GUIDELINES FOR SUBMITTING MATERIALS TO INTERFOLIO

**REQUIREMENTS**

**Preparing Your Materials for Upload**

- Supporting documents should be submitted as .pdf files.

    o You can upload Word files as-is since Interfolio automatically turns these into .pdfs.

    o Scan printed documents and save them as .pdfs, then upload them.

- DO NOT include links to web content or links to files in OneDrive.  Since these are external to Interfolio, they can be changed after the promotion application due date; therefore, they will not be reviewed by the University-wide Promotion & Tenure Committee.

    o Instead of linking, please either take a screenshot, scan it and save as a .pdf, or print the webpage, scan it and save as a .pdf.

- Interfolio allows, and you may include, video uploads from Youtube and Vimeo.

    o In the case of commercial video content that cannot be uploaded by those means, applicants may include links posted to MU Video.

- Do NOT highlight words in your application or supporting materials in colors, particularly yellow.

    o The Interfolio reader function shows these areas as whited out or blacked out, so instead of highlighting the information for your readers, your reviewers will interpret it as redacted.

    o Consider underlining text that you want to emphasize, instead.

**Uploading Your Materials**

- Deadlines are 11: 59 p.m. on the due date.  MU technical support is available until 5 p.m. on the due date.

    o Be aware that documents can take some time to upload in Interfolio (up to several minutes, depending upon file size).

    o DO not wait until near midnight to upload a document, or Interfolio may date it as the following day.

    o Do NOT immediately try to upload again if the first upload doesn't immediately appear in the Interfolio document reader function.  You may end up with multiple uploaded copies of the same document, confusing your reviewers.

- Interfolio will not prevent you from uploading materials after the due date has passed; however, the date and time of your uploads are automatically recorded and it will be apparent to reviewers that the materials were uploaded after the due date.

- An Interfolio upload indicated as "optional" MAY NOT BE OPTIONAL FOR YOU!  It is necessary to indicate uploads as optional if they do not apply to all faculty; however, if the information being requested is applicable to you, it should be uploaded.

    o Example:  For faculty whose professional responsibilities lie outside the classroom, the CBA requires their performance evaluation to be based upon their job description, therefore it is required to be uploaded for those faculty.

**RECOMMENDATIONS**

- For reviewers, Interfolio automatically creates a table of contents for your materials based on the **filename**.
- It is recommended that applicants use the following naming conventions to help reviewers more easily identify their materials, and to keep names brief to allow use of them as citations in your application:

  - For events/conferences with specific dates:
    - **[Year-Month-Day] [Type of Event or Item] [Additional Descriptor if needed]**
      - 2021-08-12 AAC&U Conf
      - 2021-04-30 ACBSP Panel

  - For semester-related items (student evaluations, peer observations, syllabi, etc.:
    - **[Year] [Semester] [Descriptor]**
      - 2019 SP Student Eval
      - 2020 FA Chair Obs
      - 2021 SP Peer Obs
      - 2021 SU1 ABCD 100 Syllabus

  - Use the following semester names:
    - SP = Spring
    - FA = Fall
    - SU1 = Summer Session 1
    - SU2 = Summer Session 2
    - SU3 = Summer Session 3
    - WI = Winter

- Interfolio will further subdivide its table of contents underneath a filename, if the file contains words at the top of a page that are bolded and appear to be a title.

- You can use page-breaks to create new pages in long .pdfs when introducing new topics. Add titles in bold at the top of those new pages. This will make it easier for reviewers to quickly locate the information they need.

**Scanning Documents**

- Be sure to scan landscape-oriented documents (such as classroom <u>student evaluation reports</u>) in landscape as well. Otherwise, your document will show up in portrait (i.e., sideways) for reviewers and will be very difficult to read.

- For 2-sided documents, be sure to set the scanner for 2-sided originals; check your output to make sure both sides are included.

- When you have meaningful color in documents (e.g., for charts, graphs, etc.), be sure to use a scanner that has color capability and choose a color setting.