

Candidate Guide to Interfolio Review, Promotion, and Tenure

This document explains what a faculty member can expect during the review, promotion, and tenure process when they use Interfolio's Review, Promotion & Tenure (RPT) module. As a candidate, you will be asked to submit a packet of review materials through Interfolio. Before you begin, your department will create a case for you that includes instructions for submitting your packet with all the required documents and forms. You will be notified that your case is ready via email.

- Additional information and product help can be found here: https://product-help.interfolio.com/en_US/review-promotion-tenure
- Faculty are encouraged to complete Interfolio's E-Learning course here: https://product-help.interfolio.com/en_US/product-training#accordion307350

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What does the notification email look like?

1. You will be notified that your case is ready via email by noreply@interfolio.com.
2. Select "View Case" in the notification email.



Southern Connecticut State University has
initiated a review on your behalf

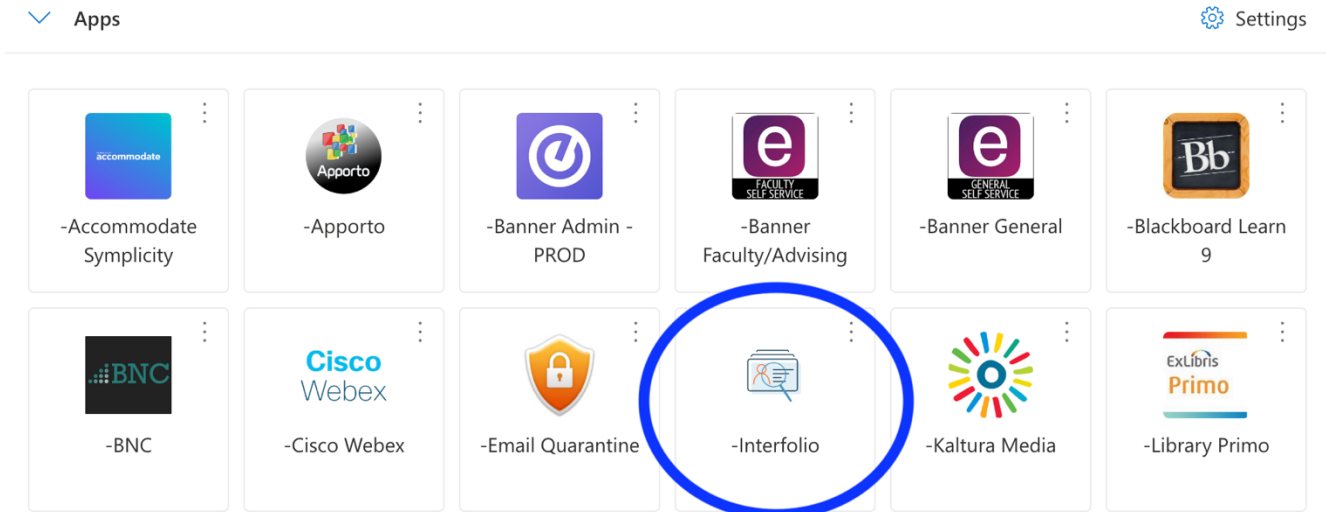


This case link will be valid for 30 days.

Viewing your case will allow you to view requirements, read instructions, and submit your packet online.

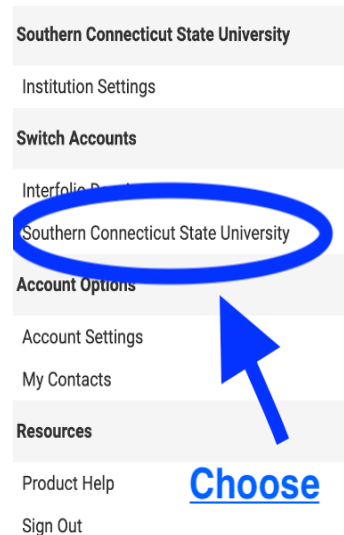
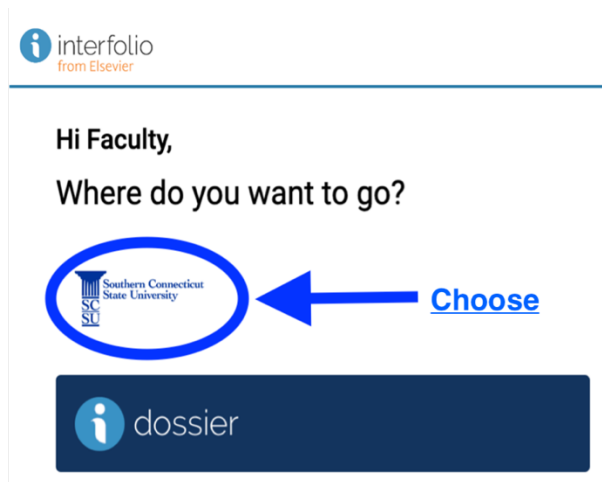
How do I access my candidate account?

1. The link from the notification email will take you to the Interfolio sign-in screen.
2. You may also log into Interfolio using MyApps.

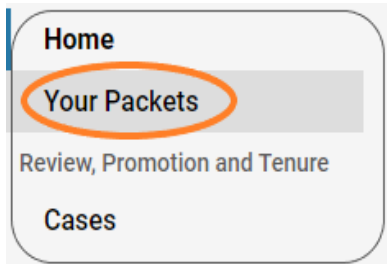


Viewing your packet instructions and requirements

1. You will have both an institutional account and a personal Dossier account. Select your SCSU institutional account when prompted, or from the drop-down menu in the upper right corner.



- Click the link to “Your Packets” from the left-hand navigation bar or use the link in your homepage action items.



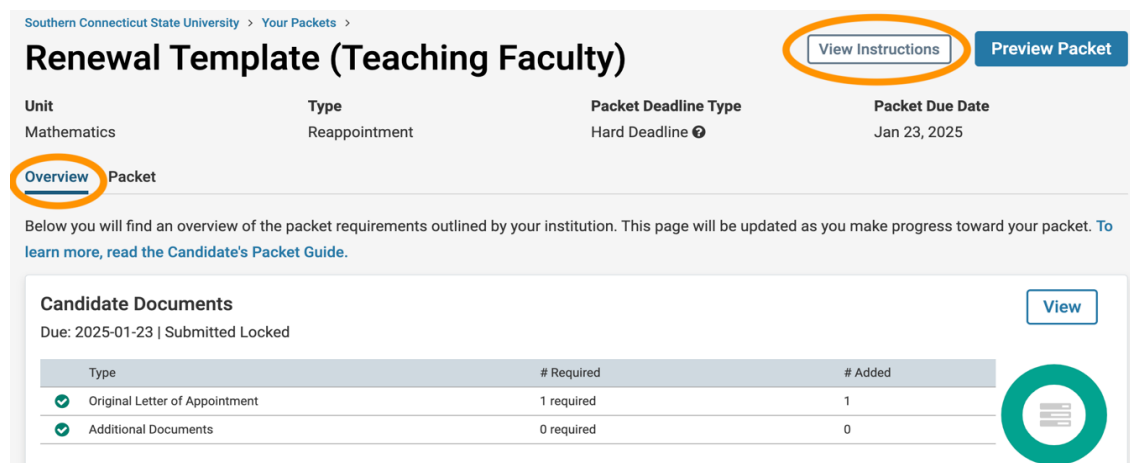
Not seeing it: If you do not see this in your navigation bar, you might be on the Dossier page, switch accounts using the account menu at the top right of the page.

- Select the packet you want to work on.

Active

Packet	Type	Status	Due Date	
Mathematics Renewal Template (Teaching Faculty)	Reappointment	Last Submitted on Oct 17, 2024	Case due Jan 23, 2025	View

- You will see an “Overview” page listing the required materials you will need to add to your packet. In the top left, you will also see “View Instructions.”



Southern Connecticut State University > Your Packets >

Renewal Template (Teaching Faculty)

[View Instructions](#) [Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
Mathematics	Reappointment	Hard Deadline ⓘ	Jan 23, 2025

Overview Packet

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

Candidate Documents

Due: 2025-01-23 | Submitted Locked

Type	# Required	# Added
✓ Original Letter of Appointment	1 required	1
✓ Additional Documents	0 required	0



[View](#)

- Your “Candidate Documents” section contains a list of materials you will need to upload before the submission deadline. Documents listed as ‘0 required’ are optional.

How to add and edit files to your packet before the initial deadline

1. Click the “Edit” button.

Load Credit Activity
 Due: 2025-01-23 | Not Yet Submitted Unlocked

Type	# Required	# Added
✓ Documentation as Evidence of Load Credit Activity	0 required	2
✓ Copies of University-Tabulated Student Opinion Surveys	0 required	0
✓ Additional Documents	0 required	0

2. Click “Add” next to the requirement.
3. You can add new files, including videos and webpages, from your computer or from your Dossier (see the information about a Dossier).

Naming your files

When uploading files, make sure you give the materials in your packet a meaningful title because reviewers will see the titles you provide as bookmarks to the left of the page when reviewing your documents.

By default, the name that will appear to reviewers is the name of the file as you upload it, but you can also edit the title of a file after adding it to your packet.

4. If you need to edit or replace a document, click the “Edit” action next to the title of the document.

Title	Details	Actions
Faculty Annual Evaluation Example	Added Jan 12, 2023	 Remove

5. You can edit the title of the file or select “Replace” to choose a new file to replace it.

How to preview your packet before submitting

The preview shows exactly how the packet you are submitting will appear to your committee.

1. Click “Preview Packet” at the top right of the page.

Southern Connecticut State University > Your Packets >

Renewal Template (Teaching Faculty)

[View Instructions](#)
[Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
Mathematics	Reappointment	Hard Deadline ⓘ	Jan 23, 2025

[Overview](#) [Packet](#)

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

Candidate Documents

[View](#)

2. You can also preview individual documents by clicking the document title.

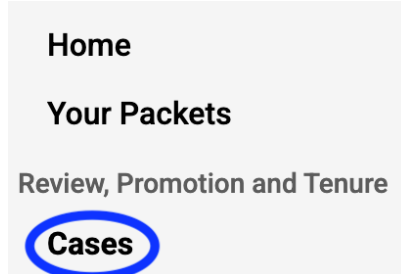
CV and Faculty Activity Report 1+ required, 1 Added

Submit current CV and faculty activity reporting per department requirements.

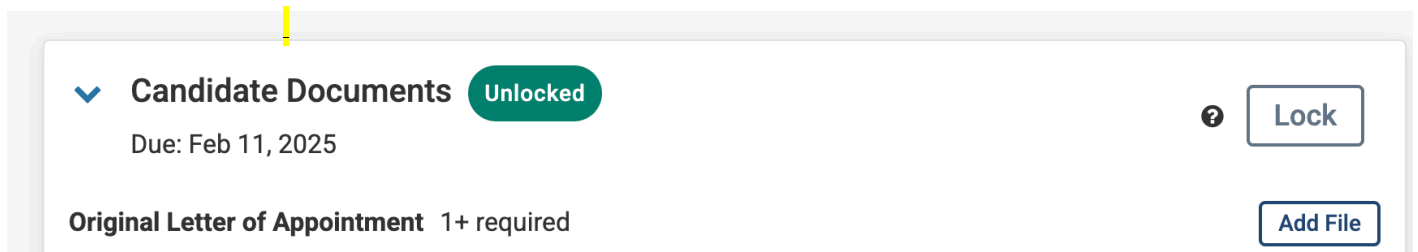
Title	Details
Faculty Annual Evaluation Example	Added Jan 12, 2023

Submitting your packet

1. **INITIAL DEADLINE:** Your packet will automatically be submitted for the initial deadline, i.e., when it is due to the Department Evaluation Committee and Department Chairperson.
 - **There is no need to click “Submit” for the initial deadline.**
 - If you click “Submit” before this initial deadline, the packet will be locked from editing unless overridden by the administrator. Please do not click “Submit” for the initial deadline.
2. **Submitting after the initial deadline:** After the initial deadline, you will be able to edit your packet on your own. This may be to upload letters of evaluation (from the DEC, Department Chairperson, or Dean) or add/edit any other files in your packet. To do this,
 - **Go to “Cases”** on the left-hand menu (not “Your Packets”)



- You can lock and unlock each section.
- Note that, if you do edit materials or add materials to your file while an evaluator is reviewing your file, there is no guarantee that the evaluator will see those edits.
- **For an evaluator to see your file after the initial deadline, you must “Lock” each section.**

A screenshot of a web application interface showing a document management section. The section is titled 'Candidate Documents' with a green 'Unlocked' status badge. Below the title, it says 'Due: Feb 11, 2025'. There is a 'Lock' button with a question mark icon. Below this, it says 'Original Letter of Appointment 1+ required' with an 'Add File' button.

You can ignore steps 3 and 4 if you do wish to submit your file before the deadline.

3. **If you have uploaded all required materials, you will see a confirmation message shown below warning that after you submit, you cannot edit the documents.**

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

4. After you submit your packet, you will see a green confirmation notice appear in the lower left corner of the browser indicating that the section was successfully submitted.

Overview

Packet

Expand All

Collapse All

✓

Candidate Documents

Submitted Locked

Preview

1 of 1
Required Files

Overview

Packet


Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

Candidate Documents

Submitted Locked

View

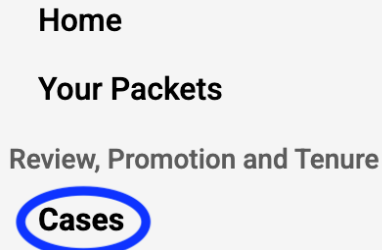
Type	# Required	# Added
✓ CV and Faculty Activity Report	1 required	1
✓ Covid Impact Statement	0 required	0



How to upload letters of evaluation

The Department Evaluation Committee and the Department Chairperson reviewing your case will each email you a written evaluation for you to review. You will then upload those letters to the Letters of Evaluation section before the file is forwarded to the Dean. The letters will then be included as a part of the packet for the following reviewers. Similarly, you will upload the letter from the Dean to the Letters of Evaluation section before the file is forwarded to the Provost.

- **Go to “Cases”** on the left-hand menu (not “Your Packets”)



- You can lock and unlock each section.
- **For an evaluator to see your file after the initial deadline, you must “Lock” each section.**

▼

Candidate Documents

Unlocked

?

Lock

Due: Feb 11, 2025

Original Letter of Appointment 1+ required

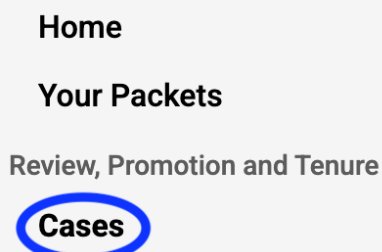
Add File

Editing Your Packet After the Initial Deadline

As a reminder, if you click “Submit” before the file is due, you will need an administrator to unlock the file for you (if you wish to edit it).

After the initial deadline, you will be able to edit your packet on your own. This may be to upload letters of evaluation (from the DEC, Department Chairperson, or Dean) or add/edit any other files in your packet. To do this,

- **Go to “Cases”** on the left-hand menu (not “Your Packets”)



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✓

Candidate Documents

Unlocked

?

Lock

Due: Feb 11, 2025

Original Letter of Appointment 1+ required

Add File