Kathy Nazarenus, Assistant to the Provost
Interfolio Administrator
Your Dossier. 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:
  - Effective teaching and fulfillment of professional responsibilities,
  - Continuing scholarly growth and professional development,
  - Service: contribution to the UNIVERSITY and/or community.

Interfolio’s 1st “Drawer”
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
(Kathy.Nazarenus@millersville.edu or extension 7464)