Interfolio FAQs for Applicants and Reviewers

General Information for Faculty Candidates:

- **What kind of files can I upload?** Interfolio accepts the following file types: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .dot, .odt, .wpd, .rtf, .txt, .html, and .pdf.

  - Interfolio also accepts individual image files such as .png, .jpg, and .jpeg, but recommends that you collect images into a single Word document or .pdf and upload them as a single file.

  - You also have the option to add webpages or videos.

  - Upload errors can occur when documents are larger than 100MB or saved as an unsupported file type.

- **How do I move my case forward to the next level for review?**
  - All slots that indicate uploads are "required" must have an upload.
  - If there are multiple sections ("sections" show as major headings in your case), you must click "Submit" for all sections due on a particular date in order to move your case forward. Sections can move separately, although they follow the same review path.
    - For some cases, all sections are due on the same date.
    - For other cases, such as promotion, some sections (e.g., the Supplemental Folder) are intentionally set with separate due dates. You do not need to submit this section until its due date. Such sections are specifically designed to receive materials such as student evaluations that are not available by the due date for other sections.
    - Don't forget to log back into Interfolio to make any uploads to sections with later due dates, and click "Submit" for them.

For Reviewers:

- **I'm a reviewer (committee chair, department chair, dean). What do I do to move the faculty member's case forward on its due date?** After you have uploaded the required documents, be sure to scroll up to find and click the "Send Case" button.

- **How do I upload documents at the department committee, chair or dean levels?**

  - Not all committee members can upload; only the person identified as the committee chair can do so. (All department chairpersons are also "committee chairpersons" for Interfolio purposes.)

- To upload correctly, please follow the steps in the "Interfolio Reviewer Upload Instructions" posted on the "Help for Interfolio Users" webpage.

- If a required document is not available, upload a placeholder document that indicates in a sentence or two why the document is not available (e.g., "Uploaded at faculty applicant level," "Not available by CBA due date," etc.).

- The case will not move forward to the next review step until all required documents are uploaded and "Send Case" is clicked.

- **How do I see what uploads apply to what category of supporting materials (e.g., in a promotion case which contains many categories)?** Interfolio advises that "when they [reviewers] open the case, they will land on the "Case Materials" page, where they will see all of the documents in the sections that they were uploaded. They can either click on the individual document to view it, or they can click "Read Case" and see the case as a whole."

For Promotion Cases:

- **Do I have to write narrative for each of the "slots" or categories in the promotion case?** No. The promotion application form itself, which contains the teaching, scholarship, and service narratives, has not changed. Applicants should upload the completed application form where indicated. The rest of the "slots" should be used to upload supporting materials.

- **My supporting material applies to several slots; do I need to upload it to all of them?** Where supporting material might be applicable to multiple categories, it is recommended that it be uploaded once, to the most appropriate category, or else to the categories in which it is mentioned in the application form. Use your best judgment.

- **Where do I upload peer and chair observations?** Upload peer observations and chair observations to the "Peer Evaluations" slot in the promotion case. (Note - only the term "Peer Evaluations is identified in MU's Promotion Statement.)

- **What are the requirements for peer and chair observations?** As announced to University Faculty on 10/16/20, "The requirements this year will remain as they always have—two peer observations and one chair observation. The two peer observations must come from Spring 2020, Fall 2020, or Spring 2021. The chair observation may also be done in any one of those three semesters."

  - Spring 2021 classroom observations may be submitted as part of the supplemental folder due on February 1, 2021.

- **How will reviewers see which of my uploads apply to what category of supporting materials?** Interfolio advises that "when they [reviewers] open the case, they will land on the 'Case Materials' page, where they will see all of the documents in the sections that they were uploaded. They can either click on the individual document to view it, or they can click 'Read Case' and see the case as a whole."