Kathy Nazarenus, Assistant to the Provost
Interfolio Administrator

Interfolio's 1st "Drawer"

Your <mark>Dossier.</mark> This information is completely private to the faculty member. It *could* include the following files:

- Job Description

- Curriculum Vitae

- Course Evaluations (and Interpretations Thereof)

- Peer Observations

- Course Syllabi

- Examinations and Other Assignments

- Other Supporting Materials for Teaching

- Student Exhibitions, Recitals, Research Papers or Other Achievements

- Annual DEC Evaluation Reports

- Annual Chair Evaluation Reports

- Annual Dean Evaluation Reports

- Letters of Support and Testimony

- Any Additional Documents that you feel are important as examples of your:

  o Effective teaching and fulfillment of professional responsibilities,

  o Continuing scholarly growth and professional development,

  o Service: contribution to the UNIVERSITY and/or community.

Interfolio's 2nd "Drawer"

Your ==**"case files"**==.

This drawer *could* include the following files:

- TPTF Evaluation
- Reappointment Evaluations
- Interim Evaluations
- Post-Tenure Evaluation
- Promotion Application
- Tenure Application

📁 Faculty Member adds their Documents to the Folder,
      "Locks" their folders, AND
           "Sends the Case" to the Department Committee

📁 Department Evaluation Committee (DEC) adds their Recommendation Report to the Folder using the Case Details tab AND
      "Sends the Case" to the Department Chairperson

📁 Department Chair adds their Recommendation Report to the Folder using the Case Details tab AND
      "Sends the Case" to the Dean

📁 Dean adds their Recommendation Report to the Folder using the Case Details tab AND
      "Sends the Case" to the Provost

📁 The Provost receives the entire folder.

Kathy Nazarenus, Assistant to the Provost
Interfolio Administrator
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