



interfolio

Review, Promotion & Tenure

Candidate Training

East Stroudsburg University

October 2020

Today's Agenda

- What is Interfolio?
 - Interfolio Key Concepts
 - Candidate Experience
 - Logging in
 - Dossier Institution
 - Collections
 - Guidelines
 - Packet
 - Uploading Materials
 - Submitting for Review
 - How to Find Support
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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.

Important Terms

Dossier: A tool for all faculty to store and manage a job, fellowship, and promotion or review documents in one place.

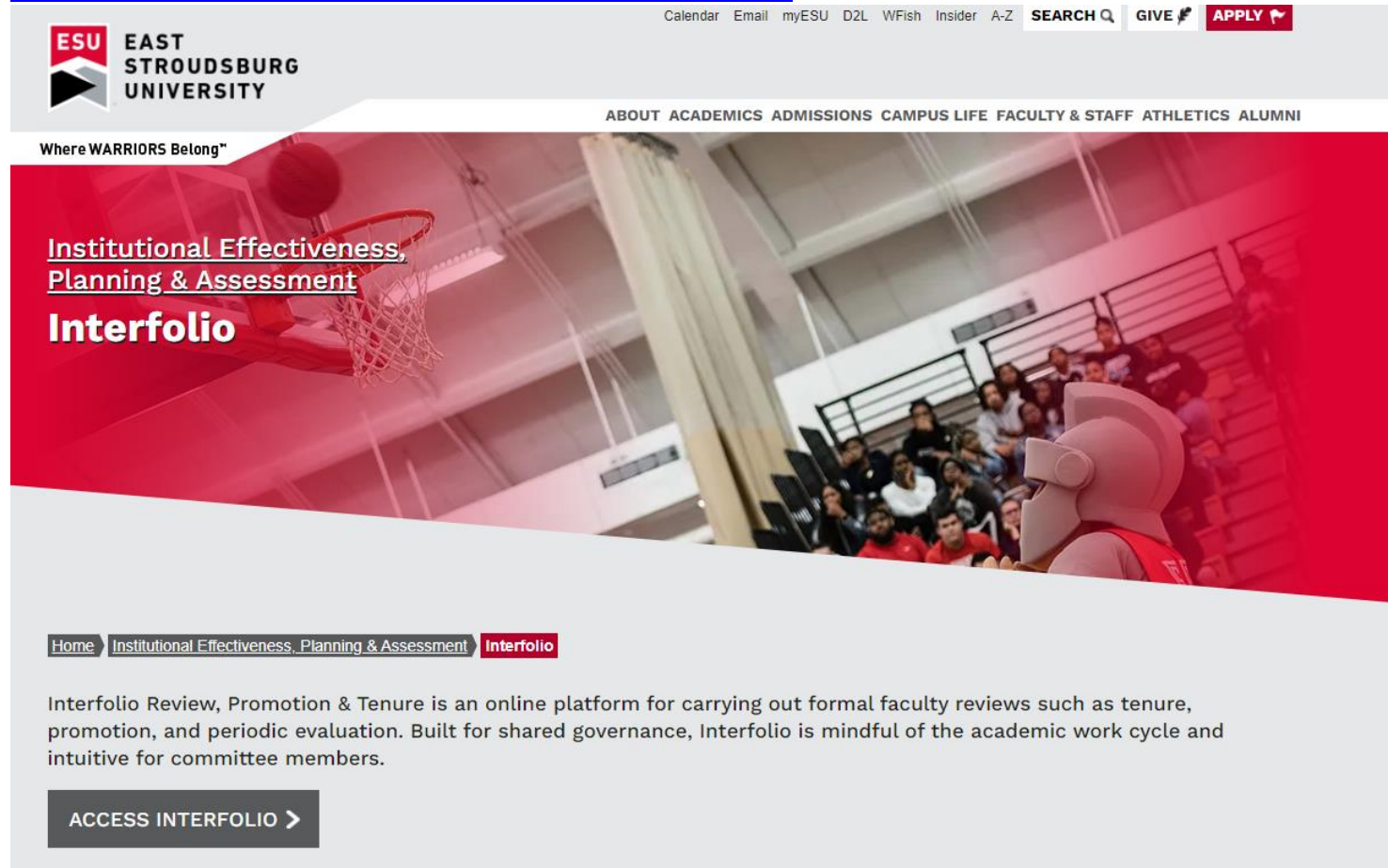
Review, Promotion & Tenure: An Interfolio module used to facilitate the review process anytime a candidate submits materials for committee review.

Packet: The collection of materials by which a candidate is being reviewed.

Committee: A group of users that can review a candidate's case at a given step of the review process.

Log In To Follow Along

<https://www.esu.edu/oiepa/interfolio.cfm>



The screenshot shows the top navigation bar of the East Stroudsburg University website. It includes the university logo, a search bar, and links for 'GIVE' and 'APPLY'. Below the navigation bar is a horizontal menu with links for 'ABOUT', 'ACADEMICS', 'ADMISSIONS', 'CAMPUS LIFE', 'FACULTY & STAFF', 'ATHLETICS', and 'ALUMNI'. The main content area features a large red banner with a basketball court background and a warrior mascot. The banner text reads 'Where WARRIORS Belong™', 'Institutional Effectiveness, Planning & Assessment', and 'Interfolio'. Below the banner is a breadcrumb trail: 'Home > Institutional Effectiveness, Planning & Assessment > Interfolio'. A paragraph of text describes the Interfolio platform as an online tool for faculty reviews. At the bottom of the banner area is a dark button labeled 'ACCESS INTERFOLIO >'.

Calendar Email myESU D2L WFish Insider A-Z **SEARCH** **GIVE** **APPLY**

ESU EAST STROUDSBURG UNIVERSITY

ABOUT ACADEMICS ADMISSIONS CAMPUS LIFE FACULTY & STAFF ATHLETICS ALUMNI

Where WARRIORS Belong™

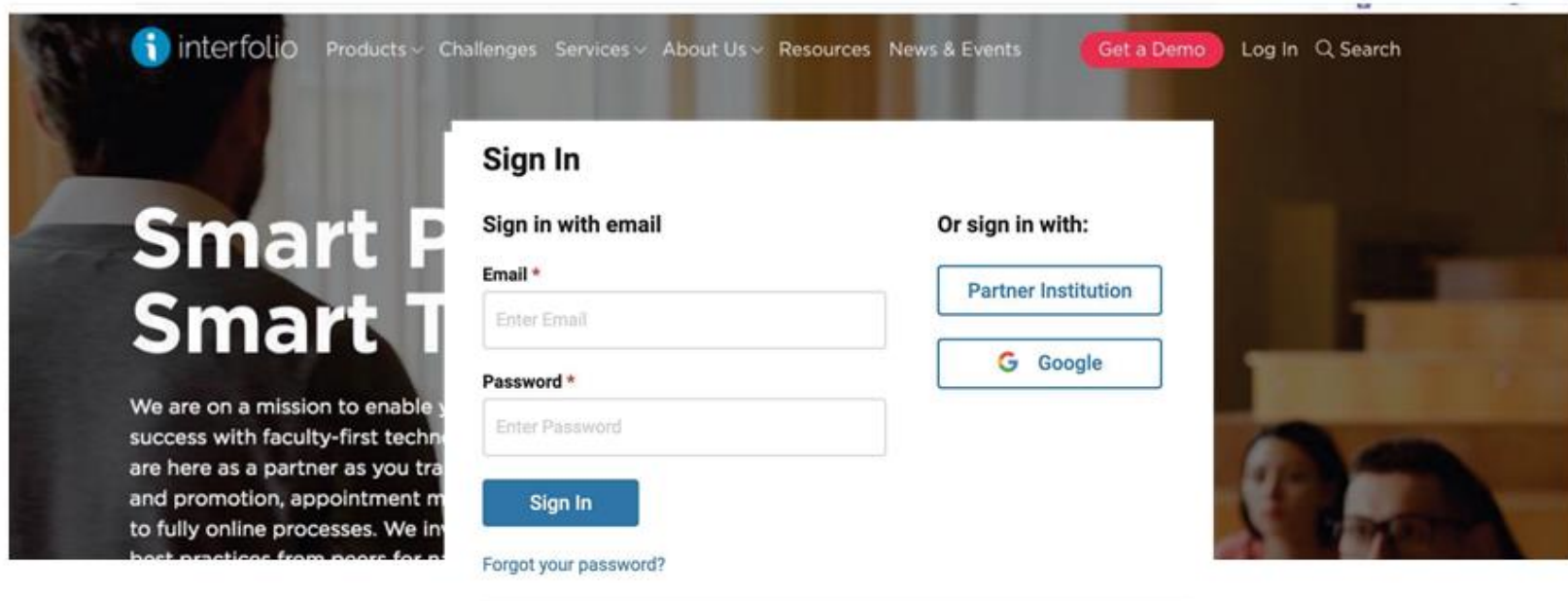
Institutional Effectiveness, Planning & Assessment
Interfolio

[Home](#) [Institutional Effectiveness, Planning & Assessment](#) **Interfolio**

Interfolio Review, Promotion & Tenure is an online platform for carrying out formal faculty reviews such as tenure, promotion, and periodic evaluation. Built for shared governance, Interfolio is mindful of the academic work cycle and intuitive for committee members.

ACCESS INTERFOLIO >

Log In to Follow Along



The screenshot shows the Interfolio website with a sign-in modal open. The modal is titled "Sign In" and offers two options: "Sign in with email" and "Or sign in with:". The "Sign in with email" option includes fields for "Email *" and "Password *", a "Sign In" button, and a "Forgot your password?" link. The "Or sign in with:" option includes buttons for "Partner Institution" and "Google". The background of the website shows a navigation menu with items like "Products", "Challenges", "Services", "About Us", "Resources", and "News & Events", along with a "Get a Demo" button and "Log In" and "Search" options. The main content area features the text "Smart P Smart T" and a paragraph about enabling success with faculty-first technology.

Sign In

Sign in with email

Email *

Enter Email

Password *

Enter Password

Sign In

[Forgot your password?](#)

Or sign in with:

[Partner Institution](#)

[Google](#)

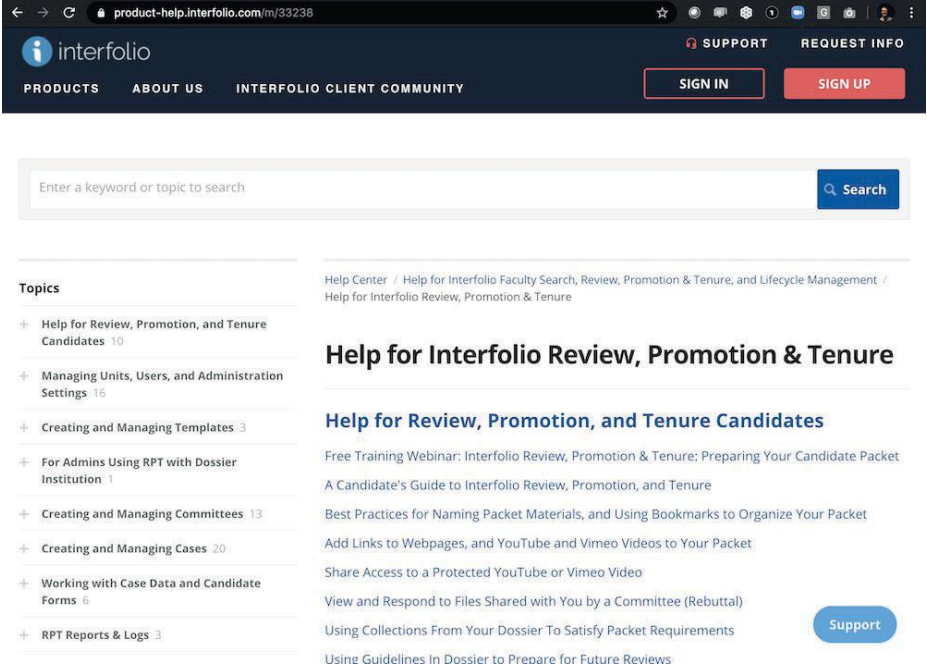
interfolio Products ▾ Challenges Services ▾ About Us ▾ Resources News & Events [Get a Demo](#) [Log In](#) [Q Search](#)

Smart P Smart T

We are on a mission to enable your success with faculty-first technology. We are here as a partner as you track and promotion, appointment management to fully online processes. We integrate best practices from peers for n

Where to Find Support

- Interfolio Help Center
 - User Guides
 - product-help.interfolio.com
- Interfolio Scholar Services Team
 - help@interfolio.com or
 - (877)997-8807



The screenshot shows the Interfolio Help Center website. The top navigation bar includes the Interfolio logo, 'SUPPORT', and 'REQUEST INFO' links. Below the navigation bar are 'PRODUCTS', 'ABOUT US', and 'INTERFOLIO CLIENT COMMUNITY' links, along with 'SIGN IN' and 'SIGN UP' buttons. A search bar is located below the navigation bar with the placeholder text 'Enter a keyword or topic to search' and a 'Search' button. The main content area features a 'Topics' section with a list of categories: 'Help for Review, Promotion, and Tenure Candidates' (10), 'Managing Units, Users, and Administration Settings' (16), 'Creating and Managing Templates' (3), 'For Admins Using RPT with Dossier Institution' (1), 'Creating and Managing Committees' (13), 'Creating and Managing Cases' (20), 'Working with Case Data and Candidate Forms' (6), and 'RPT Reports & Logs' (3). To the right of the 'Topics' section is a breadcrumb trail: 'Help Center / Help for Interfolio Faculty Search, Review, Promotion & Tenure, and Lifecycle Management / Help for Interfolio Review, Promotion & Tenure'. Below the breadcrumb trail is the main heading 'Help for Interfolio Review, Promotion & Tenure'. Underneath this heading is a sub-heading 'Help for Review, Promotion, and Tenure Candidates' followed by a list of links: 'Free Training Webinar: Interfolio Review, Promotion & Tenure: Preparing Your Candidate Packet', 'A Candidate's Guide to Interfolio Review, Promotion, and Tenure', 'Best Practices for Naming Packet Materials, and Using Bookmarks to Organize Your Packet', 'Add Links to Webpages, and YouTube and Vimeo Videos to Your Packet', 'Share Access to a Protected YouTube or Vimeo Video', 'View and Respond to Files Shared with You by a Committee (Rebuttal)', 'Using Collections From Your Dossier To Satisfy Packet Requirements', and 'Using Guidelines In Dossier to Prepare for Future Reviews'. A 'Support' button is located at the bottom right of the page.

Disclaimer: This document is confidential and proprietary to Interfolio and not for public distribution. This reflects Interfolio's general product direction at the time of authoring and is subject to change without prior notice. This document should not be construed as a commitment by Interfolio to deliver specified ideas by a given timeframe.