

INTERFOLIO

REVIEWER INSTRUCTIONS

(Department Committees, Department Chairs, Deans, UPTC)

If you are a member of a department committee, a department chair, a dean or a UPTC member, you will receive an email when a new case arrives at your level for review:

A new case has been submitted



noreply@interfolio.com

To Nancy Korycinski

Reply

Reply All

Forward



Mon 10/19/2020 1:53 PM



If there are problems with how this message is displayed, [click here to view it in a web browser.](#)

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: This email originated from outside of Millersville. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Vilas Prabhu's case is available for review.

SIGN IN

The candidate has submitted their case and it is now available for your committee to review.

When you [log in](#) to Interfolio (top link right side of Provost's webpage), just use your normal user id (first initial plus last name) and password.

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

Click on the name of the case and it will open.

IMPORTANT! There are **three different ways** that you can choose to review the case materials.

- (1) When you first click on the case, it will open to the Case Materials view. This allows you to see what documents have been uploaded to the various sections and their subcategories. Click on a document to read it. In the example below, you can see that the Peer Evaluations category includes a chair classroom observation.

Promotion Application 1 required Add File

Title	Details	Actions
<input type="checkbox"/> Promotion_Application_05-13-11	Submitted by Vilas Prabhu Oct 19, 2020	Edit

Curriculum Vitae 1 required Add File

Title	Details	Actions
<input type="checkbox"/> Curriculum Vitae	Submitted by Vilas Prabhu Oct 19, 2020	Edit

Peer Evaluations 1+ required Add File

Title	Details	Actions
<input type="checkbox"/> Chair Classroom Observation	Submitted by Vilas Prabhu Oct 19, 2020	Edit
<input type="checkbox"/> Peer Classroom Observation 2	Submitted by Vilas Prabhu Oct 19, 2020	Edit
<input type="checkbox"/> Peer Classroom Observation 1	Submitted by Vilas Prabhu Oct 19, 2020	Edit

- (2) To read through the case using the Interfolio reader, click **Read Case**.

Millersville University of Pennsylvania > Cases >

Vilas Prabhu

[Send Case](#) [Case Options](#)

Unit: Millersville University of Pennsylvania Template: Promotion Application Status: [Select Status](#)

[Case Materials](#) [Case Details](#) 1

Search case materials by title

Q [Read Case](#)

Expand All Collapse All Download Share Settings Move

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

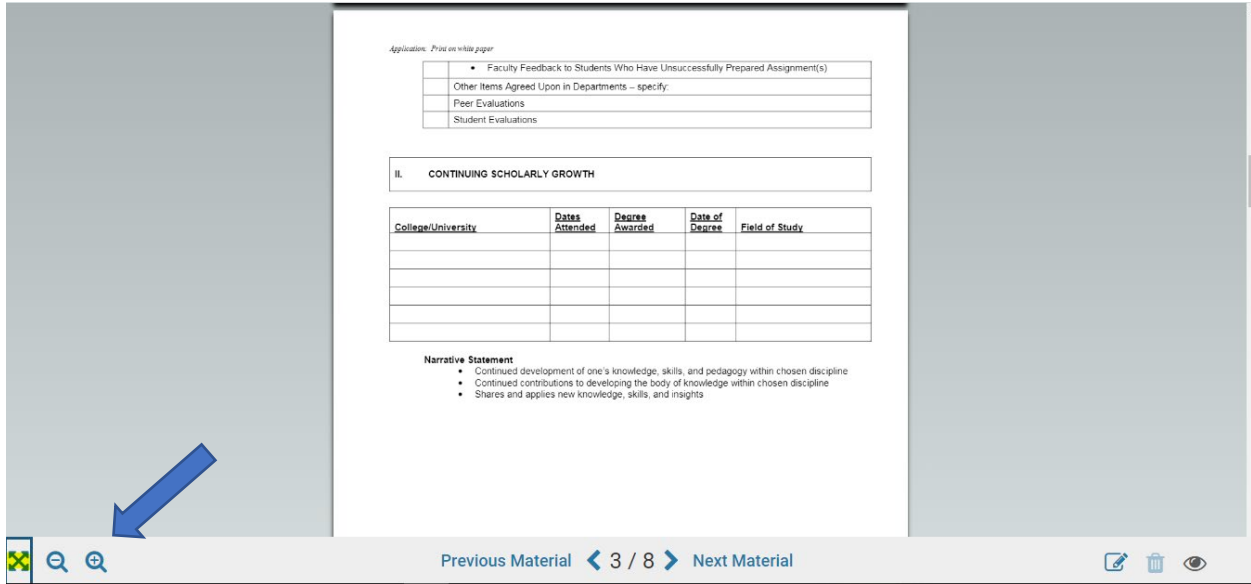
Notice below that the Interfolio reader automatically creates a Table of Contents on the left side of the viewer for the convenience of reviewers. Click on a heading in the Table of Contents to go to that document.

The screenshot shows the Interfolio document viewer interface. On the left, a sidebar titled "Sections selected for submission" contains a list of document sections: "CANDIDATE DOCUMENTS", "Promotion_Application_05-13-11", "Curriculum Vitae" (with sub-items: PROFILE, CONTACT, HOBBIES, EDUCATION, WORK EXPERIENCE, SKILLS), "Chair Classroom Observation", "Peer Classroom Observation 2", and "Peer Classroom Observation 1". A blue arrow points to the "CANDIDATE DOCUMENTS" section. The main area displays a document page titled "APPLICATION FOR PROMOTION TENURE". The page includes fields for "Date Submitted", instructions for the applicant, and checkboxes for approval. At the bottom, navigation controls include "Previous Material", "1 / 8", and "Next Material".

In the Interfolio reader, reviewers can enter a search term to locate information in a lengthy document such as the promotion application:

The screenshot shows the Interfolio document viewer interface with a search bar at the top right containing the term "exhibits" and a "Search" button. A blue arrow points to the search bar. Below the search bar, a "Search Results" overlay is visible, showing two search results: "p.4 : ate, national international); • juried artistic [exhibits], invited concerts, off-campus theater act..." and "p.8 : blic performance in the performing arts or public [exhibits] in the creative (visual) arts, on and off...". The main document area shows a page with a table of contents. At the bottom, navigation controls include "Previous Material", "5 / 8", and "Next Material".

The reviewer can eliminate the Table of Contents to view only the document, and enlarge or decrease the size of the document in the viewing window – see below. Finally, to return to the Case Materials view, click on the **X** in the lower left corner of the screen.



(3) In the Interfolio reader, reviewers can click on **Download** to review the entire packet as a .pdf, or just the section of the packet that you are currently viewing. Interfolio will send you an email with a link to access the .pdf from within Interfolio.

