Promotion & Promotion and Tenure Case SOP – All Levels

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Interfolio Workflow

1. Administrator: Creates case and notifies candidate via Interfolio and chair/director via email.

2. Candidate: *Case is with candidate.* Candidate and Chair/Director will work on a timeline to get materials sent to the external reviewers. The candidate will upload necessary documents for the external reviewers; *CV, Publications, Self-Evaluation and Department/College Criteria.*

3. Chair/Director: *Ready for Review.* Once the candidate notifies the Chair/Director that all the necessary documents for the external reviewers have been uploaded and submitted, then the Chair/Director will send the formal request to the external reviewers via Interfolio.

4. Candidate. In the meantime, the candidate will continue to work on completing their Interfolio packet by the Chair/Director required deadline.

5. Chair/Director: *Ready for Review.* The Chair/Director will review the packet for any revisions, additions and completeness; *completeness certification will be required.*

6. Department Level Review, Written Recommendation & Certification; *certification of review of waiver selection and use of evaluator information will be required.*
• Chair/Director Level Review, Written Recommendation & Certification; certification of review of waiver selection and use of evaluator information will be required.

• College Level Review, Written Recommendation & Certifications; certification of review of waiver selection and use of evaluator information and certification of completeness will be required.

• Dean Level Review, Written Recommendation & Certifications; certification of review of waiver selection and use of evaluator information and certification of completeness will be required.

• University P&T Committee Review Level

• Provost’s Review Level

• President’s Letter & Close Case
Create a Case – For Administrator

Note: Because Interfolio messages have a tendency of filtering into spam/junk mail. I send the following email individually to all candidates and cc their chair after creating the case:

Good afternoon XXX,

You should have received an Interfolio notification that I have initiated your case. If not, it may have ended up in your junk/clutter mail. You can also access your case here: https://account.interfolio.com/login

Please note that I have also notified your Chair/Director that your case has been initiated.

If you have any questions or concerns:
Technical Issues: Taina Teran-Campbell, Coordinator, Administrative Services, tteran@fau.edu
Policy questions: Aimee Arias, Associate Dean, akanner2@fau.edu

You can also visit the college Interfolio Support website here: https://www.fau.edu/artsandletters/interfolio-support/
Interfolio

1. Click on Create Case.

The following window will pop up:

Add New Case

Search for a Candidate *

Selected Candidate *

The candidate information will display here once they are selected.

Will the candidate be involved in this evaluation? *

This setting cannot be changed after this step. Learn more about candidate involvement.

- Yes, the candidate will be involved during the case
- No

Unit for Case *

Please select an organizational unit for this case.

2. Enter the name of the candidate in Search for a Candidate field.
3. Then click Yes on Will the candidate be involved in this evaluation?
4. Then select the candidate’s department in the **Unit Case field**.

Then select the candidate’s department in the **Unit Case field**.

Add New Case

Selected Candidate *

Clifford Brown
cbrown@fau.edu

Change selected candidate

**Will the candidate be involved in this evaluation?** *

This setting cannot be changed after this step. **Learn more about candidate involvement.**

- Yes, the candidate will be involved during the case.
- No

Unit for Case *

Please select an organizational unit for this case.

Anthropology

5. Then click **Confirm**.

The following page will appear:
6. You will select xxxx-xxxx (appropriate year) College of Arts and Letters Promotion and/or Tenure Review template by click on the blue titles.

7. The following page will appear, **Case Information**:
8. The page will confirm the candidate, type of application/case and other. Click on **Save & Continue**.

The following page will appear, **Candidate Requirements**:
9. Here you will be able to enter a due date, **Candidate’s Packet Due**, for the packet and review the template. **Note: No changes to template should be made here but the original template so all candidates have the same information.** Do not check the box allowing candidates to add their own sections to the packet.

10. Click on **Continue** at the bottom of the page.

The following page will appear, **Internal Case Sections**:
Here you will able to review the internal sections. **Note: No changes to template should be made here but the original template so all candidates have the same information.**

1. Click on **Continue** at the bottom of the page.
2. The following page will appear, **Case Review Steps**: 
Here you will able to review the case review steps and add the Chair/Director and Department SPE committee members. *Note: No changes to template should be made here but the original template so all candidates have the same information.*

3. To add the Chair/Director, in the Department Chairperson/School Director Review & Comments section, click on **Edit**. *You will repeat the same steps to add the Department SPE Committee members.*
4. Click on **Add Members**.
5. The following window will appear:
6. In the search box, start entering the name of the Chair/Director, the search box will pull all similar names. Once you identify the Chair/Director from the list, click Add. The name will populate in the section. Then click Close.
7. Then make sure to click on the star next to the individual’s name – will turn green. This will allow the Chair/Director to have administrative access to the case at only their level; including adding their letter or unlocking sections for candidate.
8. Click on **Continue** at the bottom of the page.
9. The following page will appear, **Case Summary**:
   
   *Note: No changes to template should be made here but the original template so all candidates have the same information.*

10. If everything looks good, then click on **Return to Case** at the top of the page:
The following page will appear, the case ready to be shared with the candidate:

11. On this page, first change the status of the case to Sustained Performance Evaluation. Click on Select Status.
12. The following drop down will appear; if available add a status or Add Custom Status – example, Application for Sabbatical.
13. Then click on **Save**, the Status has been changed. *Note: Once the Promotion or Promotion and Tenure case has been completed you will be able to change the status to granted/denied.*

14. The next step is to notify the candidate that their case/application is ready – moving the case/application to their level.
15. Click on **Send Case** and select **Notify Candidate**.

The following window will appear:
16. You have two options:
   Click on **Send** or Include a personal message and then click on **Send**.
Promotion & Promotion and Tenure Case – for Candidate

- At this point, the candidate and Chair/Director will have **internal deadlines**.
- The candidate will first upload all the necessary documents for the external reviewers and submit.
- The candidate will then have to notify the Chair/Director via email that the external reviewer section has been submitted.
- The candidate will then continue to work on their packet.
- The Chair/Director will access the case and work on sending the external reviewer requests with materials via Interfolio.
- Once the candidate completes the rest of the packet and submits, they will notify the Chair/Director.
- The Chair/Director will then review the case to make sure all sections are completed and forward to the next level - no letter or forms are required at this point.
Getting Started in Interfolio

1. Once you log in to Interfolio, go to Your Packets.

The following window will appear:
2. Under **Your Packets** you will see the **Active** section, your packet will be housed there. Click on the **blue** title to open your packet.

The following page will appear:
On this page you can see an overview of the packet sections. You will start on the **Materials for External Reviewers** and complete the **Waiver of Right of Review Letters from External Evaluators** sections.

3. To start entering your documents click on the **Packet** tab. The following screen will appear:
4. On this page, you will start uploading your required documents. To add a document, click on the Add button. The following pop up will appear:
5. Choose or upload the appropriate document. Then click on Add. Your document will be uploaded and you will be taken back to the packet page. **You will repeat these steps (4-5) in each section of the packet to upload your documents expect for the Waiver of Right of Review Letters from External Evaluators.**

6. In the **Waiver of Right of Review Letters from External Evaluators** section, click on Fill Out Form.

![Waiver of Right of Review Letters from External Evaluators](image)

The following page will appear:

![Waiver of Right to Review Evaluation Letters from External Reviewers](image)

Read the statement and make your selection.

7. Click on **Save Responses** and then click on **Return to Packet**.

8. Once you have uploaded the necessary documents, you can preview your packet before submission. Click on the boxes on the left-hand side.
9. Once boxes are checked marked, click on **Preview Sections**.

For example, the following window will appear:
On this page, you will be able to review the packet.

10. Once you are done with preview, click on the X on the upper right-hand side of the page and you will be taken back to the packet page.
1. Back at the packet page, if you are ready to submit your Materials for External Reviewers and the Waiver of Right of Review Letters from External Evaluators sections, click on Submit. **As you continue to work on your packet, you will repeat this step in each section, or you can wait and click on Submit Sections to submit all at once.**

The following up will appear:

2. Click Yes to confirm that you want your submission to continue.

Once the packet has been submitted the sections will lock and you will only be able to unlock with the permission of, depending on what level the packet is in, the Chair/Director, Department Committee Chair or P&T Committee Chair.
### 2020 - 2021 College of Arts and Letters Promotion and/or Tenure Review

#### Overview
- **Unit**: School of Communication & Multimedia
- **Type**: Promoter

#### Materials For External Evaluators
- **Submitted**: Yes
- **List**: reviewers
- **Preview**: 3 of 3 Required Files

#### Waiver of Right of Review Letters from External Evaluators
- **Submitted**: Yes
- **List**: 
- **Preview**: 0 of 0 Required Files

#### Status Letter(s)
- **Submitted**: Yes
- **List**: 
- **Preview**: 1 of 1 Required Files

#### Up-to-Date Vita
- **Submitted**: Yes
- **List**: 
- **Preview**: 1 of 1 Required Files

#### Copy of Annual Assignments
- **Submitted**: Yes
- **List**: 
- **Preview**: 1 of 1 Required Files
Options in Packet

A. Edit Document Title

In the packet the page, once you upload your document you are able to Edit the Document Title.

1. To edit the Document Title, click on Edit.

The following pop up will appear:

2. Once you edit the Document Title, click on Save and you will be taken back to the packet page.
B. Remove Document

In the packet the page, if you upload the wrong document, you are able to remove it.

1. To remove a document, click on **Remove**.

The following pop up will appear:

2. You will need to confirm removal of requirement (aka document), click on **Yes** and you will be taken back to the packet page.
C. Option to Preview each Section

1. In the packet the page, you have the option to preview each section. Click on the Preview button.

For example, once you click on Preview the following page will appear:
Once you are done with preview, click on the X on the upper right-hand side of the page and you will be taken back to the packet page.
Requesting Letters from External Reviewers – for Chair/Director

Note: Commitments from external reviewers will happen before the official timeline begins. For example, in January 2022 the tenured faculty, chair, and candidate work on putting together a list of potential external reviewers. By February 2022, the chair obtains commitments from the external reviewers.

You can send an email request now to get the commitments and upload the formal request to Interfolio once the case is created and the external reviewer documents are uploaded.

1. To request the external reviewers letters from he reviewers, you will scroll down to the Internal Sections of the case.

![Internal Sections](image)

2. Go to the External Evaluations and will click on Request Evaluation. The following page will appear. Note: Below External Evaluations is the Individual Cover Sheets for External Letters Requested; here you will add the cover sheets – template can be found here: [https://www.fau.edu/provost/faculty/files/PT_External-Evaluation-Templates_2019-2020_form.pdf](https://www.fau.edu/provost/faculty/files/PT_External-Evaluation-Templates_2019-2020_form.pdf)
3. On this page you may request evaluations from more than one person by clicking on Add Another Evaluator. Then enter all the necessary information in the fields; letter template can be found here: Promotion and Tenure : Florida Atlantic University (fau.edu) ; called Individual Cover Sheet for External Evaluators & Sample Letter

4. Note that your name and email have already been populated.

5. As you scroll down the page, you will see a Files section, here you will select the files that the reviewer will need for the evaluation.

6. In the next section, Response Settings, enter a deadline for the reviewer. Note: Do not change the Additional Files section or Access field that is already populated.

7. To send the request click on the Send Request button. Note: The external reviewer will be able to upload their evaluation and CV via a link provided by Interfolio.
Reviewing Case and Uploading the Completeness Certification – for Chair/Director

Also, please make sure to have emailed the College Administrator the names of your department committee. If not, you will not be able to forward the case.

1. Once you log in to Interfolio, under Cases you will find any active cases that need your attention.

2. Click on the faculty members name (in blue) to open the case. The following screen will appear:
• On this page, you will review the packet for any revisions, additions and completeness.

• If there are any revisions or additions that need to be made you will work with the candidate to make the necessary changes before forwarding to the departmental level; you want to move a clean and complete packet for review.

To upload the report, click on the Case Details tab.
3. **Under Required Items**, you will need to the Certification of Completeness of Promotion and/or Tenure Portfolio Document. Click on the **Add** button.

The following window will appear:
4. Once you select your document, click on the **Add** button. Make sure to place the document in the correct section of the application, **Chairperson’s/Director’s Certification of Completeness**.

5. Once you click on **Add**, the document will be uploaded and you will see **Complete** in green; no voting results are required.
6. To forward the case to the next level, Department Review, go to the top of the page and click on Send Case.
7. Once you click on the forward button, the following window will appear:
8. You will not need to include a message, please unselect **Send a message to the reviewers gaining access**. The window will change to the following:

9. Click **Continue** to send case forward, **Department Review**.
Reviewing a Case and Uploading the Report – for Department Committee

1. Once you log in to Interfolio, under Cases you will find any active cases that need your attention.

2. Click on the faculty members name (in blue) to open the case. The following screen will appear:
On this page, you will review the candidate’s case.

3. To upload the report, click on the **Case Details** tab.
The following page will appear:
4. Under **Required Items**, you will need to upload 2 items: 1) the report and 2) Certification of Review of Waiver Selection and Use of Evaluator Information. Click on the **Add** button. The following window will appear:

5. Once you select your document, click on the **Add** button. Make sure to place the document in the correct section of the application, **Report of the Department/School**.
6. Once you click on Add, the document will be uploaded and you will see Complete in green.
7. Then on the same page, scroll down to the Voting Results section and enter the voting date and results. Click Save.
Sharing Report with Candidate

1. To send the candidate the report, click on the **Case Options** button.
2. Then click on **Email Candidate**.

3. You can also, click on the **Share** button. And the click on **With Candidate**.

4. The following will appear, **Message to Candidate**:
5. You will enter your message here.
6. Then you will click on **Add** to include the department report.

7. When you click **Add**, the following will appear and you will select the department report – see example:
8. Once selected, you will then go to **File Response** and click on **Enable** which will open more fields to be completed:

```
Message to Candidate

To:
Matthew Sokolowski (msokolowski@fau.edu)

Subject *
Department Report

Message *
Please review your Department's report and feel free to respond in 3 days, if needed.

File Response:
Enable
When you check this box, the candidate will be able to submit a file in response.

Message Reason:
Response to Department Report

Deadline
Nov 12, 2019

Section for Response *
Report of the Department/School
```

9. For **Message Reason** you can enter Response to Department Report.
10. Then you would enter the **Deadline**, 5 days to respond. *Usually in the email, I would write if you don't have a rebuttal, please email me so I can move your case forward or you could wait the 5-day period and then move the case forward.
11. **Section for Response** would be Report of the Department/School.
12. Then you will click **SEND**. The candidate may attach a brief response within 5 days of the receipt of the added material. The ePortfolio cannot move forward for 5 days after the candidate has received the report, unless, before the 5-day period has expired, the candidate indicates there will be no response. The response should be filed in the same section as the letter being responded to.
Forwarding Case

1. To forward the case to the next level, **Chairperson’s/Director’s Letter**, go to the top of the page and click on **Send Case**.

2. Once you click on the forward button, the following window will appear:
3. You will not need to include a message, please unselect Send a message to the reviewers gaining access. The window will change to the following:

4. Click Continue to send case forward, Chairperson's/Director's Letter.
Reviewing a Case and Uploading the Report – for Chair/Director

1. Once you log in to Interfolio, under **Cases** you will find any active cases that need your attention.

2. Click on the faculty members name (**in blue**) to open the case. The following screen will appear:
On this page, you will review the candidate’s case.

3. To upload the report, click on the Case Details tab.
4. Under **Required Items**, you will need to upload 3 items: 1) your letter, 2) Certification of Completeness of Promotion and/or Tenure Portfolio Documentation, and 3) Certification of Review of Waiver Selection and Use of Evaluator Information. Click on the **Add** button.

The following window will appear:
5. Once you select your document, click on the **Add** button. Make sure to place the document in the correct section of the application, **Chairperson’s/Director’s Letter level**.

6. Once you click on **Add**, the document will be uploaded and you will see **Complete** in green; no voting results are required.
Instructions

After the department/school has voted, the departmental chairperson/school director shall send a letter of recommendation to the Dean which shall include a detailed analysis and evaluation of the work of the faculty member and a clear statement of support or non-support. That letter shall include the use of the appropriate department/school or college criteria to evaluate the record of the faculty member. A copy will be sent to the candidate who may attach a brief response within 3 days of receipt of the material. The department/school recommendation vote and chair/director letter are only recommendations to be considered in the process, and are not definitive.

Required Items

All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case.

Chairpersons/Director's Letter of Recommendation

Name:
COM 465 syllabus Fall 2021
Sharing Report with Candidate

1. To send the candidate the report, click on the **Case Options** button.
2. Then click on **Email Candidate**.

3. You can also, click on the **Share** button. And the click on **With Candidate**.

4. The following will appear, **Message to Candidate**:
5. You will enter your message here.
6. Then you will click on Add to include the department report.

7. When you click Add, the following will appear, and you will select the department report – see example:
8. Once selected, you will then go to **File Response** and click on **Enable** which will open more fields to be completed:

9. For **Message Reason** you can enter Response to Chair Letter.
10. Then you would enter the **Deadline**, 5 days to respond. *Usually in the email, I would write if you don’t have a rebuttal, please email me so I can move your case forward or you could wait the 5-day period and then move the case forward.
11. **Section for Response** would be Chairperson's/Director's Letter.
12. Then you will click **SEND**. The candidate may attach a brief response within 5 days of the receipt of the added material. The ePortfolio cannot move forward for 5 days after the candidate has received the report, unless, before the 5-day period has expired, the candidate indicates there will be no response. The response should be filed in the same section as the letter being responded to.
Forwarding Case

1. To forward the case to the next level, **College Level Review**, go to the top of the page and click on **Send Case**.

2. Once you click on the forward button, the following window will appear:
3. You will not need to include a message, please unselect **Send a message to the reviewers gaining access**. The window will change to the following:

4. Click **Continue** to send case forward, **College Level Review**.
Reviewing a Case and Uploading the Report – for P&T Committee

1. Once you log in to Interfolio, under **Cases** you will find any active cases that need your attention.

2. Click on the faculty members name (in blue) to open the case. The following screen will appear:

On this page, you will review the candidate’s case.
3. To upload the report, click on the Case Details tab.

The following page will appear:
4. Under **Required Items**, you will need to upload 3 items: 1) the report, 2) Certification of Completeness of Promotion and/or Tenure Portfolio Documentation, and 3) Certification of Review of Waiver Selection and Use of Evaluator Information. Click on the Add button.

The following window will appear:

5. Once you select your document, click on the Add button. Make sure to place the document in the correct section of the application, **Report of the College Promotion and Tenure Committee**.
6. Once you click on Add, the document will be uploaded and you will see Complete in green; no voting results are required.
Sharing Report with Candidate

1. To send the candidate the report, click on the **Case Options** button.
2. Then click on **Email Candidate**.

3. You can also, click on the **Share** button. And then click on **With Candidate**.

4. The following will appear, **Message to Candidate:**
5. You will enter your message here.
6. Then you will click on **Add** to include the department report.

7. When you click **Add**, the following will appear and you will select the department report – see example:
8. Once selected, you will then go to **File Response** and click on **Enable** which will open more fields to be completed:

9. For **Message Reason** you can enter Response to College Report.
10. Then you would enter the **Deadline**, 5 days to respond. *Usually in the email, I would write if you don’t have a rebuttal, please email me so I can move your case forward or you could wait the 5-day period and then move the case forward.
11. **Section for Response** would be Report of the College Promotion and Tenure Committee.
12. Then you will click **SEND**. The candidate may attach a brief response within 5 days of the receipt of the added material. The ePortfolio cannot move forward for 5 days after the candidate has received the report, unless, before the 5-day period has expired, the candidate indicates there will be no response. The response should be filed in the same section as the letter being responded to.
Forwarding Case

1. To forward the case to the next level, **Dean's Letter of Evaluation**, go to the top of the page and click on **Send Case**.

2. Once you click on the forward button, the following window will appear:
3. You will not need to include a message, please unselect **Send a message to the reviewers gaining access**. The window will change to the following:

4. Click **Continue** to send case forward, **Dean’s Letter of Evaluation**.