



interfolio

Review, Promotion & Tenure
Candidate Training

Agenda

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 - Collections
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 - Submitting for Review
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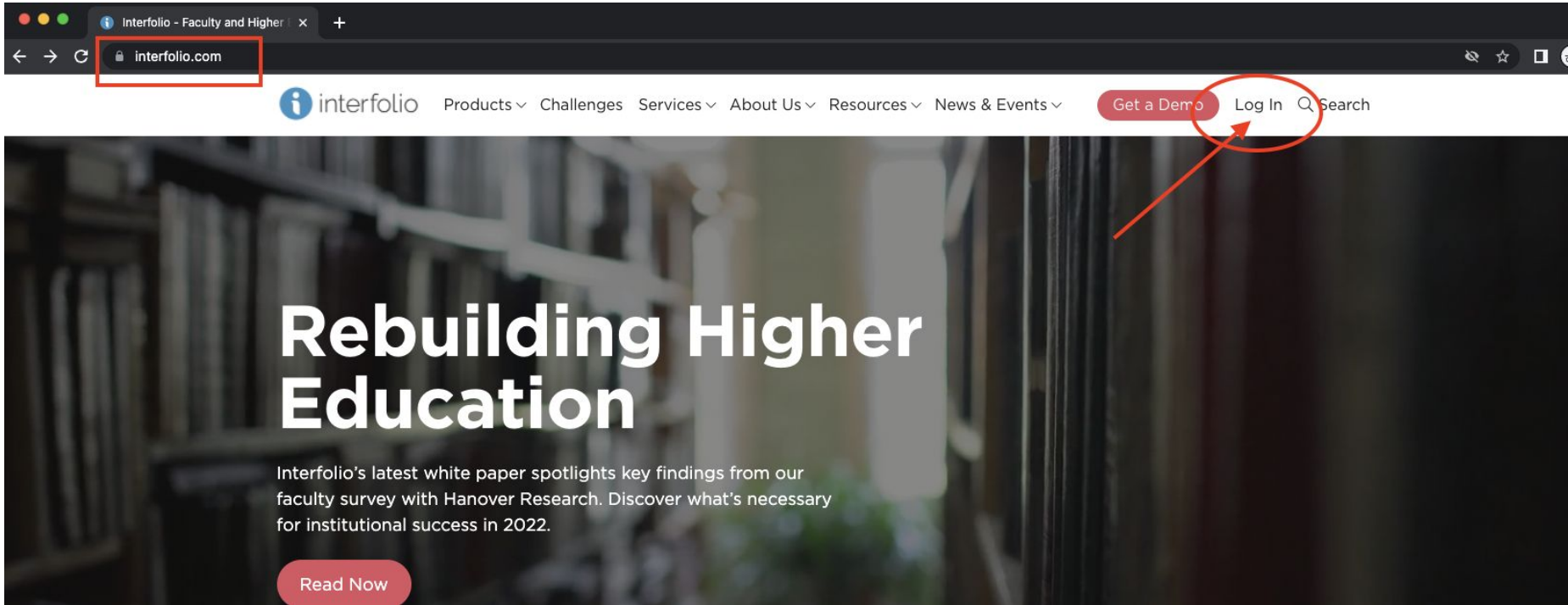
What is Interfolio Review, Promotion & Tenure?

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.

Key Concepts

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. This is private, your institution can't see any documents here.
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.
Committees	Groups of users that can review the candidates case at a given step of the review process. Committees can be: Standing (managed from the central committee tab), Ad Hoc (case specific) or individual assignment (committee of one).
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.

Logging into Interfolio



The screenshot shows a web browser window with the address bar containing "interfolio.com". The website header includes the Interfolio logo, navigation links for Products, Challenges, Services, About Us, Resources, and News & Events, and buttons for "Get a Demo" and "Log In". A red circle highlights the "Log In" button, with a red arrow pointing to it from the right. The main content area features a large heading "Rebuilding Higher Education" and a subheading "Interfolio's latest white paper spotlights key findings from our faculty survey with Hanover Research. Discover what's necessary for institutional success in 2022." Below this is a "Read Now" button.

Logging into Interfolio



Sign In

Sign in with email

Email *

Password *

Sign In

[Forgot your password?](#)

Don't have an account?

Use Interfolio's suites of services to simplify your academic life.

[Create an account](#)

Other Sign In Options

[Sign in with Partner Institution](#)

 [Sign in with Google](#)



Logging into Interfolio

Sign in through your institution

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



Sign In

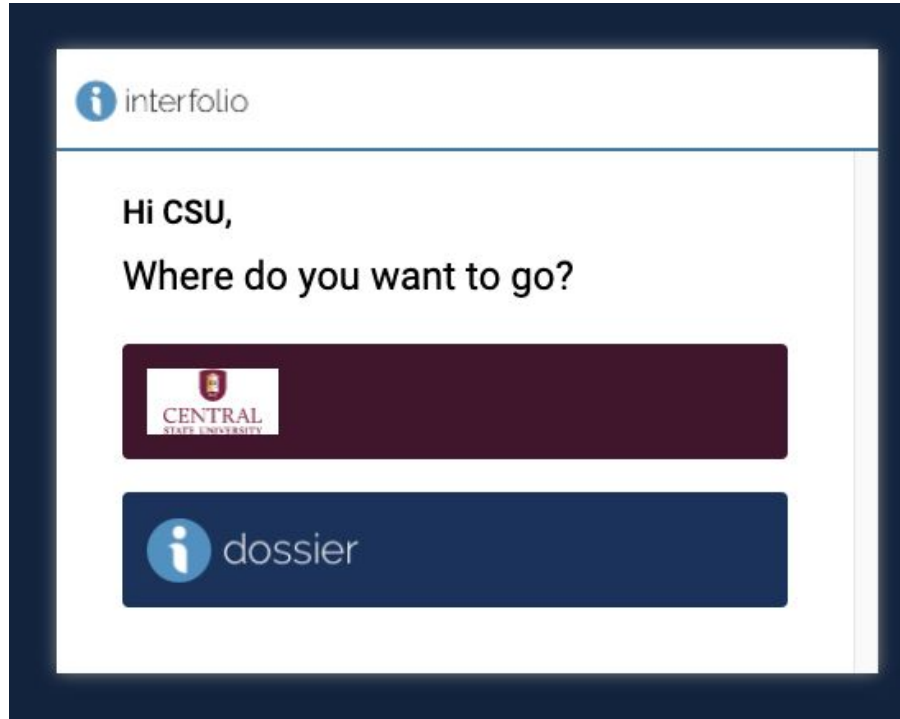
[Sign in with an Interfolio account >](#)

Don't have an account? [Sign up now.](#)

Use Interfolio's suite of services to simplify your academic life.



Sign Up

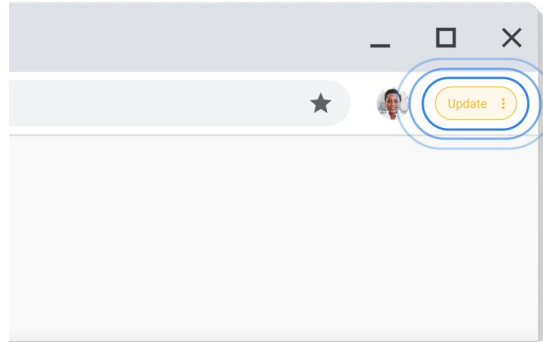
Logging into Interfolio



Candidate Demonstration

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 “Required 1+”. You must upload to all required sections before you can Submit.

Department Tenure Committee Recommendation **2+ required, 0 Added**

Insert all department tenure committee initial and final recommendation letter

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](tel:(877)997-8807)

Email: help@interfolio.com

