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**

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.

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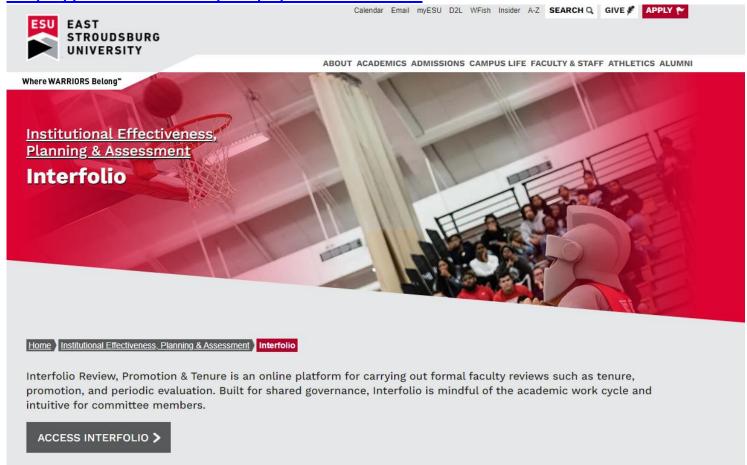
Packet: The collection of materials by which a candidate is being reviewed.

Committee: A group of users that can review a candidate's case at a given step of the review process.
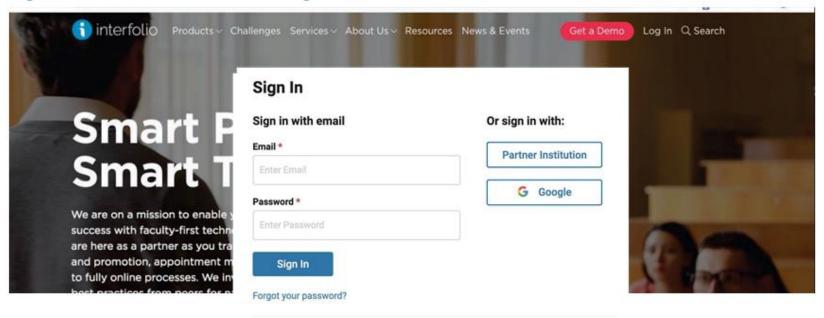
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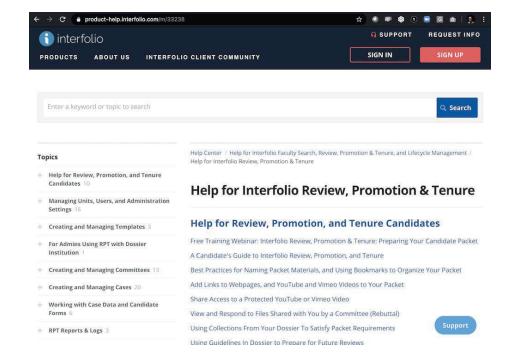# Log In To Follow Along

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

Log In to Follow Along

Where to Find Support

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