



interfolio

Review, Promotion & Tenure

University Training

Texas A&M University

February 2020

Today's Agenda

- Interfolio Key Concepts
- Candidate Experience
 - Review Interfolio Dossier
 - Submit a Packet for Review
- Administrator Role
 - Create a Case
 - Manage a Case
 - Request External Evaluations
 - Upload Committee Files
 - Review Case Materials
 - Committee Communications
 - Move Case Forward or Backward
- How to Find Support

The Bigger Picture

Texas A&M University vision for an improved faculty information system

Goals for Faculty Review Investment

- What the future state might look like for Texas A&M University
 - Centralized, digitized, and secure online platform to process and interact with faculty reviews
 - Single platform to manage Faculty Hiring, RPT, and Faculty Activity Reporting (coming soon)
 - Ease of use for faculty, staff, and review committees
- What is in it for YOU?
 - Real time insights into RPT process
 - Online tool for reviewing and making committee based decisions
 - Accessible via a secure web connection at your convenience
- Why Now?
 - This is the next step in the Interfolio implementation to create an institution wide platform for Faculty Information.

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, built to help academic institutions ensure that these processes are transparent, equitable, efficient, and well documented.



RPT is the second Interfolio module to be launched at Texas A&M and is accessible via the same platform as Faculty Search or at <http://account.interfolio.com>

Important Terms

Review, Promotion & Tenure	An Interfolio module used to facilitate the review process anytime a candidate submits materials for committee review.
Templates	Standardized, repeatable processes for all review types.
Cases	The lifecycle of a candidate as they progress through a standardized review cycle.
Committee	Groups of users that can review the candidates' case at a given step of the review process. There will be a committee for each step of the process (department head, etc.)
Dossier	A tool for all faculty to store and manage job, fellowship, and promotion or review documents in one place.

User Roles



Administrators

- Create forms, templates and cases
- Can always review packet and move cases forward/backward
- Communicate with committee and candidate



Committee Managers

- Review packet and move cases forward/backward
- Communicate with committee and candidate



Committee Members

- Review a candidate's packet,
- Download documents and leave comments



Candidates

- Complete a packet with their materials to submit for review.

Texas A&M University Configuration

All current Dean, Department Heads, and College Administrative Staff will automatically have an Interfolio account with the appropriate permissions. The access provided in the Faculty RPT module will mirror who is currently involved with the 2019-2020 Promotion and Tenure process. It will be each college and department's responsibility to add their respective promotion and tenure committees and department staff users.

Jump into System

The image shows the Interfolio website's navigation bar and a sign-in modal. The navigation bar includes the Interfolio logo, menu items (PRODUCTS, WHO WE ARE, RESOURCES, TALK TO US), and buttons for ACCESS MY DOSSIER and SIGN IN. The SIGN IN button is circled in red. A red arrow points from this button to the sign-in modal, which is titled 'Sign In' and contains fields for email and password, along with social login options for Partner Institution and Google.

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SUPPORT

PRODUCTS ▾ WHO WE ARE ▾ RESOURCES ▾ TALK TO US

ACCESS MY DOSSIER

SIGN IN

Sign In

Sign in with email

Email *

Password *

Sign In

[Forgot your password?](#)

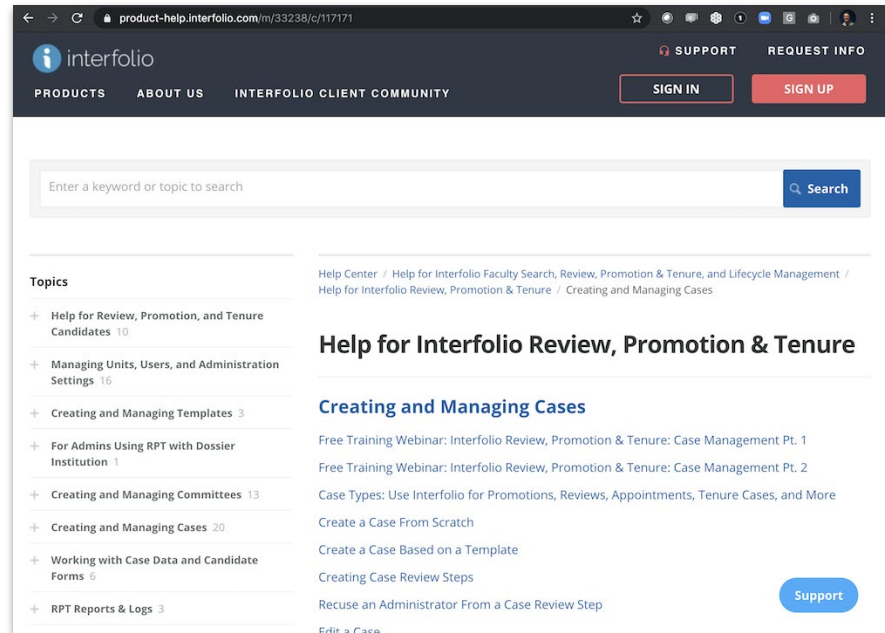
Or sign in with:

Partner Institution

Google

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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Texas A&M University Next Steps

Interfolio RPT Office Hours with Staff at the Office of the Dean of Faculties:

- Fill out form below
 - <http://dof.tamu.edu/Hiring/INTERFOLIO-FACULTY-SEARCH/Interfolio-Form-Feature-Request>

User Guides & Video Snippets:

- <http://dof.tamu.edu/Hiring/INTERFOLIO-FACULTY-SEARCH>
- Today's training is recorded and will be posted on the DOF website