Accessing Interfolio

Interfolio Job Aid: Sign in to Interfolio with SSO or a Partner Institution
1. Navigate to https://account.interfolio.com/login
2. Select “Sign in with Partner Institution”
3. Search for **University of Connecticut**. Select Sign In.
4. Login with your UConn NetID and password.
5. Select the **UConn** icon to navigate to the Promotion, Tenure, and Reappointment module. Select **Dossier** to navigate to the Dossier module.

You will be able to access either module from your profile in the upper right-hand corner of the homepage.
Example Review Workflow for Promotion and Tenure Case

**Faculty Member**
Faculty Member submits “Faculty Recommendation – External Letters of Reference” section by July 1, 2022

**Department Head**
Department Head solicits external letters of recommendation, either via email or directly via the Interfolio module. When all external letters are received, the Department Head or Administrator moves the case forward to the next stage of access/review.

**Faculty Member**
Faculty Member submits “Candidate Dossier” section by August 23, 2022

**Departmental PTR Committee**
Departmental PTR Advisory Committee reviews materials. Committee Manager uploads the committee’s evaluation, completes the form to indicate the committee vote, and the Committee Manager or Administrator moves the case forward to the next stage of review.

**Dean**
Dean reviews materials. As Committee Manager, the dean will upload an independent evaluation of the case, complete the recommendation form, and move the case forward to the next stage of review.

**Dean’s PTR Advisory Council**
Dean’s PTR Advisory Council reviews materials. Committee Manager uploads the committee’s evaluation, completes the form to indicate the committee vote, and the Committee Manager or Administrator moves the case forward to the next stage of review.

**Department Head**
Department Head reviews materials. As Committee Manager, the Department Head will upload a copy of the letter used to solicit external evaluations, the external evaluations summary sheet, any evaluations from secondary appointment supervisors, an independent evaluation of the case, complete the recommendation form, and move the case forward to the next stage of review.

**Provost and Provost Review Committee**
PRC and Provost review materials and recommend cases for further appeal or recommendation to the Board of Trustees.

**Board of Trustees**
The Provost will facilitate BOT review of all recommended PTR cases. Faculty will receive formal notification of the outcome of a promotion or tenure case via email following the April BOT meeting.

**Department Head**
The Provost will facilitate BOT review of all recommended PTR cases. Faculty will receive formal notification of the outcome of a promotion or tenure case via email following the April BOT meeting.
Committee Members -- A user must be added to a committee by an Administrator in order to view a candidate’s packet on the particular cases they have access to. Committee Members will lose access when “recused” from a case at a particular workflow step by the Committee Manager or Administrator. Committee Members will lose access to a case when it has been moved forward to the next stage of review.

Committee Managers -- Possess all of the capabilities of Committee Members, plus a few more. Most noticeably, Committee Managers have the power to move a case either backward or forward after a committee has finished reviewing. In addition, Committee Managers have communication powers within the system; they can e-mail both the candidate and committee members from within the product and can complete committee submission requirements. An Administrator must designate a user as a Committee Manager in order for them to serve in this role. Committee managers will lose access to a case when it has been moved forward to the next stage of review.

Administrators -- In addition to being able to access documents, e-mail candidates, and committees, and move a case forward or backward, Administrators are the only users who can create cases for the units to which they have access. Administrators can also create standing committees. Administrators can exist at any organizational level in RPT and have the ability to perform administrative functions for all units within their administrative hierarchy. For example, an Administrator at a school/college level will have access to settings, cases, and committees only at or beneath the school/college level, such as departments. Administrators will lose such access only when "recused" from a case at a particular workflow step. Administrators at the departmental and school/college level will lose access to a case when it moves beyond a level they have access to administer.
Accessing and Reviewing Assigned Cases

Interfolio Job Aid: Committee Member’s Guide to Interfolio Review, Promotion, and Tenure

Interfolio Job Aid: Reviewing Cases
View Your Case List

All cases assigned to a level of the workflow that you have access to will be available in your case list. All assigned cases can be accessed from the Interfolio homepage under My Tasks or from the Case List.
1. From the Interfolio homepage select **Cases** under the Promotion, Tenure, and Reappointment lefthand navigation bar.

You will see a list of cases that are available to you. You can filter this list by unit, case type, and status using the headings.

2. Click the name of the candidate to view case materials. This will open the Case Summary Page.
Navigating the Case Summary Page

Clicking on the name of the candidate will direct you to the Case Summary Page, where you can access materials and forms available to reviewers, and view materials submitted by a candidate.

The case page is a tabbed interface, Case Materials and Case Details.
3. The case will open on the Case Materials tab. Navigate to the Case Details tab and read the Instructions and Required Items for the stage of review.

Instructions will include necessary information on what is expected of reviewers at this stage and Required Items confirms materials the review stage is expected to attach to the request.
4. After reading the instructions, navigate to the **Case Materials** tab.

The Case Materials tab includes *Internal Sections* and the *Candidate Packet*.
Internal Sections are case sections available to committee members reviewing the case and cannot be viewed by the candidate. Here you will find materials you may need as part of your review such as previous committee evaluations and external evaluations.
Candidate Packet contains materials added to the case by the candidate and any required forms completed by the candidate. The Candidate Packet is broken up into two sections with two separate deadlines: Faculty Recommendation – External Letters of Recommendation and Candidate Dossier.

1. Faculty Recommendation – External Letters of Recommendation – Faculty will upload necessary materials to aid the department in soliciting external evaluations. This should be submitted in the summer in advance of the final submission of the dossier.
2. **Candidate Dossier** – Faculty will formally submit the PTR form and supporting documents to the department by the deadline of August 23.
Read and Evaluate Case Materials

Reviewers can either open individual documents from the Case Materials tab or read the case in document reader.
1. From the Case Materials tab, select **Read Case**.

2. Navigate through the packet to view materials submitted in each section of the dossier, both materials submitted by previous levels of review and the candidate’s original submission.

Materials uploaded by the candidate will be available in PDF view mode.
View Individual Case Materials from the Candidate Materials Tab

1. Scroll to the **Candidate Packet** section and review the materials provided by the faculty member by selecting the hyperlink for each file.

This will open the individual document in document reader.
There are two ways to add external evaluations to a case – Committee Managers and Administrators can upload an evaluation from their computer to a candidate’s case, or, Committee Managers and Administrators can request evaluations through the Interfolio program.
Create a New External Evaluation Request

Interfolio Job Aid: Request and External Evaluation through an RPT
Case/Add an External Evaluation to the Case of a Candidate

Administrators and Committee managers can add or request evaluations from scholars. External evaluations can be uploaded by an Administrator or Committee manager OR evaluations can be requested from one or more external evaluators through the Interfolio PTR module and the evaluator will receive an email with instructions to upload the evaluation directly to Interfolio.
1. From the Interfolio homepage or the Cases tab under the Promotion, Tenure, and Reappointment lefthand navigation, open the case by selecting the employee’s name.
2. The case will open on the **Case Materials** tab. Navigate to the **Case Details** tab and read the Instructions.
3. After reading the instructions, navigate to the **Case Materials** tab.
4. Scroll to the **Candidate Packet** section and review the materials provided by the faculty member in the **Faculty Recommendation – External Letters of Recommendation** section.

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**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.

<table>
<thead>
<tr>
<th>External Letters of Recommendation</th>
<th>Locked</th>
<th>Unlock</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due: Jul 1, 2022</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Both the faculty member and the Department Head and/or the Departmental Promotion, Tenure, and Reappointment (PTR) Advisory Committee, should each create a list of five or more names of potential external reviewers. The Department Head will request at least half of the total number of letters from names on the faculty member list. The remaining letters should be requested from the Department Head and/or the Departmental Promotion, Tenure, and Reappointment (PTR) Advisory Committee list.

Reference letters should be obtained from tenured faculty, or scholars of equivalent stature, in the faculty member’s field outside of the university who can speak to his or her professional contribution to scholarship and/or creative accomplishments. It is important to solicit an impartial evaluation of the faculty member’s contributions to the field. These external letters should not be from close acquaintances, former mentors, or frequent collaborators.

The candidate must provide:

- Complete curriculum vita;
- Any major publications or creative works to be shared with external evaluators;
- Name, Title, Institution, and contact information for external reviewers recommended by the faculty member. The department head and departmental PTR advisory committee may supplement this list.

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**Curriculum Vitae**

- **TEST_CV_Husky_Jonathan**

  - Submitted by: Jonathan Husky
  - Date: Jun 10, 2022

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**Major Publications or Creative Work**

- **TEST_Major Pubs or Creative Work_Husky_Jonathan**

  - Submitted by: Jonathan Husky
  - Date: Jun 10, 2022

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**External Letters of Reference - Faculty Recommendations**

- **TEST_External Reviewers, Faculty Recs_Husky_Jonathan**

  - Submitted by: Jonathan Husky
  - Date: Jun 10, 2022

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Select each file to view.
Alternatively, select **Read Case** at the top of the Case Summary in the Case Materials tab to view all previously submitted materials in review mode.

Navigate through the packet to view materials submitted in the **Faculty Recommendations – External Letters of Recommendation** section of the dossier.

Materials uploaded by the candidate will be available in PDF view mode.
5. After compiling a list of external reviewers, inclusive of the faculty member’s recommendations and the department head and/or departmental PTR committee’s recommendations, navigate to the **Internal Sections** section in the **Case Materials** tab to the External Evaluations dropdown.

Select **Request Evaluation**.
6. Enter the name and email of the external evaluators on the Request External Evaluation page.

Note that you can click Add Another Evaluator to request letters from multiple evaluators at the same time.
7. Enter an email message to the evaluator. Your request can include a personal message to the evaluator and set the From Name and Reply-to addresses, as appropriate.
8. Attach files to the request email. Click **Add Files** in the Files section of the request form. Select files from the list of files added to the case by the candidate.

Materials uploaded to the case by the faculty member will be available here and can be shared with external evaluators.
   a. Indicate the hard deadline after which the recipient will not be able to submit an evaluation. An Administrator or Committee Manager can still manually upload an evaluation after this date.
   b. Indicate whether or not the evaluator can submit additional files.
   c. Choose who can access the request and the evaluation once uploaded. The default access level is Administrators & Entire Committee. Alternative options are Administrators & Committee Managers or Administrators Only.

10. Click **Send Request**. The request, its status, and the evaluation once uploaded will appear in the **External Evaluations** section.
11. Navigate to the **Case Summary** in the **Case Materials** tab at any time to view the status of the request.

External Evaluators may be directed to the Interfolio Job Aid: Guide to Providing Requested Evaluations in Interfolio Review, Promotion and Tenure.
Manually Upload an External Evaluation

1. From the Interfolio homepage or the **Cases** tab under the Promotion, Tenure, and Reappointment lefthand navigation, open the case by selecting the employee’s name.
2. The case will open on the **Case Materials** tab. Navigate to the **Case Details** tab and read the Instructions.
3. After reading the instructions, navigate to the **Case Materials** tab.
4. Scroll to the **Candidate Packet** section and review the materials provided by the faculty member in the **Faculty Recommendation – External Letters of Recommendation** section.

Select each file to view.
Alternatively, select **Read Case** at the top of the Case Summary in the **Case Materials** tab to view all previously submitted materials in review mode.

Navigate through the packet to view materials submitted in the **Faculty Recommendations – External Letters of Recommendation** section of the dossier.

Materials uploaded by the candidate will be available in PDF view mode.
5. After compiling a list of external reviewers, inclusive of the faculty member’s recommendations and the department head and/or departmental PTR committee’s recommendations, the department head may solicit external evaluations via email.

6. To upload an evaluation provided via email, navigate to the Internal Sections section in the Case Materials tab to the External Evaluations dropdown.

Select Add File.
7. Browse your computer to upload the external evaluation to the case. **Save.**
8. The manually uploaded external evaluation will be reflected in the **Internal Sections** section under the **External Evaluations** heading. Note that the Details heading will indicate if the letter was uploaded by the Department Head or Administrator vs. uploaded directly by the external evaluator.
Edit and Resend an External Evaluation Request

Interfolio Job Aid: Manage External Evaluations: Send Reminders, Cancel, Change Viewing Permissions

Committee Managers and Administrators can edit the settings of an external evaluation request, edit and resend an external evaluation request, cancel a request, and remove and replace letters on behalf of an evaluator.
Edit the settings of an external evaluation request

*The Committee Manager or Administrator can amend the Material Name, Section, and Access to a request.*

1. Navigate to the Case Summary and scroll to the External Evaluations section.
2. Select **Edit**.

*If the request was either Accepted or Declined by the evaluator, resending the request will not change the disposition.*

3. Select **Edit Settings** from the dropdown.
4. Edit the **Evaluation Settings** to make changes to the material name, section of the dossier the file will be added to when uploaded, and access levels of the uploaded evaluation.

*Material Name is the title that will appear on the case page when an evaluation is uploaded to the dossier.*

*All External Evaluations should be designated to upload to the External Evaluations section of the dossier.*

*By default, Administrators & Committee Members/Managers can view uploaded evaluations.*

5. **Save Settings**.
Edit and Resend an External Evaluation Request

The Committee Manager or Administrator can amend the external evaluators name, email address, the message, and add or remove attached files on a request and resend to the external evaluator.

1. Navigate to the Case Summary and scroll to the External Evaluations section.
2. Select Edit.
3. Select Edit & Resend Request from the dropdown.
4. Make any changes to the request, including the evaluator’s name, email address, the invitation message, and add or remove attached files.

**Evaluators will lose access to any files removed from the resent request.**
5. Under **Response Settings**, make any edits to the deadline, allow or disallow the submission of additional files, and set who can view the evaluation once it comes in.

6. **Send**.
1. Navigate to the Case Summary and scroll to the External Evaluations section.
2. Select Edit.
3. Select Cancel Request from the dropdown.

Cancel a Request
*The Committee Manager or Administrator can cancel any requests with a “Requested” status. Once an evaluator has chosen to accept or decline a request, it can no longer be cancelled.*
4. Select **Yes** to confirm the cancellation.
Uploading Committee Requirements

Interfolio Job Aid: Upload Documents to Satisfy Committee Requirements

Interfolio Job Aid: Completing & Submitting Committee Forms

Only the designated Committee Manager or an Administrator can upload the committee’s evaluation and move the case forward to the next stage of review. Only the Committee Manager can document the committee’s vote.
Uploading Committee Required Documents

The Committee Manager or an Administrator can upload required documents on behalf of the committee.
1. From the Interfolio homepage select **Cases** under the Promotion, Tenure, and Reappointment lefthand navigation bar.

![Cases](image)

2. Click the name of the candidate to view case materials. This will open the Case Summary Page.

![Case Summary Page](image)
3. The case will open on the Case Materials tab. Navigate to the Case Details tab and read the Instructions.

The number next to Case Details indicates that there are committee requirements that have not been satisfied.

The Instructions will include necessary information on what is expected of reviewers at this stage and confirms materials the review stage is expected to attach to the request.
4. Scroll to the **Required Items** section and review committee requirements.

   In this case, note that the committee must upload the Departmental PTR Committee Recommendation and complete the Committee Voting Form.

5. Select **Add** next to the PTR committee recommendation.
6. **Browse to Upload** a new file.
7. Rename the document, as needed. Ensure that the document Section is the appropriate committee folder. In this instance, the Departmental PTR Committee Recommendation section.

8. Select Add.

The **Required Items** section on the **Case Details** tab will reflect that the requirement is Complete.
Completing Committee Forms

Only the Committee Manager can complete required forms on behalf of the committee.
9. Scroll to the **Required Items** section and review committee requirements.

In addition to uploading the Departmental PTR Committee Recommendation, the Committee Manager must complete the Committee Voting Form.

10. Select **Fill Out Form** next to the Committee Voting Form.

*The form should only be filled out once, by the Committee Manager. UConn does not utilize the “Manage Respondents” feature.*
11. Complete the form by entering the number of committee members who participated in the vote that Support, Do Not Support, Abstain, or were Absent from the vote.

12. Submit form.
13. When the form is submitted, select **Yes** to confirm your submission.
14. To edit a form while the case is at the current step, select **Edit Submission**, make necessary changes to your responses, and re-submit form.
Sending a Case Forward

Interfolio Job Aid: Move a Case Forward

When all Committee Required Items have been satisfied, the Committee Manager or Administrator can move the case forward to the next stage of review.
15. From the Case Summary Page, select **Send Case** from the top righthand options.

16. Select **Forward to**.
17. A list of all committees and reviewers gaining access to the next step will display, along with the option to enter a message to the reviewers gaining access to the case.

Deselect the checkbox next to “Send a message to the reviewers gaining access” if you do not wish to send a message. Regardless of whether a message is sent or not, when a committee member gains access to a case, a task for that case will display on their homepage.

18. Select Continue.
19. You’ll see a green popup box in the lefthand corner of your screen confirming that the case has been sent forward.

All reviewers who do not have access to the next level of review will lose access to the case.
Sending Multiple Cases Forward in Bulk

Interfolio Job Aid: Move a Case Forward

Committee Managers or Administrators can move multiple cases forward in bulk from the Case List.
1. From the Interfolio homepage select **Cases** under the Promotion, Tenure, and Reappointment lefthand navigation bar.

2. Select the cases from the Case List by clicking the checkbox next to each.
3. Click **Send Forward** at the top of the case list to move selected cases forward.
4. A list of all committees and reviewers gaining access to the next step will display, along with the option to enter a message to the reviewers gaining access to the case.

**Deselect** the checkbox next to “Send a message to the reviewers gaining access” if you do not wish to send a message. Regardless of whether a message is sent or not, when a committee member gains access to a case, a task for that case will display on their homepage.

5. Select **Continue**.
6. You’ll see a green popup box in the lefthand corner of your screen confirming that the case as been sent forward.

All reviewers who do not have access to the next level of review will lose access to the case.
Interfolio Job Aid: Upload Documents to Satisfy Committee Requirements

Only the designated Committee Manager or an Administrator can upload the department head or dean’s evaluation and move the case forward to the next stage of review. Only the designated Committee Manager can document the department head or dean’s decision on the case.
Uploading Dean and Department Head Required Documents

Only the Committee Manager (department head or dean) or an Administrator can upload required documents on behalf of the department head or dean.
1. From the Interfolio homepage select **Cases** under the Promotion, Tenure, and Reappointment lefthand navigation bar.

2. Click the name of the candidate to view case materials. This will open the Case Summary Page.
3. The case will open on the Case Materials tab. Navigate to the Case Details tab and read the Instructions.

The number next to Case Details indicates that there are committee requirements that have not been satisfied.

The Instructions will include necessary information on what is expected of reviewers at this stage and confirms materials the review stage is expected to attach to the request.
4. Scroll to the *Required Items* section and review committee requirements.

In this case, note that the Committee Manager must upload the Department Head Recommendation, Letter Used to Solicit External Evaluations, and External Letter Summary Sheet and complete the Dept Head and Dean Recommendation form.

5. Select **Add** next to each requirement.
6. **Browse to Upload** a new file.
7. Rename the document, as needed. Ensure that the document Section is the appropriate committee folder. In this instance, the Department Head Recommendation section.

8. Select **Add**.

The Required Items section will reflect that the requirement is Complete.
9. Repeat steps 5-8 for all remaining requirements.

Please note that the letter used to solicit external evaluations and the external letter summary sheet should be saved in the External Evaluations section, not the Department Head Recommendation section.
The Required Items section will reflect that each requirement is Complete.
Completing Recommendation Forms

Only the Committee Manager (department head or dean) can complete required forms.
10. Scroll to the *Required Items* section and review committee requirements.

In addition to uploading the Department Head Recommendation, Letter Used to Solicit External Evaluations, and External Letter Summary Sheet, the Committee Manager must complete the Dept Head and Dean Recommendation form.

11. Select **Fill Out Form** next to the Dept Head and Dean Recommendation Form.

*The form should only be filled out once, by the Committee Manager.*
12. Complete the form by entering your name, title, and indicate whether you Support or Do Not Support the faculty member’s case.

13. **Submit form.**

Submit form and satisfies committee requirement.

Saves progress on form to complete later. Does not submit requirement.
14. When the form is submitted, select Yes to confirm your submission.
15. To edit a form while the case is at the current step, select **Edit Submission**, make necessary changes to your responses, and re-submit form.
Sending a Case Forward

Interfolio Job Aid: Move a Case Forward

When all Committee Required Items have been satisfied, the Committee Manager or Administrator can move the case forward to the next stage of review.
15. From the Case Summary Page, select **Send Case** from the top righthand options.

16. Select **Forward to**.

   - Forward to: Dean's PTR Advisory Council Review
   - Backwards to: Departmental Promotion, Tenure, and Reappointment Advisory Committee Review
16. A list of all committees and reviewers gaining access to the next step will display, along with the option to enter a message to the reviewers gaining access to the case.

**Deselect** the checkbox next to “Send a message to the reviewers gaining access” if you do not wish to send a message. Regardless of whether a message is sent or not, when a committee member gains access to a case, a tsk for that case will display on their homepage.

17. Select **Continue**.
18. You’ll see a green popup box in the lefthand corner of your screen confirming that the case has been sent forward.

All reviewers who do not have access to the next level of review will lose access to the case.
Sending Multiple Cases Forward in Bulk

Interfolio Job Aid: Move a Case Forward

Committee Managers or Administrators can move multiple cases forward in bulk from the Case List.
1. From the Interfolio homepage select **Cases** under the Promotion, Tenure, and Reappointment lefthand navigation bar.

2. Select the cases from the Case List by clicking the checkbox next to each.
3. Click **Send Forward** at the top of the case list to move selected cases forward.
4. A list of all committees and reviewers gaining access to the next step will display, along with the option to enter a message to the reviewers gaining access to the case.

**Deselect** the checkbox next to “Send a message to the reviewers gaining access” if you do not wish to send a message. Regardless of whether a message is sent or not, when a committee member gains access to a case, a task for that case will display on their homepage.

5. Select **Continue**.
6. You’ll see a green popup box in the lefthand corner of your screen confirming that the case as been sent forward.

All reviewers who do not have access to the next level of review will lose access to the case.