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
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    ■ 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.
Important Terms

**Dossier:** A tool for all faculty to store and manage 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.
Log In To Follow Along

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

Interfolio Review, Promotion & Tenure is an online platform for carrying out formal faculty reviews such as tenure, promotion, and periodic evaluation. Built for shared governance, Interfolio is mindful of the academic work cycle and intuitive for committee members.

ACCESS INTERFOLIO ➤
Where to Find Support

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

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