

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

The first step is to assemble 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.
 1. 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

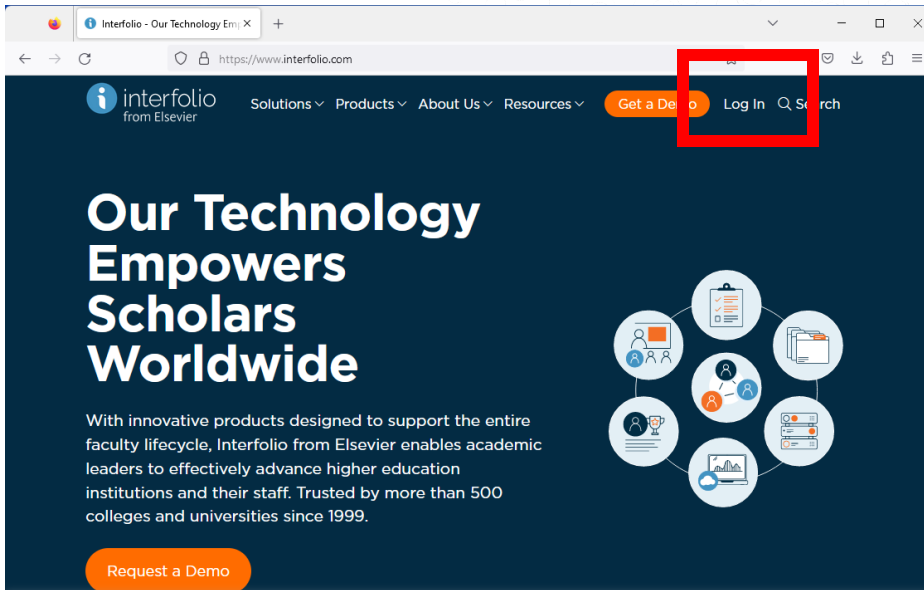
After you have prepared your dossier, you will upload it into the web-based Interfolio RPT platform. This is an easy-to-use online system developed by a third-party vendor to manage faculty reviews. The Office of the Provost will serve as the Case Manager and will create a “case” for you in the system.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

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



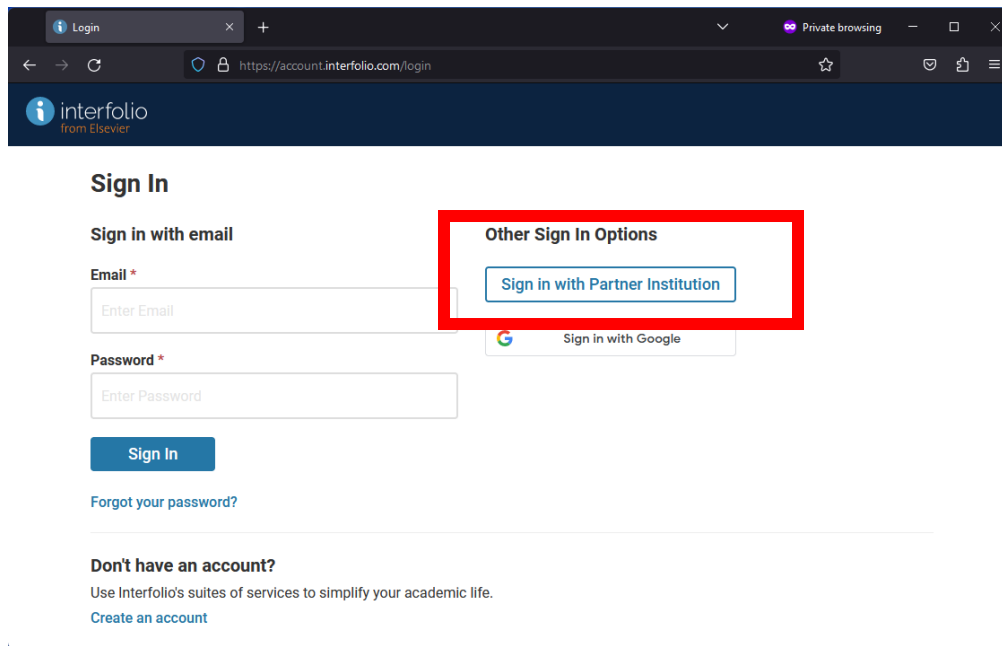
Selecting “View Case” should take you to the Interfolio login screen. If not, you can utilize the instructions on the next page to manually log into the system.

Access the Interfolio website, www.interfolio.com and select Log In:

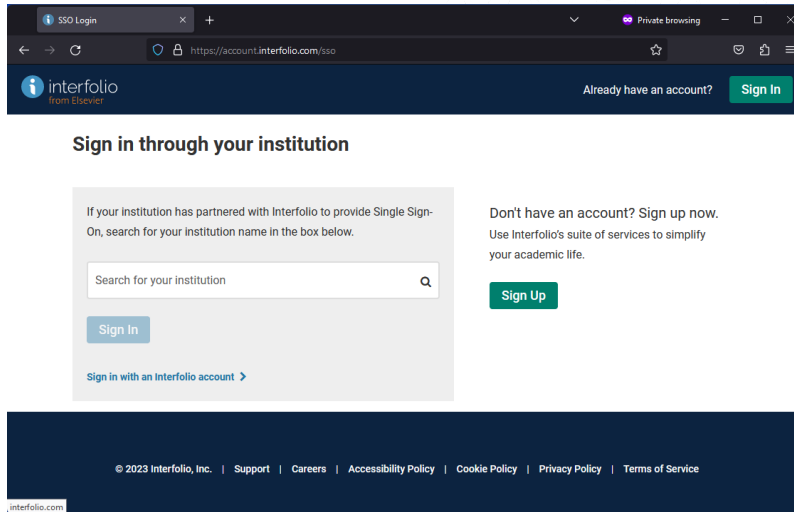


We use cookies to enhance your experience when visiting our website. To find out more about cookies and how they are used, please review our [Privacy Policy](#).

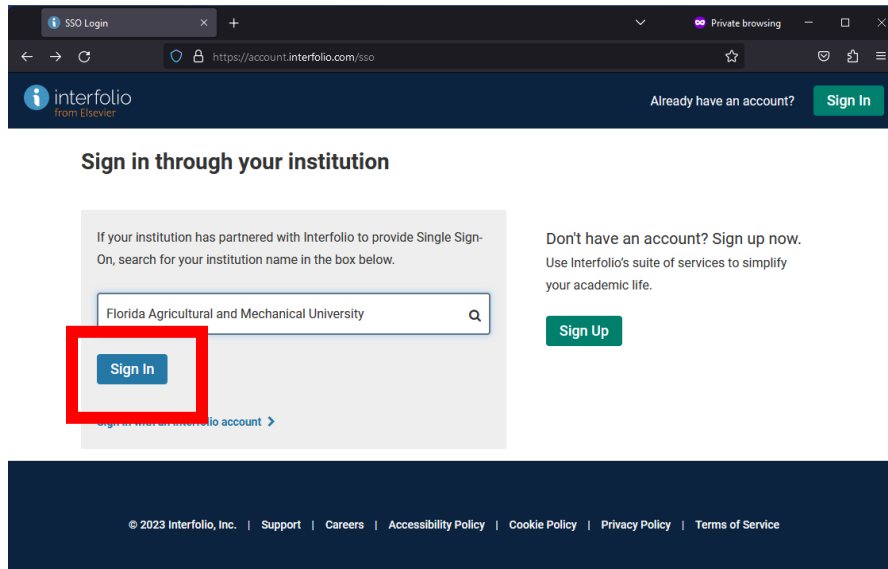
Select Sign-in with Partner Institution:



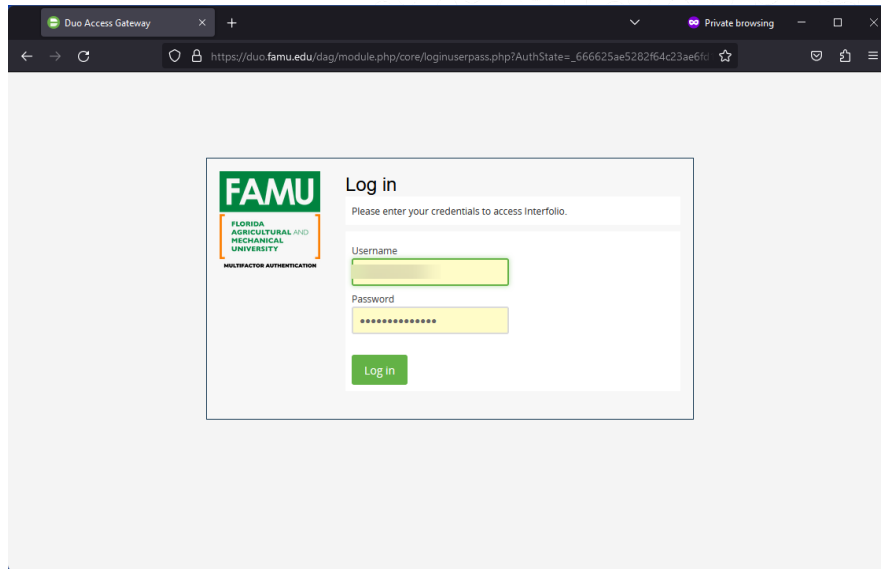
Type Florida Agricultural and Mechanical University in the Search Box:



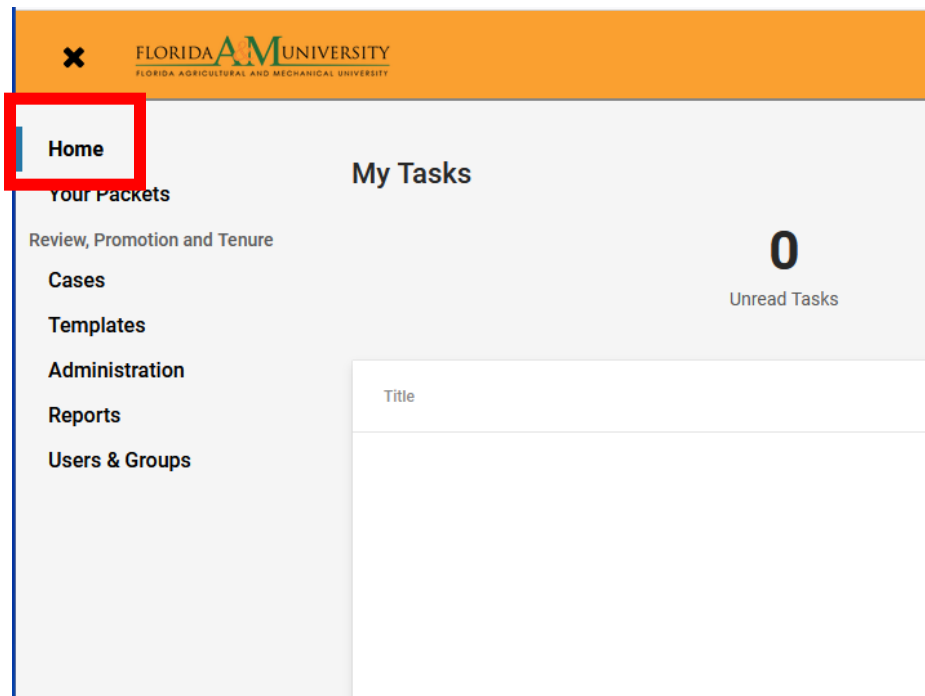
Select Sign In:



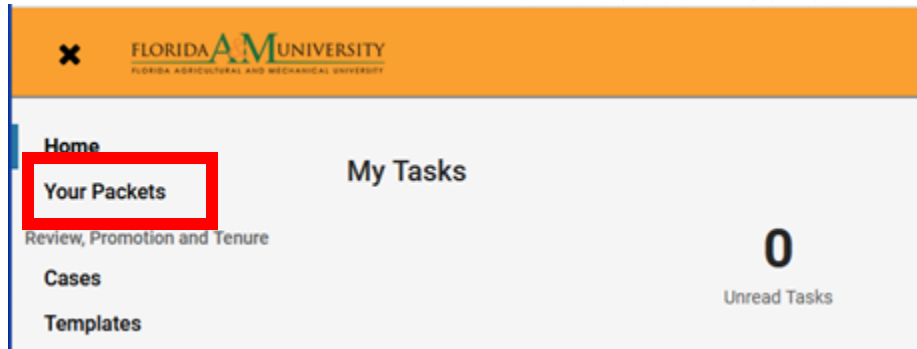
Sign In using your FAMU Credentials:



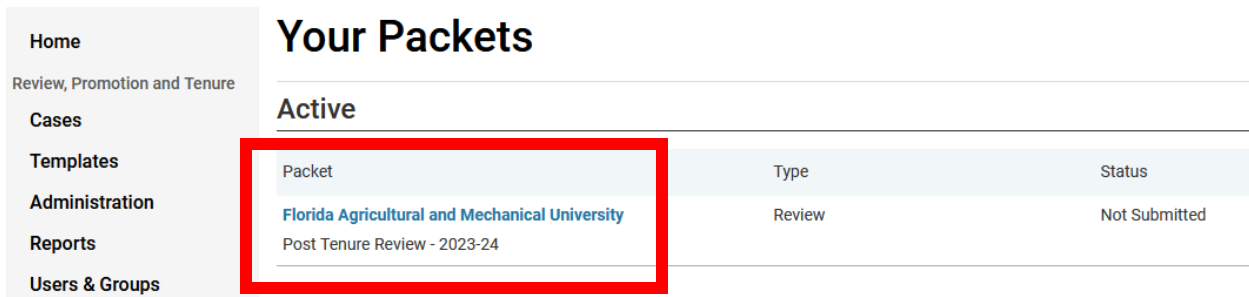
After logging in, Select Home:



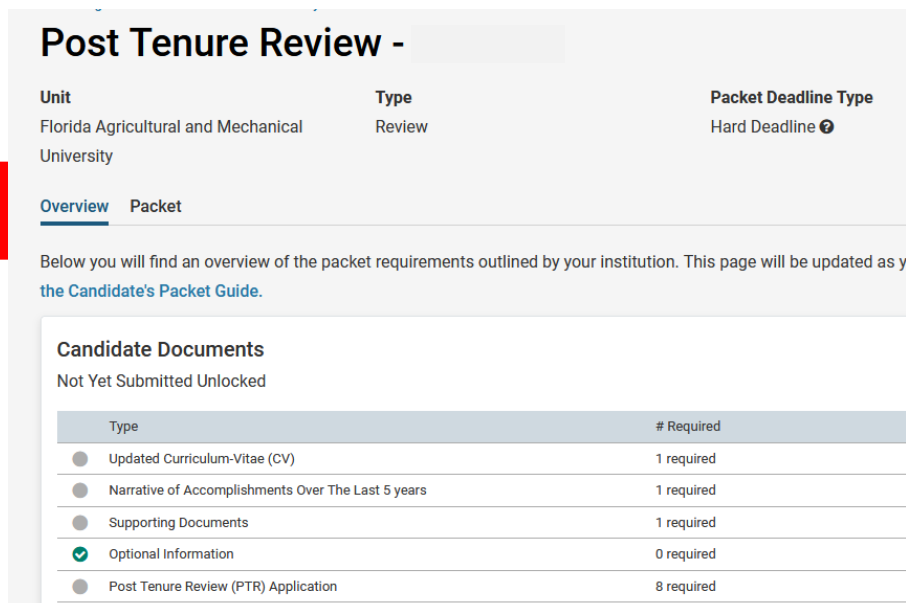
Now, select Your Packets:



Next, select the Post Tenure Review packet:



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



Select Packet, to start uploading documents:

Post Tenure Review - View Instructions Preview Packet

Unit	Type	Packet Deadline Type	Packet Due Date
Florida Agricultural and Mechanical University	Review	Hard Deadline ⓘ	Dec 4, 2023

Overview **Packet**

Expand All Collapse All

▼ Candidate Documents Not Yet Submitted Unlocked Submit 0 of 3 Required Files

Updated Curriculum-Vitae (CV) 1+ required, 0 Added Add

Please upload your most updated curriculum vitae (CV).

No files have been added yet.

Narrative of Accomplishments Over The Last 5 years 1 required, 0 Added Add

Please upload a narrative of no more than 5 pages highlighting the contributions you have made during the five-year review period in the performance areas appropriate to your assigned duties in teaching, research, service, scholarship, creative works, extension, clinical and administrative assignments.

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

Post Tenure Review - View Instructions Preview Packet

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Florida Agricultural and Mechanical University	Review	Hard Deadline ⓘ	Dec 4, 2023

Overview **Packet**

Expand All Collapse All

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Updated Curriculum-Vitae (CV) 1+ required, 0 Added Add

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No files have been added yet.

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Please upload a narrative of no more than 5 pages highlighting the contributions you have made during the five-year review period in the performance areas appropriate to your assigned duties in teaching, research, service, scholarship, creative works, extension, clinical and administrative assignments.

Select Add New File:

Add Updated Curriculum-Vitae (CV) ✕

1+ Required

Choose Existing **Add New File**

All Materials Packets

🔍 Filter

All

📄 Default Report

+ Add Cancel

Find your file on your drive and select Add:

Add Updated Curriculum-Vitae (CV) ✕

1+ Required

Choose Existing Add New File

Upload Video Webpage

Success ✕

+ Add Cancel

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

Florida Agricultural and Mechanical University / Your Packets /

Post Tenure Review -

[View Instructions](#) [Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
Florida Agricultural and Mechanical University	Review	Hard Deadline ⓘ	Dec 4, 2023

Overview **Packet**

[Expand All](#) [Collapse All](#)

▼ Candidate Documents [Preview](#) [Submit](#)

Not Yet Submitted Unlocked **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 [Preview](#) [Submit](#) **3 of 3**
Required Files

Not Yet Submitted Unlocked

Updated Curriculum-Vitae (CV) 1+ required, 1 Added [Add](#)

Please upload your most updated curriculum vitae (CV).

Title	Details	Actions
myCV	Added Sep 27, 2023	Edit Remove

Narrative of Accomplishments Over The Last 5 years 1 required, 1 Added [Add](#)

Please upload a narrative of no more than 5 pages highlighting the contributions you have made during the five-year review period in the performance areas appropriate to your assigned duties in teaching, research, service, scholarship, creative works, extension, clinical and administrative assignments. You may include an explanation of any variation in your annual performance during the review period.

Please include a statement which estimates the average percentage effort over the five-year review period you were assigned in each performance area described in your narrative. Your overall average effort totaled over all of the performance areas described in your narrative should be 100%.

Title	Details	Actions
myNarrative	Added Sep 27, 2023	Edit Remove

Supporting Documents 1 required, 1 Added [Add](#)

Please provide all Assignment of Responsibilities (ADRs) or equivalent forms, annual evaluations, and student teaching evaluations.

Title	Details	Actions
mySupportingDocuments	Added Sep 27, 2023	Edit Remove

Optional Information 1 Added [Add](#)

You may upload up-to 5 pages of optional material including letters of recognition from local, regional, national, or international organizations and other information germane to the review.

Title	Details	Actions
myOptionalDocuments	Added Sep 27, 2023	Edit Remove

Post Tenure Review (PTR) Application 8 required questions. [Fill Out Form](#)

This form has not been completed.

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:

Optional Information 1 Added Add

You may upload up-to 5 pages of optional material including letters of recognition from local, regional, national, or international organizations and other information germane to the review.

Title	Details	Actions
myOptionalDocuments	Added Sep 27, 2023	Edit Remove

Post Tenure Review (PTR) Application 8 required questions, **Fill Out Form**

This form has not been completed.

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

FAMU Employee ID Number *

Name *
FAMU Email Address *

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

Last Saved on Sep 27, 2023 at 5:45 PM

Save Responses **Return to Packet**

After completing the form, you can view your submission by selecting **Preview**. Select **Submit** 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.

Unit: Florida Agricultural and Mechanical University
Type: Review
Packet Deadline Type: Hard Deadline
Packet Due Date: Dec 4, 2023

Overview | Packet

Expand All | Collapse All

Candidate Documents
Not Yet Submitted | Unlocked | Preview | **Submit** | 3 of 3 Required Files

Updated Curriculum-Vitae (CV) 1+ required, 1 Added | Add

Please upload your most updated curriculum vitae (CV).

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

Your Packets

Active

Packet	Type	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 noreply@interfolio.com 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.”

the Candidate's Packet Guide.'"/>

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

View and Respond to Files Shared with You by a Committee'. Below that is 'Due: Sep 30, 2023' and a blue button labeled 'Send Response' which is highlighted with a red box."/>

Select Send Response to upload and send your response.

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 academic.affairs@fam.u.edu if you have any questions.