



FLORIDA ATLANTIC UNIVERSITY

YOUR  
FUTURE  
AWAITS

**Interfolio: FAR, RPT, and Dossier**

Office of the Provost



# What is Interfolio?

- A digital platform that consists of:
  - Dossier
  - Faculty Activity Reporting (FAR/F180)
  - Review, Promotion, and Tenure (RPT)
  
- Notes to remember:
  - Google Chrome
  - Cache and cookies



# Interfolio Dossier

- All materials needed throughout an academic career can be uploaded and managed, while confidential letters of recommendation can be requested and stored.
- Prepare and organize for upcoming evaluations or reviews.
- Never expires and we will store your documents indefinitely.
- Access limited solely to the user and transferrable from institution to institution



# Interfolio FAR

- Hub for faculty activity
- Annual Assignments and Activity Reporting
- Vita Builder
- RPT integration



# Interfolio RPT

- Promotion and Tenure
- Post-tenure Reviews
- Sabbatical Applications
- College-specific processes
- Faculty Annual Reviews (Pilot phase)



# How to login

- Log on to: [www.Interfolio.com](http://www.Interfolio.com)

interfolio.com

FAU CBA | Provost's Office | Policies | Payroll | OneDrive | Interfolio | People First | FAR | Promotion and Tenure ... | Promotion and Tenure [...]

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## Our Technology Empowers Scholars Worldwide

With innovative products designed to support the entire faculty lifecycle, Interfolio from Elsevier enables academic leaders to effectively advance higher education institutions and their staff. Trusted by more than 500 colleges and universities since 1999.

Request a Demo

The screenshot shows a circular arrangement of eight icons representing various academic and administrative functions: a presentation with people, a checklist, a folder, a server rack, a laptop with a graph, a person with a trophy, a person with a gear, and a person with a magnifying glass.



# Sign in with Institution

**Sign in through your institution**

If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

**Sign In**

[Sign in with an Interfolio account >](#)

Arcadia Callahan ▾

- Florida Atlantic University
- Institution Settings
- Switch Accounts**
- Interfolio Dossier
- Florida Atlantic University
- Farragut Square State University

**Account Options**

- Account Settings
- My Contacts

**Resources**

- Interfolio Client Community
- Product Help
- Sign Out

- Type “Florida Atlantic University”
- Single Sign On (SSO)
- Use your FAU NetID & Password
- To access Dossier, you need to switch accounts



# Merging Dossier Accounts

**Settings**

Basic Information  
**Email & Communications**  
ID Numbers  
Subscription & Billing  
Signing in & Password

**Email** [+ Add Email](#)

Email notifications related to your Dossier account (such as renewal notices) will only be sent to your primary email address.

**Primary**      **abetancourt@fau.edu**

If you have another account under a different email address you can merge the accounts to access all the information in one place. [Learn more about merging accounts](#)

**Merge Accounts**

**Communications**

Note: you will always receive important messages and notifications about your account, such as when you reset your password, or when a requested letter or evaluation arrives.

Yes, I'd like to be contacted by email about product updates, news, and best practices.

- Click **Account Settings**
- Click **Merge Accounts**.
- Type in the credentials for the account desired to merge.
- Check the boxes under *Before merging, please check the boxes below to acknowledge the following* after carefully reading each one.
- Click **Merge Accounts** when finished. The merge will be complete.



# Your College Administrator Contacts for Support

College	Contact Name	Contact Info
Arts & Letters	Holly Pereira	<a href="mailto:pereirah@fau.edu">pereirah@fau.edu</a>
Business	Michelle Hemery	<a href="mailto:mhemery@fau.edu">mhemery@fau.edu</a>
Education	Josephine Elliott	<a href="mailto:jelliot@fau.edu">jelliot@fau.edu</a>
	Valerie Rivera (ADHUS)	<a href="mailto:riverav@fau.edu">riverav@fau.edu</a>
Engineering	Alexandra Fabien	<a href="mailto:afabien1@fau.edu">afabien1@fau.edu</a>
Honors College	Anna Holmes	<a href="mailto:holmesa@fau.edu">holmesa@fau.edu</a>
Libraries	Hope Maginley	<a href="mailto:hmaginley@fau.edu">hmaginley@fau.edu</a>
Medicine	Jennifer Munro	<a href="mailto:jennmunro@health.fau.edu">jennmunro@health.fau.edu</a>
Nursing	Bernadette Bastien	<a href="mailto:bastienb@health.fau.edu">bastienb@health.fau.edu</a>
Science	Kacey Walker	<a href="mailto:kaceywalker2020@fau.edu">kaceywalker2020@fau.edu</a>
Social Work and Criminal Justice	Nicholas Buker	<a href="mailto:nbuker@fau.edu">nbuker@fau.edu</a>
HBOI	Julie Pettingill	<a href="mailto:pettingj@fau.edu">pettingj@fau.edu</a>



# Free Product Resources

- Click the link below for more help using Interfolio Dossier.
  - [https://product-help.interfolio.com/en\\_US/dossier](https://product-help.interfolio.com/en_US/dossier)
- Click the link below to access the course on Interfolio RPT Candidate Training (30 min).
  - <https://product-help.interfolio.com/review-promotion-tenure-training/review-promotion-tenure-candidate-training>
- Click the link below to access the course on Interfolio F180 – Activity Input for Faculty Users (45 min).
  - [https://rise.articulate.com/share/b-W22\\_IBGNgy3w4VxK45wt3fhL2ZYq1U#/](https://rise.articulate.com/share/b-W22_IBGNgy3w4VxK45wt3fhL2ZYq1U#/)



# Additional Support

- FAU Interfolio FAR Resource Page
  - <https://www.fau.edu/iea/fair/interfolio-far/>
- Rochelle Campbell, *Associate Director, Academic Personnel and Interfolio Institutional Administrator*
  - [rmaitland@fau.edu](mailto:rmaitland@fau.edu)
  - (561) 297-4747
- Interfolio Support
  - [interfolio-support@elsevier.com](mailto:interfolio-support@elsevier.com)
  - (877) 997-8807 *M-F, 9am-6pm EST*

