INTERFOLIO

REVIEWER UPLOAD INSTRUCTIONS

(Department Committees, Department Chairs, Deans, UPTC)

You can only upload at the reviewer level if you are designated a "committee chair."

When the review is complete and the time has come to upload a recommendation document, note that only the individual designated as the committee chairperson can upload. (This is an Interfolio setting that cannot be changed at the local level.)

NOTE: Please be aware that there is an INCORRECT way to do the upload. If you do it this way, the case will not move forward. The INCORRECT way is shown below for your awareness – DO NOT go to the section Committee Documents and click on Add File:

THE CORRECT way is shown below – click on View where it asks you to submit required items as part of this case. This will take you to the Case Details view.

You can also just click on ==Case Details== (which will have a number of required documents next to it as highlighted below) to get to the screen where you can upload your document.

To upload a required document where Interfolio shows one is missing, click on the ==Add== button.

A dialog box will open. Click Upload a new file and browse to select the document.

After selecting the file, click Open.
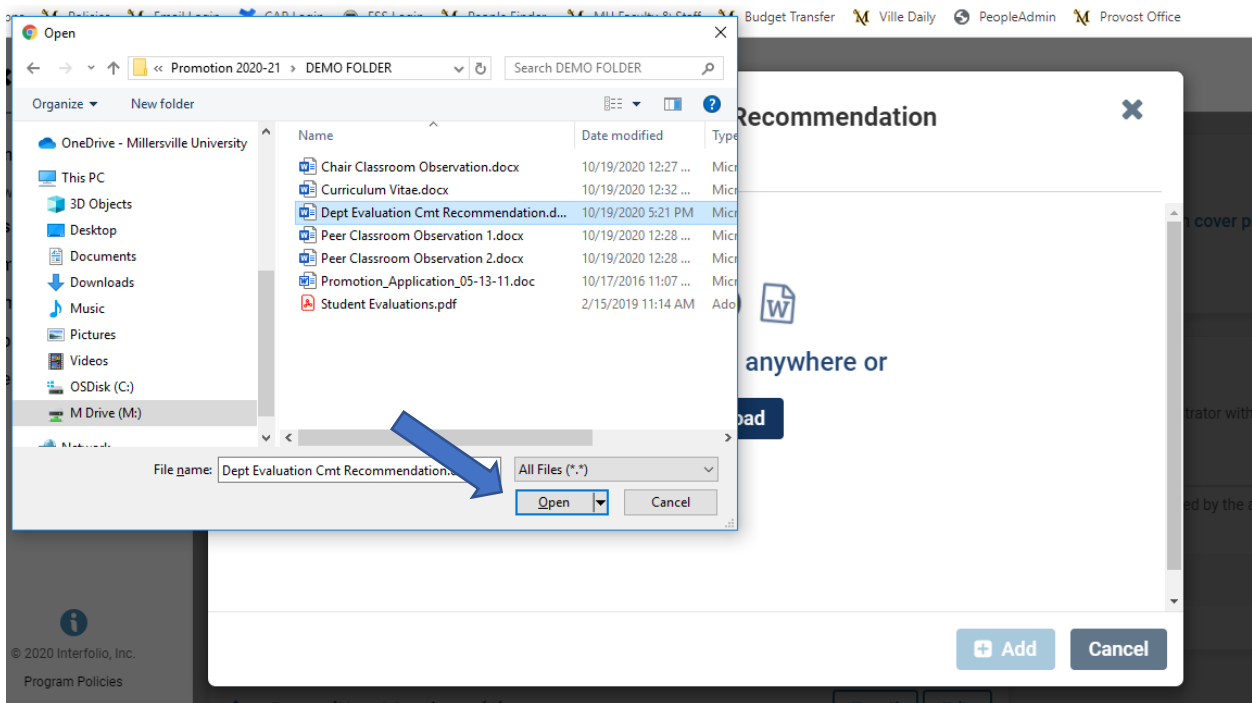
To complete the upload, select Committee Documents from the dropdown in the ==Section== box on the right and next click ==Add==. (Be patient, it may take a few seconds to complete the upload.)

Add Department Evaluation Committee's Recommendation ✕

Upload a new file   Select file from case

Please select the section of the packet where this file will appear. Select the appropriate section from the dropdown menu below.

Name *	Section *
Dept Evaluation Cmt Recommendation	Committee Documents ⌄

➕ Add   Cancel

You'll know your upload is successful if you see the file in the correct area (in the example below, it is the Chairperson's Recommendation) and Interfolio indicates the required upload is Complete.

⌄ **Required Items**

All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case.
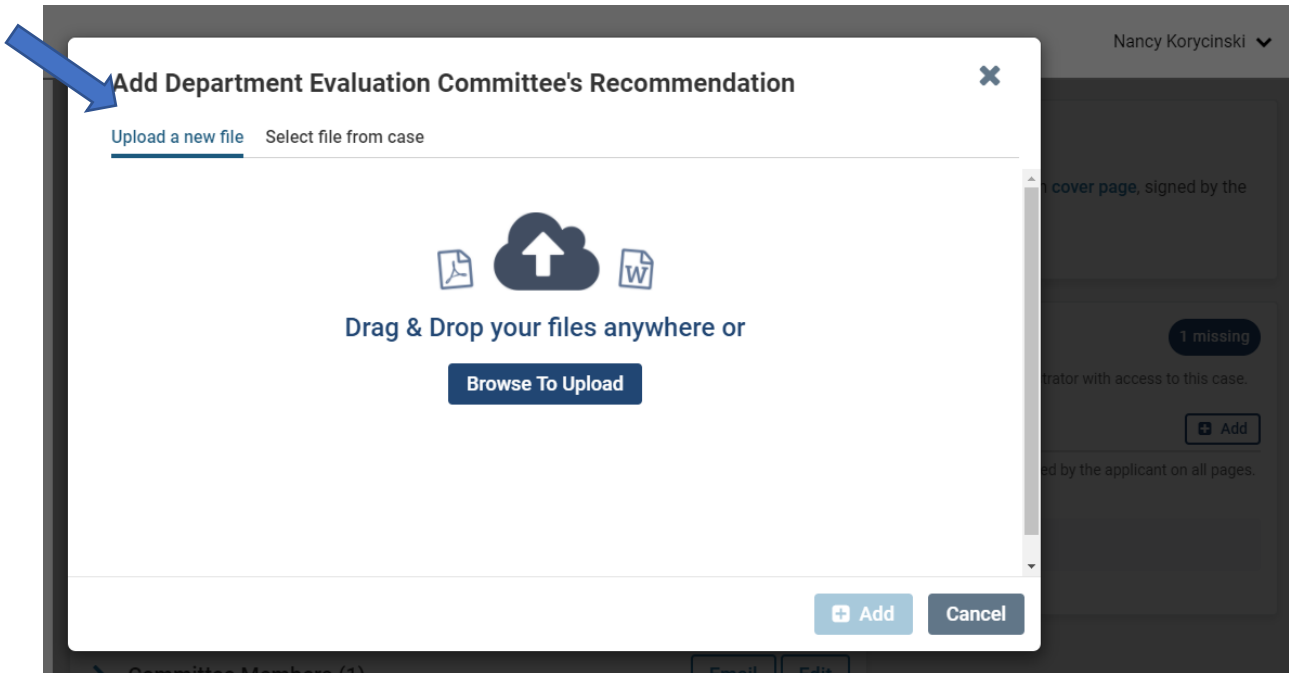
Chairperson's Recommendation   ✓ Complete

The department chairperson must upload a Word or .pdf file of their recommendation with cover page, signed by the applicant on all pages. Upload as close as possible to the February 1st due date to ensure independence of recommendations.
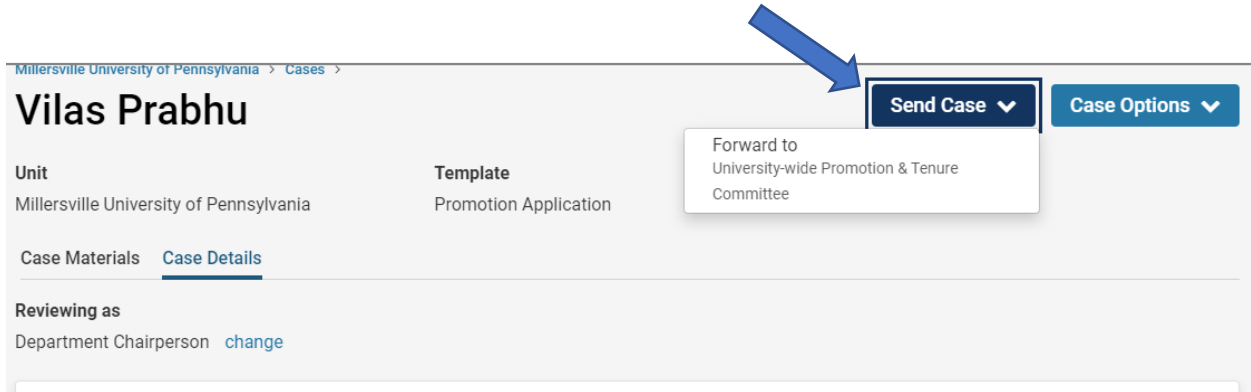
Name
05-13-11 Prabhu Letter of Support   ✎

VERY IMPORTANT: As your last step, scroll up the top of the case and click Send Case. You should get a message similar to the one at the top of the next page if other concurrent review steps (e.g., department committee, department chair or dean) have not yet uploaded their recommendations.

You will receive the message below, if there is more than one reviewer at this step of the process. Click Continue to finalize.
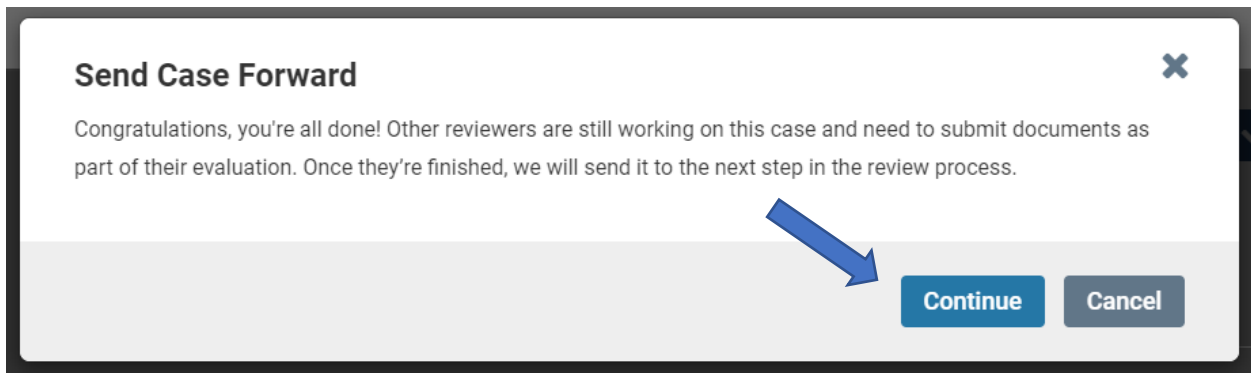
The packet will automatically move to the next review step after all the required documents are uploaded and the committee chair has clicked Send Case.

If there are different concurrent reviewing groups (i.e., department committee, chairperson and dean), the packet will move after all the reviewers have uploaded their required documents and clicked Send Case.

If you mistakenly upload the wrong document, you can delete it a by clicking on the pencil icon:

If you've mistakenly sent a case forward and the due date has not yet passed, contact the System Administrator. The case can easily be returned to your level.