INTERFOLIO

REAPPOINTMENT CANDIDATE INSTRUCTIONS TO UPLOAD

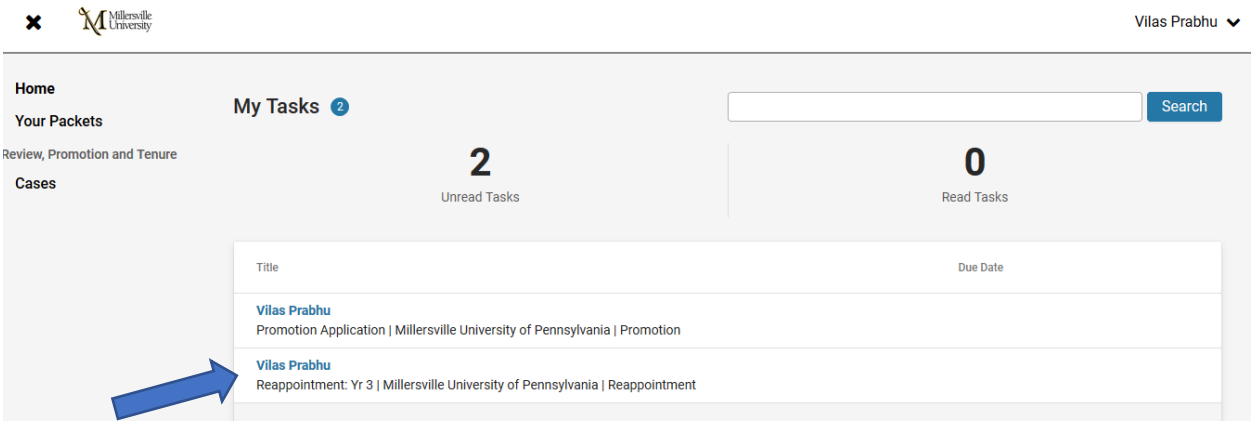
When you log in to Interfolio (top link right side of Provost's webpage), use your normal user id (typically your first initial plus last name) and password. If you can't log in, contact the Interfolio System Administrator.

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

NOTE: The due date for your case is blank because it will be established by your department. Please consult your department chairperson and/or department evaluation committee chairperson to determine by when you must submit your packet.

Your packet has four sections (briefly: Vita, Teaching/Professional Responsibilities, Scholarship/Professional Development, and Service). When you are done with your uploads, you must click Submit for all four in order for your packet to advance to the next review level (Department Evaluation Committee).

To open your case, click on your name:

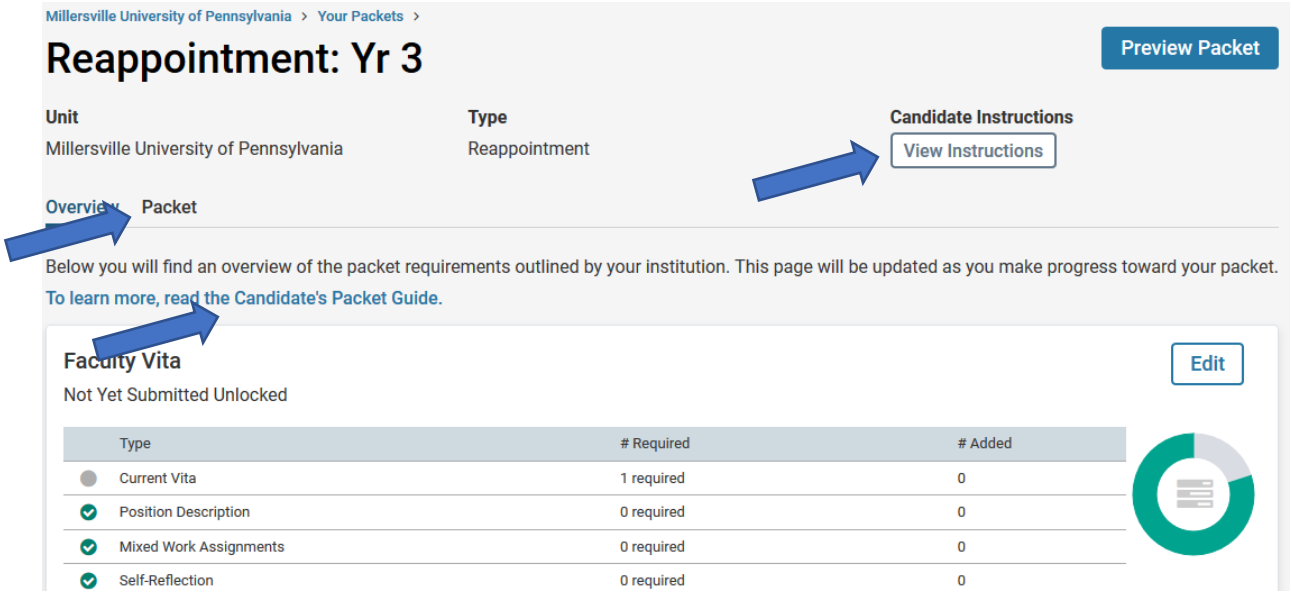


The case will open to an Overview, with several areas where you can click for more information.

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.

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

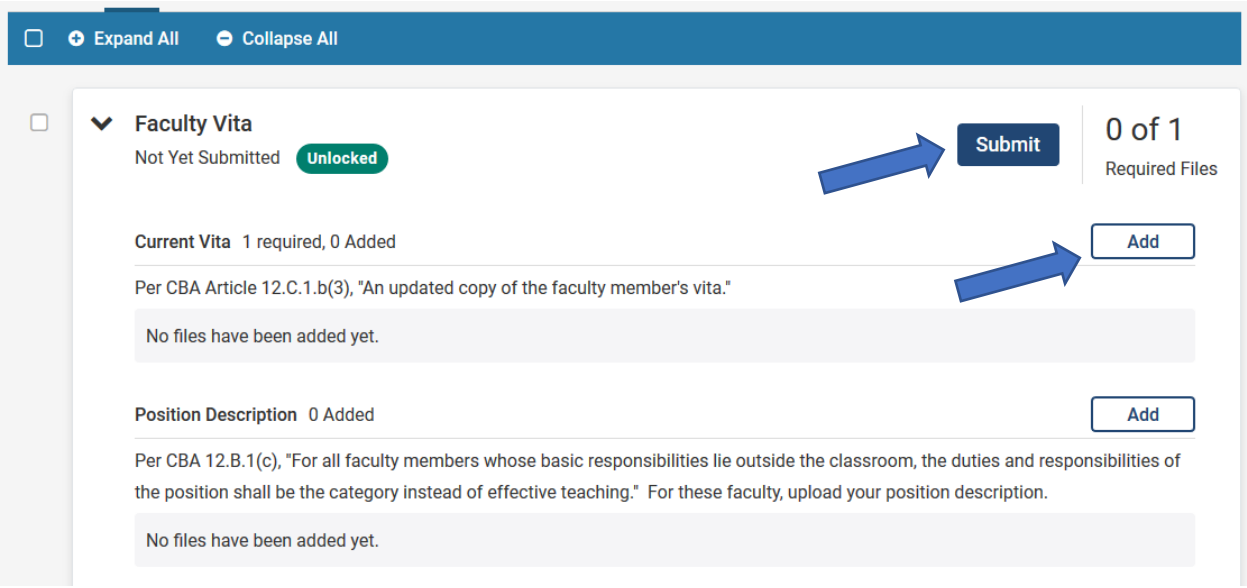


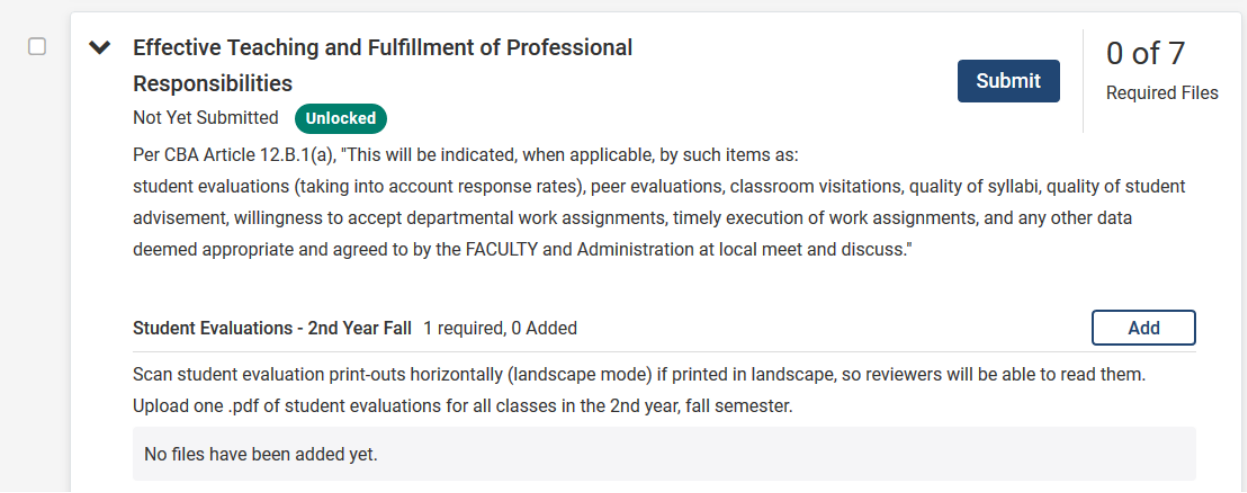
Below is the Packet view. Note the Submit button at the top right of each of the four sections. When you are finally ready to move your packet forward for department review, you must click Submit for all four sections (Vita, Teaching/Professional Responsibilities, Scholarship/Professional Development, and Service).

To upload a document, click the Add button. Details for the upload process are on pp. 6-7.

- You must upload a file to slots marked Required in order for your packet to move forward when you click Submit.
- Slots marked Optional allow for an unlimited number of files to be uploaded, including none.
- You can do your uploads in any order.
- Uploads are saved as you go, so you can add them in multiple different Interfolio sessions.

Below and continuing through the next two pages are screenprints of the entire packet structure (note all packets are specific to the probationary year the faculty is currently in).





Student Evaluations - 3rd Year Spring 1 required, 0 Added

Add

Scan student evaluation print-outs horizontally (landscape mode) if printed in landscape, so reviewers will be able to read them. Upload one .pdf of student evaluations for all classes in the 2nd year, spring semester.

No files have been added yet.

Chair Observation - 2nd Year 0 Added

Add

Upload one .pdf of the chair's evaluation of classroom visitation.

No files have been added yet.

Chair Observation - 3rd Year 1 required, 0 Added

Add

Upload one .pdf of the chair's evaluation of classroom visitation.

No files have been added yet.

Department Committee Observations - 2nd Year Fall 0 Added

Add

Upload one .pdf each for the two departmental evaluation committee's evaluations of classroom visitation.

No files have been added yet.

Department Committee Observations - 3rd Year Spring 2 required, 0 Added

Add

Upload one .pdf each for the two departmental evaluation committee's evaluations of classroom visitation.

No files have been added yet.

Department Committee Observations - 3rd Year Fall 2 required, 0 Added

Add

Upload one .pdf each for the two departmental evaluation committee's evaluations of classroom visitation.

No files have been added yet.

Other Data Related to Effective Teaching and/or Fulfillment of Professional Responsibilities 0 Added

Add

Per CBA Article 12.C.1.b(4), "Any other pertinent data the faculty member wishes to submit ..." Submit as one .pdf file.

No files have been added yet.

Continuing Scholarly Growth and Professional Development

Submit

0 of 0
Required Files

Not Yet Submitted Unlocked

Per CBA Article 12.B.2, "This will be indicated, when applicable, by such items as development of experimental programs (including distance education); papers delivered at national and regional meetings of professional societies; regional and national awards; offices held in professional organizations (if appropriate to this category); invitational lectures given; participation in panels at regional and national meetings of professional organizations; grant acquisitions; editorships of professional journals; participation in juried shows; program-related projects; quality of musical or theatrical performances; participation in one-person or invitational shows; consultantships; research projects and publication record; additional graduate work; contribution to the scholarly growth of one's peers; performance of accreditation work that leads to professional development; innovations in teaching, advising and/or initiatives that enhance student success; inter-university and intra-university program development; obtaining or maintaining professional licensure /certification relevant to one's discipline; participation in teaching-related professional development; and any other data agreed to by the FACULTY and Administration at local meet and discuss.

Other Data Related to Continuing Scholarly Growth and Professional Development 0 Added

Add

Per CBA Article 12.C.1.b(4), "Any other pertinent data the faculty member wishes to submit ..." Submit as one .pdf file.

No files have been added yet.

Service: Contribution to the University and/or Community

Not Yet Submitted **Unlocked**

Submit

0 of 0
Required Files

Per CBA Article 12.B.3, "This will be indicated, when applicable, by such items as:
quality of participation in program, department, college, and University and/or State System committees; APSCUF activity contributing to the governance of the University and/or State System; development of new course(s) or program(s); training or assisting other faculty members in the use of distance education technology; participation in University-wide colloquia; voluntary membership in professionally oriented, community-based organizations reasonably related to the faculty member's discipline; lectures and consultations; consulting with local and area agencies and organizations; participation in accreditation work in support of department or university service; offices held in professional organizations (if appropriate to this category); and any other data agreed to by the FACULTY and Administration at local meet and discuss."

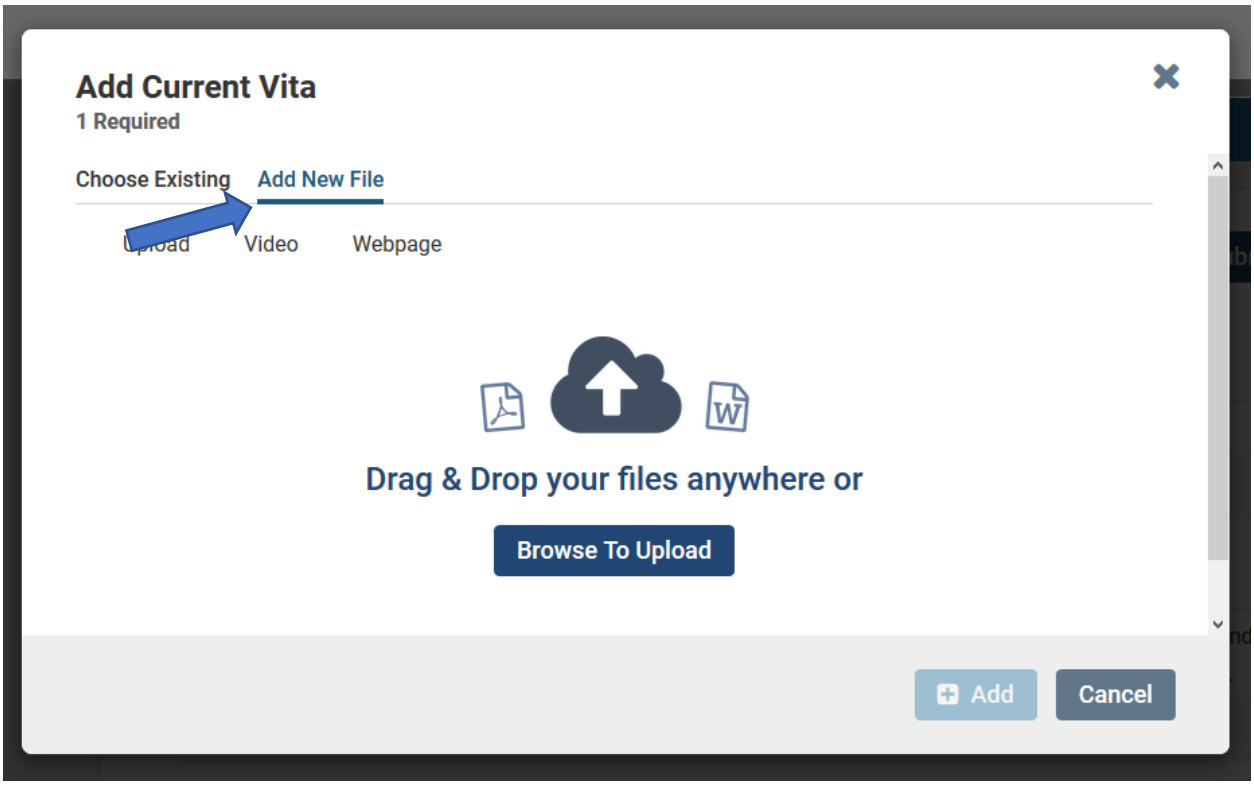
Other Data Related to Service: Contribution to University and/or Community 0 Added

Add

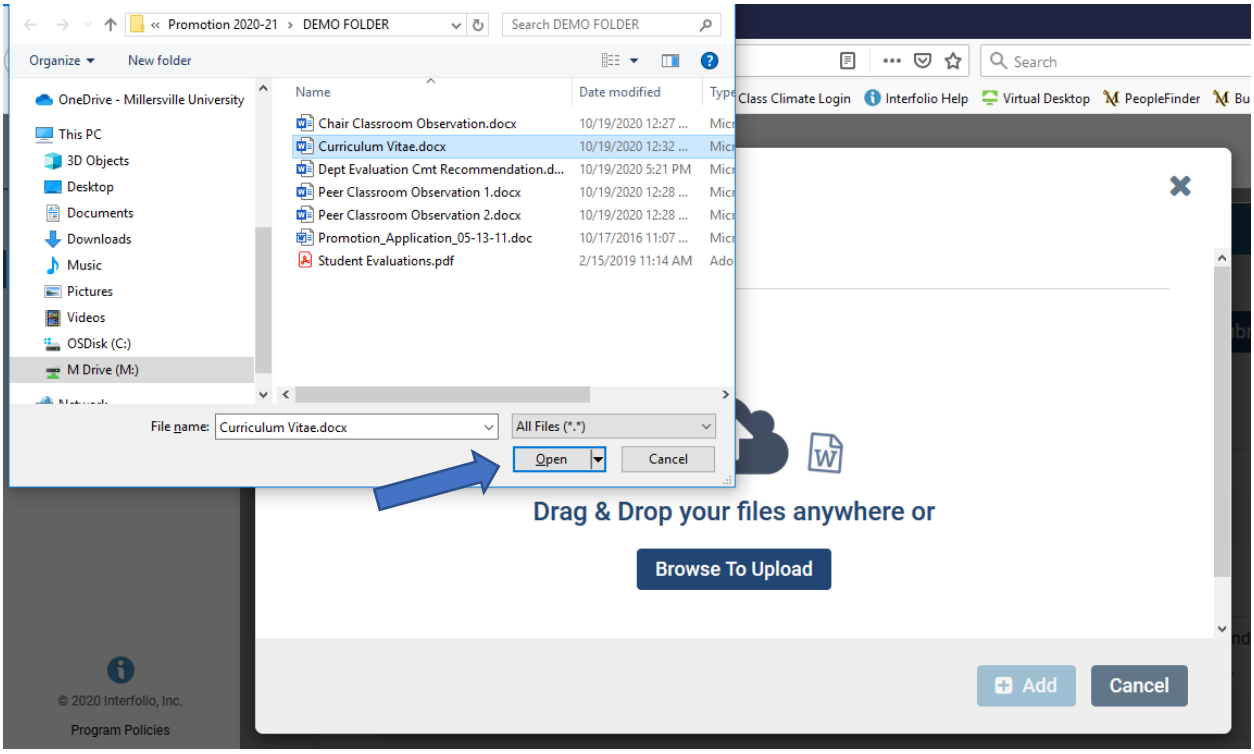
Per CBA Article 12.C.1.b(4), "Any other pertinent data the faculty member wishes to submit ..." Submit as one .pdf file.

No files have been added yet.

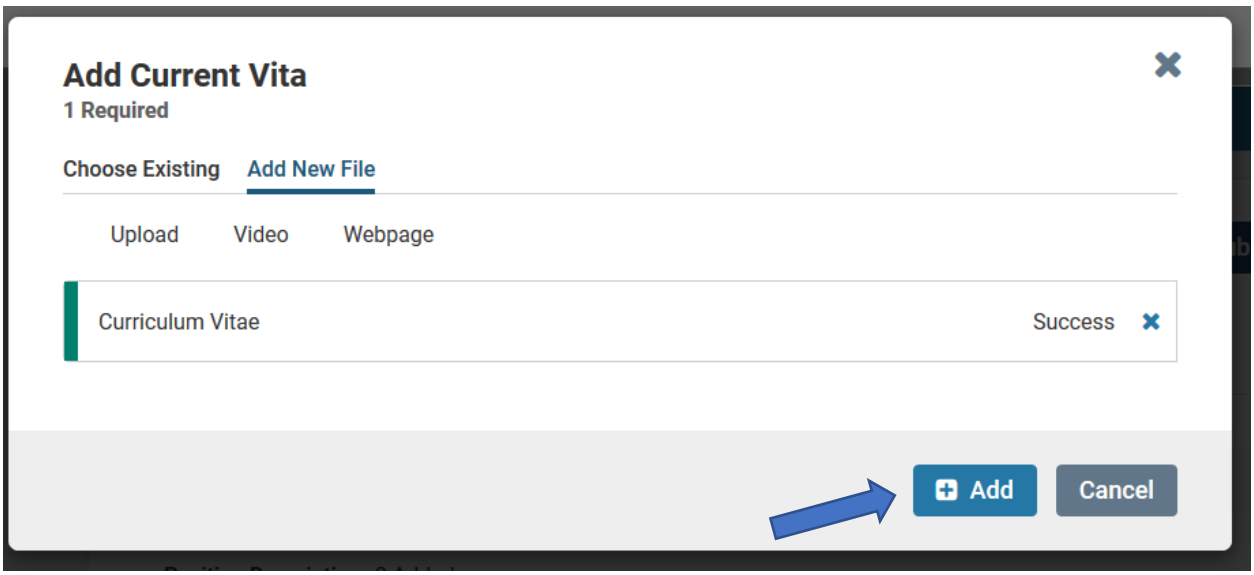
When you have clicked Add, the dialog box below will open. Click Add New File, then Browse to Upload to find your file.



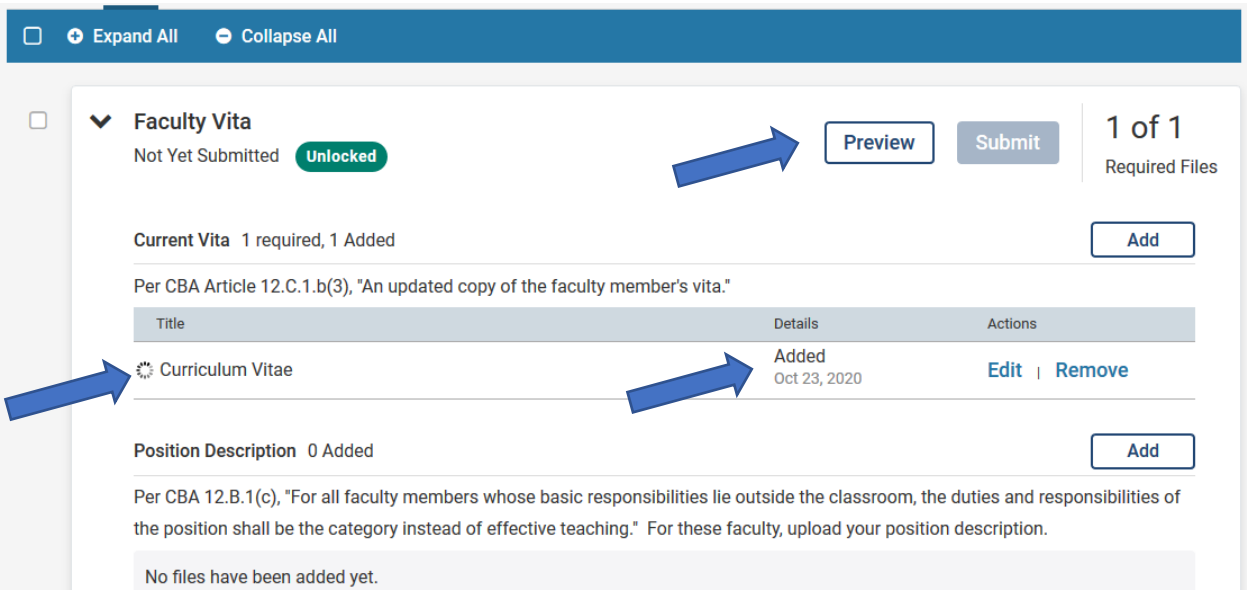
When you have selected your file, click Open.



After Interfolio shows you the file was successfully selected, the final step is to click the Add button:



At this point, you will see the uploaded file in the Packet view, and can Edit or Remove it if desired.

You can stop at any point in this process, as well; you do not have to do all uploads in one session. Until you click Submit, you can keep coming back to your case to add, edit or delete items.

In the example below, the vita has been added and Interfolio shows "1 of 1" Required Files have been uploaded. The faculty could now click Preview to see how their reviewers will see the upload in the Interfolio reader.