

INTERFOLIO
PROMOTION CANDIDATE UPLOAD INSTRUCTIONS

When you [log in](#) to Interfolio (top link right side of Provost’s webpage), use your normal user id (typically your first initial plus last name) and password. If you can’t log in, contact the Interfolio [System Administrator](#).

Interfolio will open to your home screen, where any “cases” that you have been assigned (reappointment, promotion, tenure) will appear under **My Tasks**.

To open your case, click on your name:

The screenshot displays the Interfolio user interface. At the top left, there is a logo for Millersville University. The main navigation area includes 'Home', 'Your Packets', 'Review, Promotion and Tenure Cases', and 'My Tasks'. The 'My Tasks' section is highlighted and shows a notification for '1 Unread Tasks'. Below this, a task card is visible for 'Vilas Prabhu' with the title 'Promotion Application | Millersville University of Pennsylvania | Promotion'.

The case will open to an **Overview**, with several areas where you can click for more information.

Packet: Click on packet to see details of what to upload to complete your application.

View Instructions gives you brief general information regarding the promotion process (i.e., CBA and policy references). Note: The wording “Instructions from the Committee” in the dialog box is an Interfolio default.

To learn more, read the Candidate’s Packet Guide: Clicking on this takes you to Interfolio’s website of instructions.

Millersville University of Pennsylvania > Your Packets >

Promotion Application

Preview Packet

Unit: Millersville University of Pennsylvania | Type: Promotion

Overview | **Packet**

Candidate Instructions: View Instructions

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

Candidate Documents

Due: 2020-11-02 | Not Yet Submitted Unlocked

Type	# Required	# Added
<input type="radio"/> Promotion Application	1 required	0
<input type="radio"/> Curriculum Vitae	1 required	0
<input checked="" type="checkbox"/> Job Description	0 required	0

Edit

To switch from the Overview to a detailed view with instructions, click on **Packet**.

Below, note the Submit button at the top right. When you are finally ready to move your packet forward, you must click **Submit**.

The packet will not move forward until all four of the Required Files categories have at least one document file uploaded. All other slots are optional and allow an unlimited number of files to be uploaded.

Promotion Application

Preview Packet

Unit: Millersville University of Pennsylvania | Type: Promotion

Overview | **Packet**

Candidate Instructions: View Instructions

Expand All | Collapse All

Candidate Documents

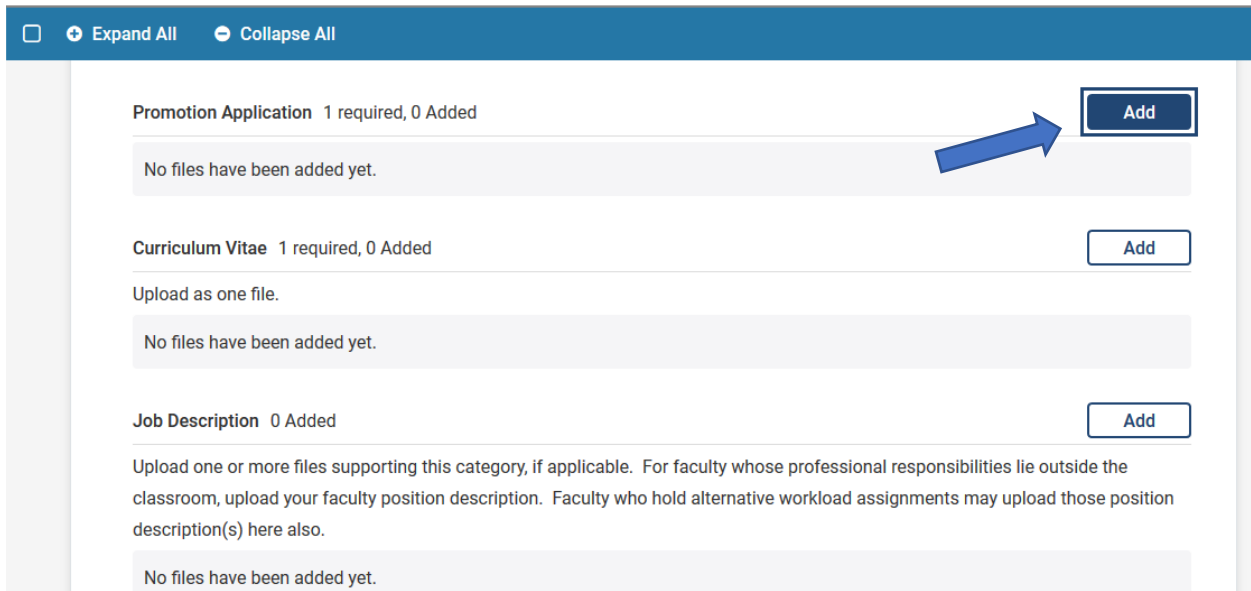
Due: Nov 2, 2020 | Not Yet Submitted Unlocked

Submit

0 of 4 Required Files

The following excerpts from the Promotion Statement serve as examples of the kinds of activities which might be included:

To upload your files, scroll down through the different headings to reach the one you want. Click the **Add** button, then **Add a New File** and browse to select the appropriate file(s).



Expand All Collapse All

Promotion Application 1 required, 0 Added **Add**

No files have been added yet.

Curriculum Vitae 1 required, 0 Added **Add**

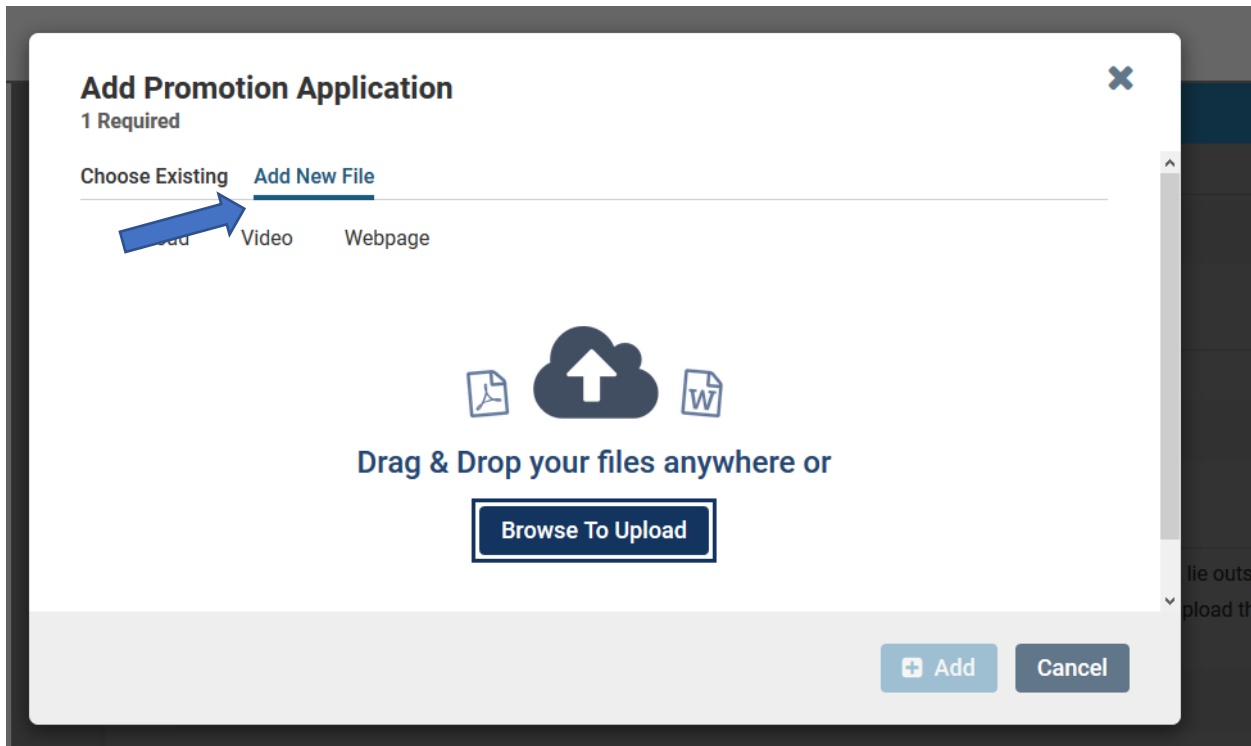
Upload as one file.

No files have been added yet.

Job Description 0 Added **Add**

Upload one or more files supporting this category, if applicable. For faculty whose professional responsibilities lie outside the classroom, upload your faculty position description. Faculty who hold alternative workload assignments may upload those position description(s) here also.

No files have been added yet.



Add Promotion Application ✕

1 Required

Choose Existing Add New File

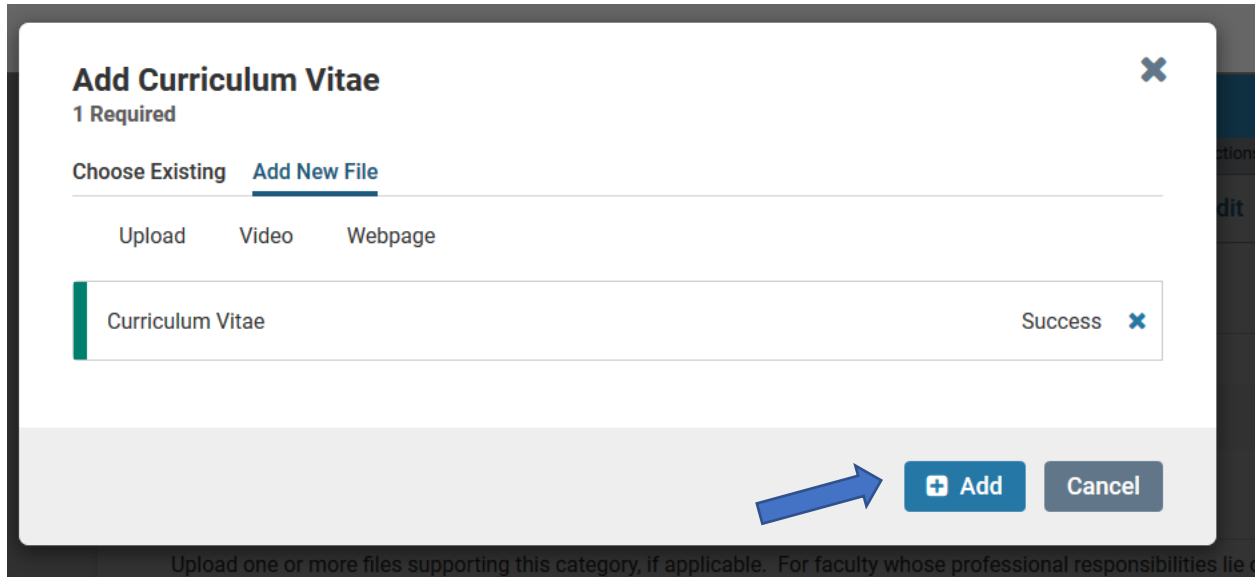
Audio Video Webpage

Drag & Drop your files anywhere or

Browse To Upload

Add **Cancel**

Once you have selected a file and clicked **Add** to upload it, Interfolio will let you know whether the upload has been successful.



The uploaded file will now appear in your Packet view, as shown below.

If you change your mind, you can **Edit** or **Remove** the file.

Promotion Application 1 required, 1 Added Add

Title	Details	Actions
Promotion_Application_05-13-11	Added Oct 19, 2020	Edit Remove

→

Continue uploading from Packet view, so that you can see any applicable instructions for the categories – for example:

Student Evaluations 1+ required, 0 Added Add

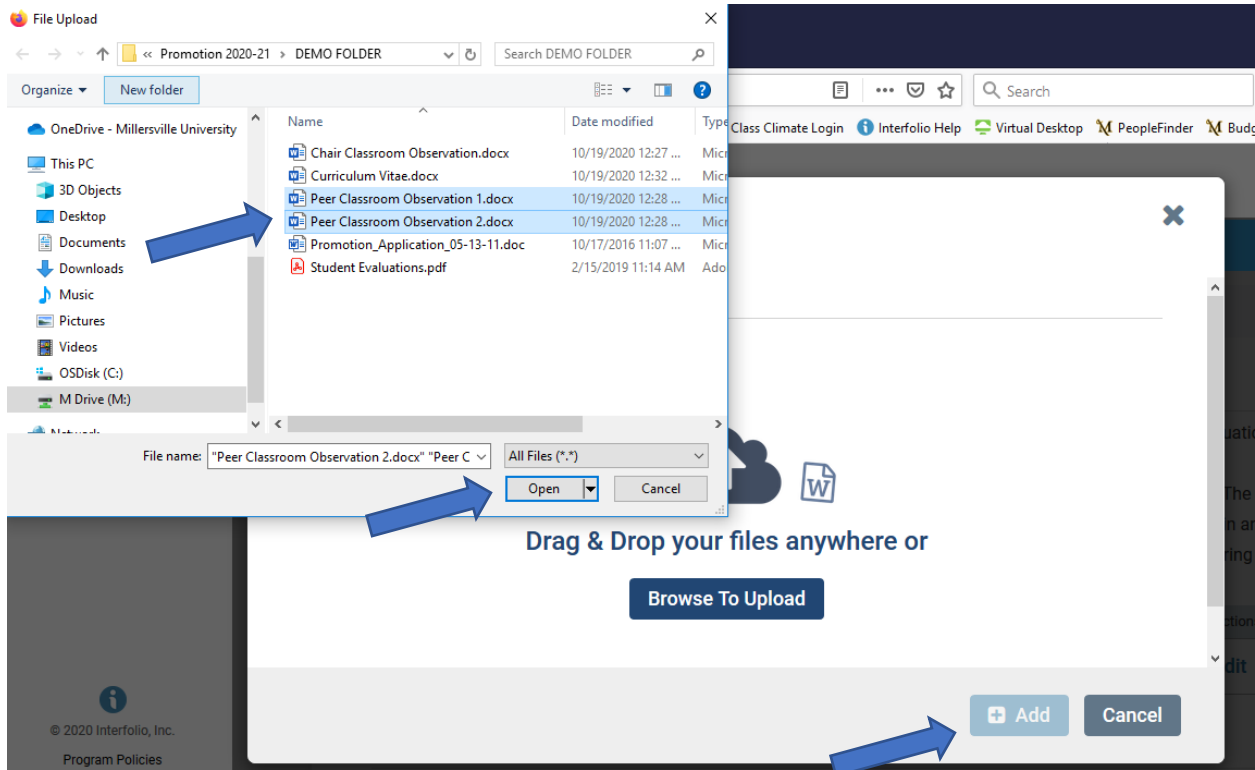
Upload one or more files of student evaluations from five or more classes with an average enrollment of 15 students per class. If the average enrollment is less than 15 students, the number of classes should be extended to include at least 75 students. If fall evaluations are required to achieve the minimum, include in the Supplemental Folder section below, due February 1, 2021.

IMPORTANT: If student evaluation print-outs are formatted in landscape, please upload scans in landscape; otherwise, reviewers will have difficulty reading them.

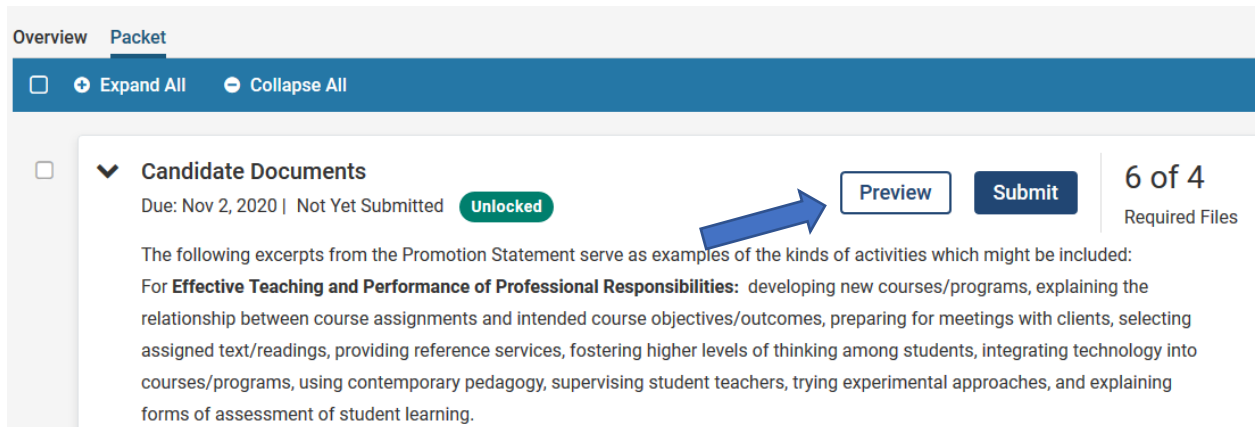
No files have been added yet.

←

Note – you can select multiple files to upload to one category simultaneously. After clicking **Open**, be sure to click **Add** in the Interfolio dialog box.



At any time, you can click **Preview** at the top of the case to see your materials as your reviewers will see them. (To end the Preview, click the **X** in the top right corner of the Preview screen.)



Notice that Interfolio automatically creates a Table of Contents on the left side of the viewer for the convenience of your reviewers. Interfolio interprets text that appears to be a title (e.g., bolded, centered, at the top of a page, etc.) as a title that then becomes a heading in the Table of Contents. Reviewers can click on the headings to go immediately to the desired documents.

Sections selected for submission

Search PDF

CANDIDATE DOCUMENTS

Promotion_Application_05-13-11

Curriculum Vitae

- PROFILE
- CONTACT
- HOBBIES
- EDUCATION
- WORK EXPERIENCE
- SKILLS

Chair Classroom Observation

Peer Classroom Observation 2

Peer Classroom Observation 1

Application. Print on white paper

APPLICATION FOR PROMOTION
TENURE

Date Submitted _____

The applicant should review the [Statement on Promotion](http://www.millersville.edu/about/administration/policies/pdf/faculty/Promotion%20Statement.pdf) on the University Governance and Policies website <http://www.millersville.edu/about/administration/policies/pdf/faculty/Promotion%20Statement.pdf> and the procedures regarding tenure and promotion in the [Collective Bargaining Agreement \(CBA\)](#).

This form is to be completed by the applicant and submitted to his/her department chairperson by November 1, as stipulated in the CBA. Additional supportive material may be attached. This form is available in Microsoft Word and applicants are encouraged to use this medium to expand/contract response areas in the application as needed.

This application, the recommendation of the department promotion and tenure committee, the department chairperson's recommendation, and the recommendation of the University-wide Promotion and Tenure Committee, together with the final action taken on the application, will be placed in the applicant's official personnel file in the Office of the Provost and Vice President for Academic Affairs.

Persons applying for both promotion and tenure should submit applications for each on the appropriate form.

In accordance with Article 13.B.5 of the [CBA](#), Departmental and University-wide Promotion and Tenure Committees (check one):

have my approval to review my official personnel file.

do not have my approval to review my official personnel file.

Previous Material < 1 / 8 > Next Material

Also note below that reports printed in landscape mode, such as student evaluations, must be scanned in landscape mode to be easily read by reviewers. (There is no way to rotate the file in the reader after it is uploaded.)

To return to **Packet** view, click the **X** in the upper right of the **Preview**.

Sections selected for submission

Search PDF

CANDIDATE DOCUMENTS

Promotion_Application_05-13-11

Curriculum Vitae

- PROFILE
- CONTACT
- HOBBIES
- EDUCATION
- WORK EXPERIENCE
- SKILLS

Chair Classroom Observation

Peer Classroom Observation 2

Peer Classroom Observation 1

Student Evaluations

Evaluation Questions	Section Mean	Section StDev	Number of Responses	Prof Mean	Dept Mean	College Mean	Univ Mean	----- Frequencies -----																				
COURSE CONTENT								Disagree Strongly (1)..to Agree Strongly (10)																				
1. I recommend this course.....	9.4	1.3	32	8.9	8.6	8.7	8.4	1	2	3	4	5	6	7	8	9	10	0	0	0	0	2	0	0	3	4	23	
2. This course challenged me to think.....	9.0	1.5	32	8.1	8.7	8.6	8.5	0	0	0	1	1	0	2	4	7	17	0	0	0	1	1	0	2	4	7	17	
3. This course builds understanding of concepts & principles.....	9.3	1.1	32	9.0	8.9	8.8	8.7	0	0	0	0	1	1	2	2	7	30	0	0	0	0	1	2	7	30	0	0	
4. I can/biv I will be able to apply info/skls learned in this course	9.4	1.1	32	8.9	8.8	8.9	8.5	0	0	0	0	0	2	1	0	8	21	0	0	0	0	2	1	0	8	21		
OVERALL MEANS, COURSE CONTENT-->								9.3																				
LEARNER OUTCOMES								None of the Time (1)..to All of the Time (10)																				
5. I was actively involved in class activities.....	8.6	1.8	32	8.0	8.2	8.7	8.3	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	
6. I completed assignments on schedule.....	9.3	1.3	32	9.3	9.4	9.4	9.3	0	0	0	0	1	0	3	2	3	23	0	0	0	0	1	0	3	2	3	23	
7. I met stated course objectives.....	9.2	1.4	32	9.2	9.1	9.3	9.1	0	0	0	2	0	1	3	7	19	0	0	0	0	2	0	1	3	7	19		
8. My knowledge, skills, and understanding of the subject increased.....	9.5	0.9	32	9.1	9.0	9.0	8.8	0	0	0	0	1	1	1	8	21	0	0	0	0	1	1	1	8	21	0	0	
9. My interest in the subject area has increased.....	9.1	1.4	32	8.5	8.3	8.4	8.0	0	0	0	2	0	3	2	6	19	0	0	0	0	2	0	3	2	6	19		
OVERALL MEANS, LEARNER OUTCOMES-->								9.1																				
THE INSTRUCTOR								Disagree Strongly (1)..to Agree Strongly (10)																				
10. treated the class fairly and with respect.....	9.5	1.0	32	9.4	9.4	9.5	9.4	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	
11. showed enthusiasm for teaching.....	9.8	0.6	32	9.6	9.5	9.5	9.3	0	0	0	0	0	0	0	1	5	26	0	0	0	0	0	0	1	5	26		
12. graded my work fairly and impartially.....	9.7	0.7	32	9.6	9.3	9.4	9.3	0	0	0	0	0	0	0	4	3	25	0	0	0	0	0	0	4	3	25		
13. was available to assist students in or outside of class.....	9.4	1.0	32	9.2	9.1	9.1	9.1	0	0	0	0	1	1	4	4	22	0	0	0	0	1	1	4	4	22	0	0	
14. varied teaching approaches to promote student learning.....	8.9	1.7	32	8.4	8.3	8.5	8.3	0	0	0	1	1	2	1	4	19	0	0	0	0	1	2	1	4	19	0	0	
15. encouraged critical thinking.....	9.1	1.3	32	8.7	9.0	8.9	8.8	0	0	0	1	1	0	3	4	18	0	0	0	0	1	1	5	2	3	23	0	0
16. demonstrated concern and interest in students.....	9.4	1.0	31	9.0	9.0	9.2	9.0	0	0	0	0	0	1	1	2	19	0	0	0	0	1	1	2	8	19	0	0	
17. returned materials in a reasonable amount of time.....	9.4	1.3	31	9.5	9.0	9.1	9.0	0	0	0	1	1	1	1	5	2	3	23	0	0	0	1	1	5	2	3	23	
OVERALL MEANS, THE INSTRUCTOR-->								9.4																				
INSTRUCTIONAL METHODS								Disagree Strongly (1)..to Agree Strongly (10)																				
18. The course objectives and grading criteria were explained clearly.....	9.3	1.5	32	9.4	9.0	9.0	9.0	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	
19. Texts, materials, and/or activities helped achieve the stated obj.....	8.2	2.9	32	8.2	8.5	8.3	8.4	2	1	1	1	1	1	1	0	1	7	17	0	0	0	1	0	1	4	5	21	
20. Information/concepts were presented clearly & understandable.....	9.5	0.8	32	9.2	8.7	8.7	8.6	0	0	0	0	0	0	0	1	3	6	22	0	0	0	0	0	1	3	6	22	
21. The lectures/class activities were all well organized.....	9.4	1.1	32	9.3	8.7	8.7	8.7	0	0	0	0	1	0	0	4	5	22	0	0	0	0	1	0	4	5	22		
22. I received useful feedback on my course work thruout the semester.....	9.1	1.4	32	8.6	8.5	8.7	8.5	0	0	0	0	2	0	1	5	6	18	0	0	0	2	0	1	5	6	18		

Previous Material < 1 / 1 > Next Material

Reviewers can enter a search term to locate information in a lengthy document such as the promotion application:

mission

exhibits Search

Search Results

p.4 : ate, national international); • juried artistic [exhibits], invited concerts, off-campus theater act...

p.8 : blic performance in the performing arts or public [exhibits] in the creative (visual) arts, on and off...

Previous Material < 5 / 8 > Next Material

When your application packet contains all the required materials, plus any optional materials you have chosen to include, click **Submit** at the top of the section to send it to the next review level:

Millersville University of Pennsylvania > Your Packets >

Promotion Application

Preview Packet

Unit: Millersville University of Pennsylvania | Type: Promotion | Candidate Instructions: View Instructions

Overview Packet

Expand All Collapse All

Candidate Documents

Due: Nov 2, 2020 | Not Yet Submitted **Unlocked**

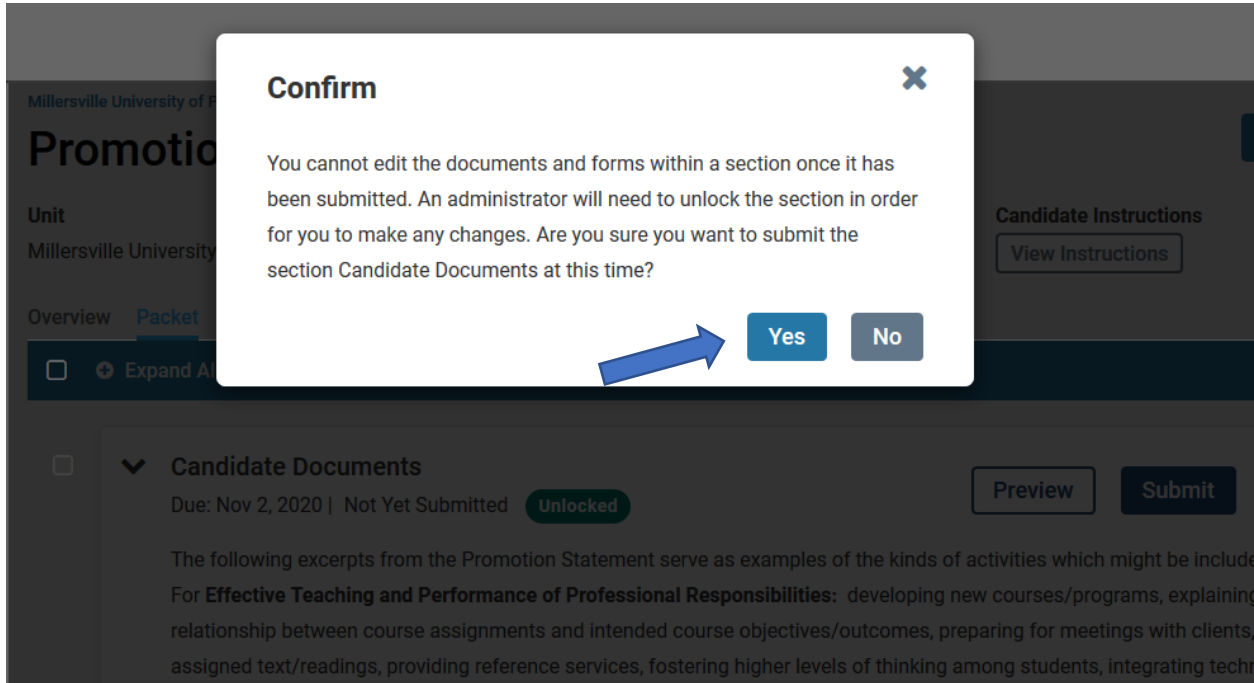
Preview Submit

6 of 4 Required Files

The following excerpts from the Promotion Statement serve as examples of the kinds of activities which might be included:
For **Effective Teaching and Performance of Professional Responsibilities**: developing new courses/programs, explaining the relationship between course assignments and intended course objectives/outcomes, preparing for meetings with clients, selecting assigned text/readings, providing reference services, fostering higher levels of thinking among students, integrating technology into courses/programs, using contemporary pedagogy, supervising student teachers, trying experimental approaches, and explaining forms of assessment of student learning.

You will receive a message asking you to confirm that you are sure; if you are, click Yes.

(You can contact the System Administrator to return your packet to you for further editing any time up until the end of the day on which the packet is due.)



After submitting your case, it is **Locked** and you cannot change the uploads unless you contact the System Administrator. Your **Overview** will show the case as Submitted and Locked, as shown below:

Promotion Application Preview Packet

Unit
Millersville University of Pennsylvania

Type
Promotion

Candidate Instructions
[View Instructions](#)

Overview **Packet**

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

Candidate Documents View

Due: 2020-11-02 | **Submitted Locked**

Type	# Required	# Added
✔ Promotion Application	1 required	1
✔ Curriculum Vitae	1 required	1
✔ Job Description	0 required	0
✔ Course Syllabi	0 required	0

