How to facilitate reconsideration of a "Case" In Interfolio RPT

Office of the Dean of Faculties
Texas A&M University
How to log into Interfolio

1. Go to Interfolio: [http://account.interfolio.com](http://account.interfolio.com)

2. Click “Partner Institution” and search for Texas A&M University

3. Once you have selected Texas A&M University, click “Sign In”

4. You will be re-directed to sign in with your CAS credentials
Reconsideration of a “Case” in Interfolio RPT

• **Deans** are the only individuals who can initiate the reconsideration a case!

• Once logged into Interfolio, the left side of the dashboard will have a list of Modules (Faculty 180; Faculty Search; Review, Promotion and Tenure) the Dean has access to.

• Under Review, Promotion and Tenure click on “Cases”.

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[Image of Interfolio dashboard showing access to different modules and options like Add Activity, Select from the dropdown, and Faculty Search.]
Reconsideration of a “Case” in Interfolio RPT

- On the Case list, click the name of the case for which reconsideration is needed.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Template Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blanca Lupiani</td>
<td>Promotion</td>
<td>2021-2022 Promotion &amp; Tenure</td>
</tr>
</tbody>
</table>
Reconsideration of a “Case” in Interfolio RPT

- On the Case Materials tab of the Case page, select the Dean’s recommendation to send to the Department Head.
- You can also select any other materials from the case to add as supporting documentation to the Dean’s recommendation.
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- Selecting materials will open the blue action bar.
- Click “Share”.

Located in the image is a screenshot of the Interfolio RPT interface, showing the options for editing and sharing materials. The screenshot includes the following sections:

- Department P&T Committee Discussion Report & Recommendation
- Department Head Recommendation
- College P&T Committee Discussion Report and Recommendation
- Dean Recommendation

Each section has an edit and add file button. The Dean Recommendation section contains a link to the University P&T Guidelines at: http://dof.tamu.edu/Faculty-Resources/CURRENT-FACULTY/Promotion-and-Tenure. The text explains the purpose and importance of the dean's report, its formatting requirements, and the need for comprehensive materials to support the dean's recommendations. The report should highlight strengths and weaknesses, address any mixed or negative votes, and explain the dean's vote. It also emphasizes the necessity of clearly and specifically addressing any departmental or college recommendations. The dean's report must provide an independent determination to lay out the case comprehensively, without merely summarizing or quoting other materials in the package. The key aspect is to place the candidate's impact in all areas or responsibility in the context of the specific college mission, goals, expectations, and criteria. This is especially important for cases that have generated strong differences in recommendation during the evaluation process.

Materials

<table>
<thead>
<tr>
<th>Title</th>
<th>Details</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lupiani-2021-2022 DeanRecommendation-3-29-21</td>
<td>Added by Sandra Hamden Mar 29, 2021</td>
<td>Edit</td>
</tr>
</tbody>
</table>
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• Select “With Committee Members”.
• Next, you will be able to indicate who should receive the shared files.
Reconsideration of a “Case” in Interfolio RPT

- Select “User”.
- Indicate who should receive the shared files by searching for the Department Head and clicking “Add User”.

  **Message to Committee**
  
  To
  Add Another:  
  User  Committee

  Sandra Harnden
  Add User

  **Subject**
  Negative Recommendation for Blanca Lupiani

  **Message**
  Dear Department Head,
  Please see my recommendation below with supporting reasons.
  Sincerely,
  Dean

  **Share Files**
  Files shared with this message can be viewed by the recipient(s) after logging into Interfolio.

- Type your custom message.
- Select files from the case as needed.
Reconsideration of a “Case” in Interfolio RPT

• On the upper right-hand side of your message, click "Enable File Response" so that the Department Head will be able to respond.

• Enter a message reason, and a deadline.

• Select the internal case section “Department Head Recommendation” as the section for the response to be uploaded to.

• When the response comes in, the file will appear in the section indicated.
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- Once the response has been received, the case can be sent to the College P&T committee for re-review.

- Upon re-review by the College P&T committee, the case would be sent forward to the Dean to upload their final recommendation.