three options: "Case Western Reserve University" (highlighted in blue), "Case Western Reserve University-College of Arts and Sciences", and "Case Western Reserve University-College of Business". A black arrow points from the left towards the highlighted option. At the bottom of the search area is a link: "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.

My Tasks 1

1 Unread Tasks

0 Read Tasks

Title	Due Date
Spartie Spartan Full Time Non-Tenure Track Promotion Pharmacology Promotion	Jan 28, 2023

Step 2: Upload Required Documents

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

Case Western Reserve University > Your Packets >

Full Time Non-Tenure Track Promotion

View Instructions Preview Packet

Unit	Type	Packet Deadline Type	Packet Due Date
Pharmacology	Promotion	Soft Deadline	Jan 28, 2023

Overview **Packet**

Expand All Collapse All

Candidate Documents Submit 0 of 3 Required Files

Not Yet Submitted Unlocked

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.**

Chat with us

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

Case Western Reserve University logo and name. Spartie Spartan dropdown menu.

Home

Your Packets

Review, Promotion and Tenure

Cases

© 2023 Interfolio, Inc. 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.

Case Western Reserve University logo and name. Spartie Spartan dropdown menu.

Home **Overview** Packet

Your Packets

Review, Promotion and Tenure

Cases

© 2023 Interfolio, Inc. Program Policies

Candidate Documents

Not Yet Submitted Unlocked **Edit**

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.

Case Western Reserve University > Your Packets >

Full Time Non-Tenure Track Promotion

View Instructions Preview Packet

Unit	Type	Packet Deadline Type	Packet Due Date
Pharmacology	Promotion	Soft Deadline	Jan 28, 2023

Overview Packet

Expand All Collapse All

Candidate Documents
Not Yet Submitted Unlocked

Preview Submit 3 of 3 Required Files

Add

Curriculum Vitae 1 required, 1 Added

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 appointments, promotions, and effective dates.**

Chat with us

Click "Yes".

Confirm

You cannot edit the documents and forms within a section once it has been submitted. An administrator will need to unlock the section in order for you to make any changes. Are you sure you want to submit the section Candidate Documents at this time?

Yes No

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.