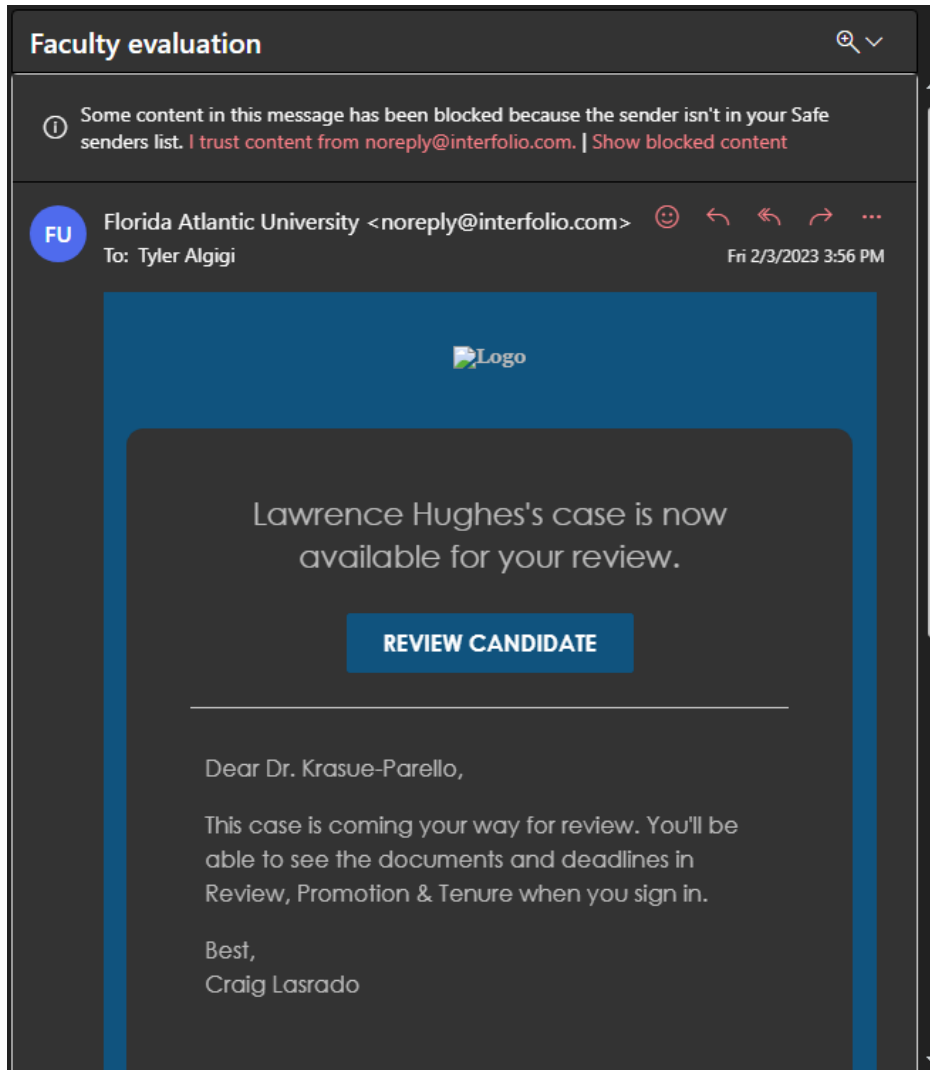


Interfolio Evaluators instructions

1. When a case is ready for review, you will receive an email from noreply@interfolio.com like the one below.



2. Click on the 'Review Candidate' button which will sign in to Interfolio.

3. You will be brought to the candidate packet where you can view all the documents uploaded by the candidate and view the forms they have filled out.

FAU interfolio Tyler Algigi

Florida Atlantic University > Cases >

Lawrence Hughes

Send Case **Case Options**

Unit College of Nursing **Template** CON - Annual evaluation 2022 (Practice Teaching/Others) **Status** Select Status

Case Materials **Case Details** 1

Search case materials by title

Read Case

Expand All **Collapse All** **Download** **Share** **Settings** **Move**

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

Candidate Documents Locked **Unlock**

Curriculum Vitae (CV) 1 required **Add File**

Title	Details	Actions
<input type="checkbox"/> Event Request Form (1)	Submitted by Lawrence Hughes Feb 3, 2023	Edit

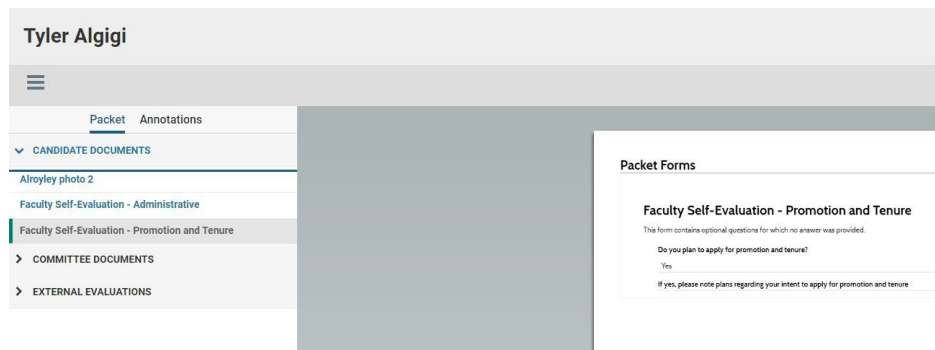
Spot scores up to 1 optional **Add File**

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Program Policies

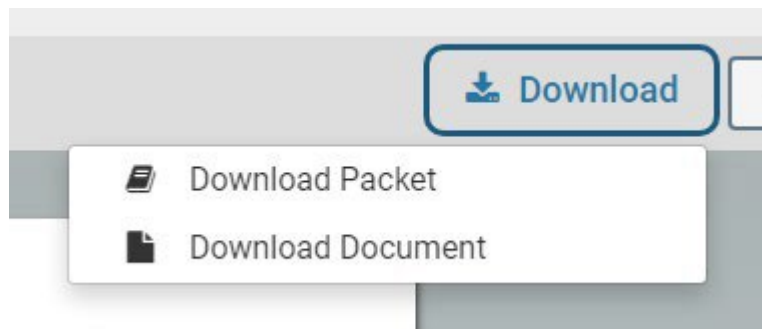
4. If you click on the Read Case button it will show a quick overview of all the documents involved in the case.



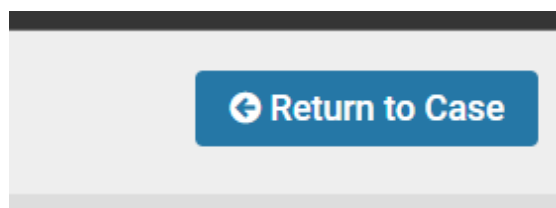
5. You can view all the forms they have filled out under Candidate Documents.



6. Documents can also be downloaded by clicking on the download button on the top right.



7. Click on 'Return to Case' to go back to the case.



8. Scroll down to Internal Sections and click on View

FAUinterfolio

Tyler Algigi

Home

Your Packets

Review, Promotion and Tenure

Cases


Expand AllCollapse All

DownloadShareSettingsMove

Title	Details
Faculty Self-Evaluation - Teaching Form 71 Questions, 39 responses	Submitted by Candidate, Feb 3, 2023 at 3:46 PM
Faculty Self-Evaluation - Service Form 54 Questions, 33 responses	Submitted by Candidate, Feb 3, 2023 at 3:46 PM
Faculty Self-Evaluation - Promotion and Tenure Form 2 Questions, 1 response	Submitted by Candidate, Feb 3, 2023 at 3:46 PM
Faculty Self-Evaluation - Scholarship and Practice [Practice Teaching Track Faculty] Form 120 Questions, 69 responses	Submitted by Candidate, Feb 3, 2023 at 3:46 PM

Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.


 You are asked to submit required items as part of this case. [View](#)

> Committee Documents

EditAdd File

> External Evaluations

Request EvaluationAdd File



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Program Policies

9. Click on fill out form/Edit Submission under required items.

Required Items

All required items must be completed before the case can advance to the next step. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

Forms

Form Name	Assignee	Actions
Faculty evaluation 1 required questions	Committee Members	Manage Respondents
Faculty evaluation 1 required questions	Craig Lasrado (You)	Edit Submission

10. Fill out the required questions and then click on submit form.

Submit Form

Return to Case

11. You will see this dialog box, click 'Yes'.

Confirm

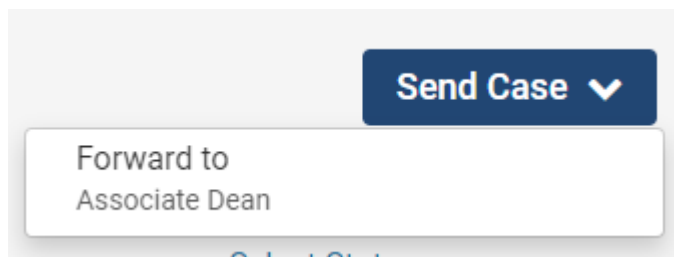


Submitting the form "Faculty evaluation" will make your responses available to the appropriate members for review. You will be able to change or edit your responses while the case is at the current step.

Yes

No

12. If you are Step 1 in the case review steps, you will see a 'Send Case' button click on that and forward the case to next step. If you see 'Case Options' go to close case section below.



13. Fill out the email and click continue.

Send Case Forward



Great job! You're sending the case forward to the next step, Associate Dean. The following reviewers will lose access to the case:

Tyler Algigi | 1 members

The following reviewers will gain access to the case:

Craig Lasrado | 1 members

☒ Send a message to the reviewers gaining access.

If recipients respond to this message, their response will come directly to your email inbox.

Subject *

Message Subject

Message *

Rich text editor toolbar: Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Undo, Redo.

Dear committee members,

This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.

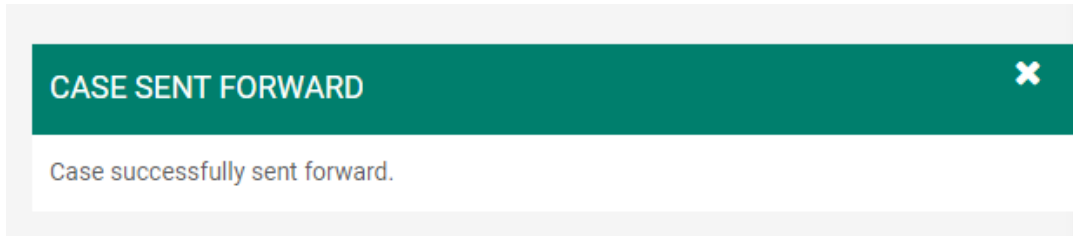
Best,
Craig Lasrado

Preview

Continue

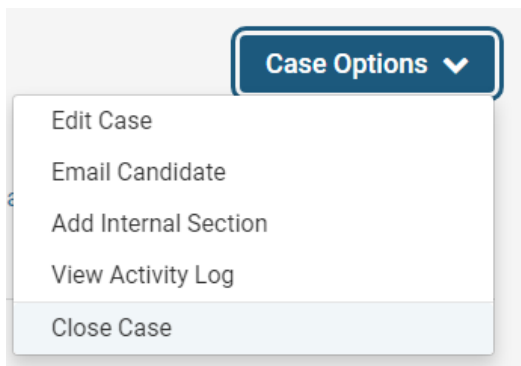
Cancel

14. You will receive the notification below that the case has been forwarded successfully.

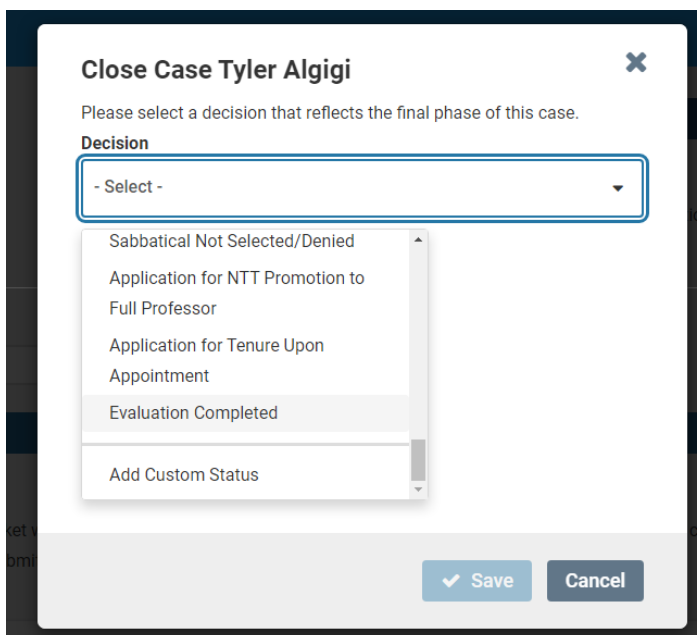


Closing the Case

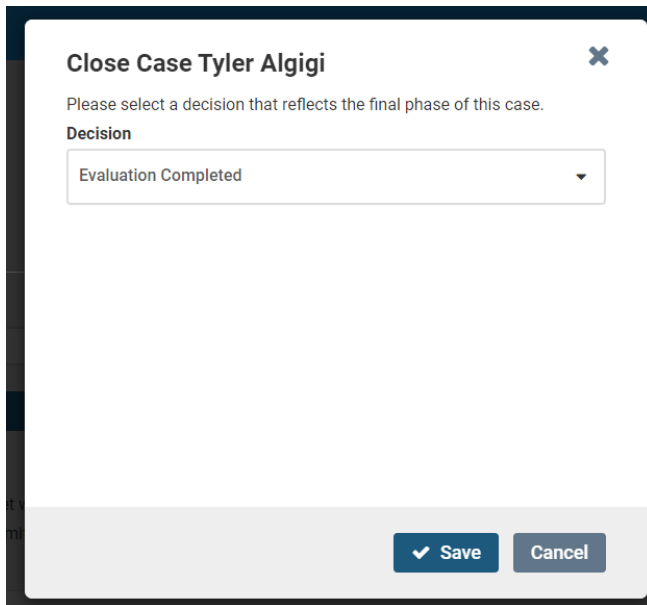
1. Click on Case Options button and then click on Close Case.



2. Click on the Decision drop-down menu and scroll all the way to the bottom and click on Evaluation completed.

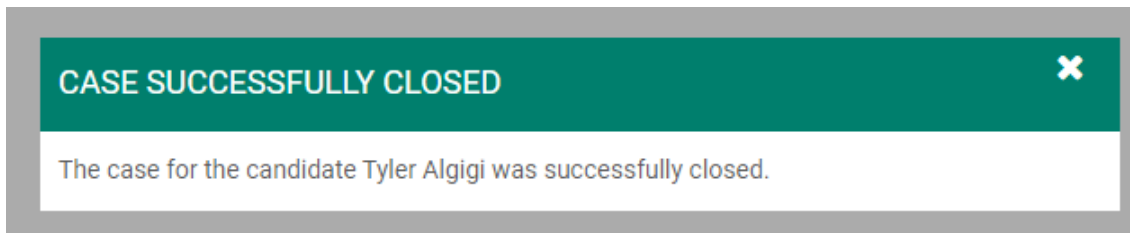


3. Click on Save to close the case.

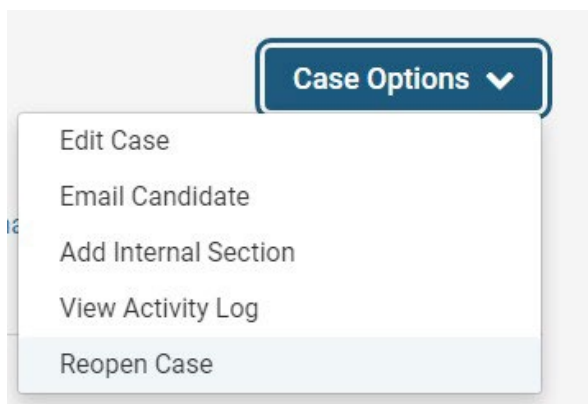


A modal dialog box titled "Close Case Tyler Algigi" with a close button (X) in the top right corner. Below the title, it says "Please select a decision that reflects the final phase of this case." Under the heading "Decision", there is a dropdown menu currently showing "Evaluation Completed". At the bottom right, there are two buttons: "Save" (with a checkmark icon) and "Cancel".

4. You will receive a notification on the bottom left that the case has been closed.



Note: Cases can re-opened if needed by going to Case Options and reopen case.



After Case Close step

Since candidates do not automatically get notified that the case has been closed, you can email a direct link to the candidate to view the complete evaluations.

- Under Case details tab scroll all the way down to Internal Section and expand Committee Documents

Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

▼ Committee Documents

Edit Add File

Materials

No files have been added to this section.

Committee Forms

Title	Details	Actions
<input type="checkbox"/> Faculty evaluation - Scholarship and Research section Step 1: Tyler Algigi	Last Response Submitted Feb 3, 2023	Edit
<input type="checkbox"/> Faculty evaluation - Service, Teaching, Admin and Overall evaluation sections Step 2: Craig Lasrado	Last Response Submitted Mar 20, 2023	Edit

- Check each of the boxes next to the forms.

▼ Committee Documents

Edit Add File

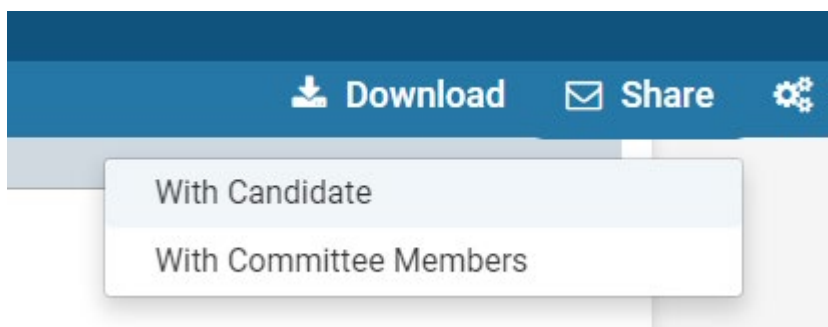
Materials

No files have been added to this section.

Committee Forms

Title	Details	Actions
<input checked="" type="checkbox"/> Faculty evaluation - Scholarship and Research section Step 1: Tyler Algigi	Last Response Submitted Feb 3, 2023	Edit
<input checked="" type="checkbox"/> Faculty evaluation - Service, Teaching, Admin and Overall evaluation sections Step 2: Craig Lasrado	Last Response Submitted Mar 20, 2023	Edit

- On the top right click on Share and then With Candidate.



- Fill out the email notification and click send.

Message to Candidate

To

Lawrence Hughes (lhughes2018@health.fau.edu)

Subject *

Evaluation

Message *



Hello,

Please see the completed evaluation.

Thank you.

body p

Share Files

Files shared with this message can be viewed by the candidate after logging into Interfolio.

+ Add

Faculty evaluation - Scholarship and Research section

✕

Faculty evaluation - Service, Teaching, Admin and Overall evaluation sections

✕

Details

Direct email reply:

clasrado2015@health.fau.edu

File Response:

☐ Enable

When you share a file for the recipient to review, you can check this box to allow them to submit a file in response. Check this option to allow the recipient of this message to submit a file in response.

 Preview

 Send

Cancel

- You will then get a Message Sent notification on the bottom right.

> External Evaluations

MESSAGE SENT

✕

Your message was successfully sent.