Interfolio Quick Start Guide for Faculty

Updated Summer 2025

This **Quick Start** guide provides instructions for faculty on how to upload post-tenure review materials into the Interfolio RPT web-based system. Please see the FAMU Post-Tenure website at

https://www.famu.edu/administration/academic-affairs/post-tenure-review.php

for additional information on this process.

Dossier Preparation

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The first step is to assembly your dossier. You should review the specific evaluation criteria for your college and school. For your application, faculty are asked to provide the following information:

- a) An updated and comprehensive Curriculum Vitae (CV) highlighting teaching, research, service, scholarship, creative works, extension, clinical and administrative assignments.
- b) A narrative (minimum 12 pt font) of no more than 5 pages highlighting the contributions you have made during the five-year review period in each performance area appropriate to your assigned duties in teaching, research, service, scholarship, creative works, extension, clinical and administrative assignments. You may describe any professional development opportunities you participated in and include an explanation of any variation in your normal annual performance during the review period.
 - Include a statement in your narrative describing what was your primary job responsibility over the review period. Examples include instructional (e.g., teaching courses), research, clinical, extension, creative works, scholarship, service or administrative assignments. Please contact the Office of Provost, if you have any questions.
 - 2. Include a self-evaluation on your student teaching evaluations including your response to student comments.
- c) Supporting documents during the 5-year review period including Assignment of Responsibilities (AORs) or equivalent, annual faculty evaluations, and student teaching evaluations.
- d) Up-to 5 pages of optional material relevant to your review may be added. Please note that only the first **five** pages of any optional material will be evaluated in the review.

Dossier Submission

After you have prepared your dossier, you will upload it into the web-based Interfolio RPT platform. This is an easy-to-use online system developed by a third-party vendor to manage faculty reviews. The Office of the Provost will serve as the Case Manager and will create a "case" for you in the system. Please email <u>academic.affairs@famu.edu</u> if you have any questions about case information.

After your case has been created, you should receive an email from <u>noreply@interfolio.com</u> that looks similar to:



Selecting "View Case" should take you to the Interfolio login screen. If not, you can utilize the instructions on the next page to manually log into the system.

Access the Interfolio website, <u>www.interfolio.com</u> and select Log In:



Select Sign-in with Partner Institution:

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Forgot	your password?							
Don't	have an account?							
Use Int	erfolio's suites of services to simplify you	r academic li	fe.					
Create	an account							



Type Florida Agricultural and Mechanical University in the Search Box:



Select Sign In:





Sign In using your FAMU Credentials:

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After logging in, Select Home:

	UNIVERSITY Ichanical University	
Home Your Packets Review, Promotion and Tenure	My Tasks	0
Templates		Unread Tasks
Reports	Title	
Users & Groups		



Now, select Your Packets:

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Home Your Packets Review, Promotion and Tenure Cases Templates	My Tasks O Unread Tasks

Next, select the Post Tenure Review packet:

Home	Your Packets		
Review, Promotion and Tenure Cases	Active		
Templates	Packet	Туре	Status
Administration Reports	Florida Agricultural and Mechanical University Post Tenure Review - 2023-24	Review	Not Submitted
Users & Groups			

Select Overview, to see the documents you will need to upload into Interfolio:

Post Tenure	Review -	
Unit Florida Agricultural and Mec University Overview Packet	Type hanical Review	Packet Deadline Type Hard Deadline
Below you will find an overvi the Candidate's Packet Guid	ew of the packet requirements outlined by le.	your institution. This page will be updated as y
Not Yet Submitted Unlock	ts ed	
Туре		# Required
Updated Curriculum-Vit	tae (CV)	1 required
Narrative of Accomplis	hments Over The Last 5 years	1 required
Supporting Documents	,	1 required
 Optional Information 		0 required
Post Tenure Review (PT	TR) Application	8 required



Select Packet, to start uploading documents:

Post Ten	ure Review	/ -		View Instructions	Preview Packet
Unit Florida Agricultural a University Overvi v Packet	nd Mechanical I	Type Review	Packet Deadline Type Hard Deadline	Packet Due Date Dec 4, 2023	
Can Not V	Ididate Documents Yet Submitted Unlocke ated Curriculum-Vitae (CV	d V) 1+ required, 0 Added		Submit	0 of 3 Required Files
Plea	se upload your most upda files have been added ye	ated curriculum vitae (CV).		
Narra Plea: area:	ative of Accomplishment se upload a narrative of n s appropriate to your assi	ts Over The Last 5 years no more than 5 pages high igned duties in teaching, r	1 required, 0 Added hlighting the contributions you have made during the five research, service, scholarship, creative works, extension,	-year review period in the pe clinical and administrative a	Add rformance assignments.

Let's upload the CV. Select Add next to Updated Curriculum Vitae(CV):

Post Tenure	Review -		View Instructions	Preview Packet
Unit Florida Agricultural and Mech University Overview Packet	Type anical Review	Packet Deadline Type Hard Deadline 🕑	Packet Due Date Dec 4, 2023	
Candidate Not Yet Subra Updated Curr	Collapse All Documents hitted Unlocked iculum-Vitae (CV) 1+ required, 0 Added		Submit	0 of 3 Required Files
No files hav Narrative of A Please uploa areas approp	e been added yet. Accomplishments Over The Last 5 years d a narrative of no more than 5 pages high riate to your assigned duties in teaching, r	, 1 required, 0 Added alighting the contributions you have made during the esearch, service, scholarship, creative works, extensi	five-year review period in the perfi ion, clinical and administrative as:	Add ormance signments.



Select Add New File:

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All Materia	ls Packets			
		Q Filter		
) All				
🗋 Default Re	port			

Find your file on your drive and select Add:

Choose Existin	ng Add Ne	w File	
Upload	Video	Webpage	
myCV			Success 🗙

Notice that Interfolio now records you have uploaded 1 of 3 required files.

Post Tenure Revie	W -		View Instructions	Preview Packet
Unit Florida Agricultural and Mechanical University	Type Review	Packet Deadline Type Hard Deadline 🖌	Packet Due Date Dec 4, 2023	
Overview Packet				
Candidate Documen Not Yet Submitted Unio	ts		Preview Submit	1 of 3 Required Files
Updated Curriculum-Vitae	(CV) 1+ required, 1 Added			Add
Please upload your most	updated curriculum vitae (CV).			

Repeat these steps to upload your narrative, supporting documents, and optional materials. After uploading all of your documents, your packet should look something like this:

Candidate Documents Not Yet Submitted Unlocked	Pre	view Submit 3 of 3 Required File
Updated Curriculum-Vitae (CV) 1+ required, 1 Added		Add
Please upload your most updated curriculum vitae (CV).		
Тібе	Detalls	Actions
myCV	Added Sep 27, 2023	Edit Remove
Narrative of Accomplishments Over The Last 5 years 1 required, 1 Added		Add
areas appropriate to your assigned duties in teaching, research, service, se You may include an explanation of any variation in your annual performan Please include a statement which estimates the average percentage effort described in your narrative. Your overall average effort totaled over all of t	holarship, creative works, extension, clir ce during the review period. over the five-year review period you wer he performance areas described in your	ical and administrative assignments. re assigned in each performance area rnarrative should be 100%.
Title	Detalls	Actions
Title myNarrative	Details Added Sep 27, 2023	Actions Edit Remove
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Next, you will need to complete the Post Tenure Review Application. This is form that is built into Interfolio. To access it, select Fill Out Form located beneath Optional Information:

You may upload up-to 5 pages of optional material in information germane to the review.	cluding letters of recognition from local, regional, national, o	or international organizations and other
Title	Details	Actions
myOptionalDocuments	Added Sep 27, 2023	Edit Remove
Post Tenure Review (PTR) Application 8 required qu	estions,	Fill Out Form

The Application Form will pop up. You will need to complete all fields:

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Address *				
	Address *	Address *	Address *	Address *

Select Save Responses (if not already selected) and Return to Packet when you have completed the form.



After completing the form, you can view your submission by selecting Preview. Select <u>Submit</u> button to submit your application. Please note, once you submit you are unable to update your dossier without assistance from the Office of the Provost.

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Unit Florida Agricultural and Mechanical University Overview Packet	Type Review	Packet Deadline Type Hard Deadline 🕢	Packet Due Date Dec 4, 2023
Expand All Collapse All			
Candidate Document Not Yet Submitted Unio	S		Preview Submit 3 of 3 Required Files
Updated Curriculum-Vitae	(CV) 1+ required, 1 Added		Add
Please upload your most o	pdated curriculum vitae (CV).		

You can verify your submission by reviewing your Packets' status in Interfolio:

Your Packets			
Active			
Packet	Туре	Status Due Date	
Florida Agricultural and Mechanical University Post Tenure Review - 2023-24	Review	Last Submitted on Sep 27, 2023 Case due Dec 4, 2023	

After the Dean's Review, you will have an opportunity to provide a response in Interfolio. You will receive an email from <u>noreply@Interfolio.com</u> indicating that a file has been shared with you. We will also send an email to all candidates that the Candidate's Optional Response to the Dean's Review period is open. This should occur prior to Spring Break. If you log into Interfolio, you'll see "Open for Response" next to your Case.

Title	
Open for Response Test Case	
Post Tenure Review -	Florida Agricultural and Mechanical University Review

If you select your case, you will also see a new option "Shared Committee Files."

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Unit		Туре	
Florida Agricul	tural and Mechanical	Review	
University			
Overview Pa	cket Shared Committe	e Files	

Selecting this option, will display the Dean's response.

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Sent by	on Sep 27, 2023	
Shared Files		Actions
		Copy to Dossier Download
Open for Response		
Open for Response To learn more, read about h	how to View and Respond to Files Shared with You by a Committee	
Open for Response To learn more, read about h Due	how to View and Respond to Files Shared with You by a Committee	

Select Send Response to upload and send your response.

Response	×
You can respond with a docum	nent for the committee to review.
My Response	
myResponse	Success 🗙
	Send Cancel
	12

You will be notified of the Provost's final rating by late spring semester. For those faculty that "meets" or "exceeds" expectations, information of any recognition and/or compensation will be provided at that time.

A faculty member with a final rating below "meets" will also be provided with information on the next steps in the review process. A faculty member who wishes to dispute the final decision may appeal the decision.

Please contact us at <u>academic.affairs@famu.edu</u> if you have any questions.