Agenda

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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
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.

Search for your institution

Don't have an account? Sign up now.
Use Interfolio's suite of services to simplify your academic life.

Sign Up

Sign in with an Interfolio account
Logging into Interfolio

Hi CSU,
Where do you want to go?

- central university
- dossier
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.
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