Review, Promotion & Tenure
College Committee Chair
Required Actions – A Step by Step Guide

Purdue University Northwest
College Committee Chair - Required Actions

In addition to reviewing each candidate’s material as a committee member, you have four additional responsibilities as outlined below and described on the subsequent slides.

Step 1. Upload the College Committee Report
   • *This is done on the “Case Details” tab*

Step 2. Record the results of the College Committee vote
   • *This is done on the “Case Details” tab*

Step 3. Share the College Committee Report with the candidate with option for rebuttal
   • *This is done on the “Case Materials” tab*

Step 4. Move the case forward
   • *This is done on the “Case Materials” tab*
Get to the PNW Home web page and Select the "Search" icon

Please make sure you use Google Chrome

Type "Interfolio" and click on Return key
Select “Interfolio – Academic Affairs”
Select “Log in to Interfolio”

Interfolio

Interfolio is PNW’s enterprise-wide digital solution for faculty review, tenure and promotion.

LOG INTO INTERFOLIO ➔
Login in with your PNW Career Account and Boiler Key
Welcome back, Maria Watson

Your Action Items

Mary Jane Eisenhauer
Purdue University Northwest | Promotion | a-PNW Promotion to Associate Professor with Tenure | Review, Promotion, and Tenure
Reviewing Candidate Case Materials

1. Click on the "Read Case" button to review the Candidate’s Packet.
Case Details

1. Once you have finished reviewing the Packet, return to the case and click on the "Case Details" Tab
Case Details – Step 1 Add College Committee Report

1. Under the Required Documents section, click on the "+ Add" button
Case Details - Step 1 Add College Committee Report

1. In the pop-up window, click the “Browse To Upload” button, then locate and select the College Committee Report file on your computer.
Case Details – Step 1 Add College Committee Report

1. Type/verify the College Committee Report name
2. From the drop-down menu, select College Committee Report
3. Click on the “+ Add” Button
# Case Details – Step 2 Record Votes of the College Committee

Scroll down to the Voting Results section, then

1. Type/verify the date
2. Click on the “+” button to add votes
3. It is not necessary to add a note
4. Click Save

<table>
<thead>
<tr>
<th>Decision</th>
<th>Votes</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sufficient cumulative progress toward tenure</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Insufficient cumulative progress toward tenure</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Recommend promotion to Associate Professor with tenure</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Do not recommend promotion to Associate Professor with tenure</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Recommend promotion to Professor</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Do not recommend promotion to Professor</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Recommend tenure</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Do not recommend tenure</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Notes</td>
<td></td>
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</tr>
</tbody>
</table>
1. Scroll back up to the top and click on the “Case Materials” tab
Case Materials – Step 3 Share College Committee Report

1. Under “Internal Sections”, locate your College Committee Report file and click the check box

2. Next, at the top right of the screen click on the “Share” button and select “With Candidate”
Case Materials – Step 3 Share College Committee Report

1. Type in Subject line
   College Committee Report – for your review

2. Type your message to Candidate
   Dear Prof. <lastname>,
   The College Committee is pleased to share this feedback with you. You should have already received this letter in person. You have the opportunity to provide a rebuttal to this report if you wish (not required) within seven calendar days. You must submit your rebuttal through Interfolio.

   Sincerely,
   <name of committee chair>

3. YOU MUST SHARE THIS REPORT WITH THE CANDIDATE IN PERSON
Case Materials – Step 3 Share College Committee Report

To the right of the email message you will see the options shown here

1. Under “File Response” check the “Enable” box

2. Type in your Message Reason (e.g. Rebuttal Opportunity)

3. Type in the Deadline for when the response must be received (Candidate has seven calendar days to respond)

4. Select College Committee’s section from the drop-down menu (If a response is submitted, the response letter file will be placed in the selected bucket).

5. Click Send
Case Materials – Step 4 Move Case Forward

1. At the top right, click on the “Send Case” button and select “Forward to <next step>”
Case Materials – Step 4 Move Case Forward

1. This pop-up will tell you which Committee(s) will be losing access to the case, and which Committee(s) will be gaining access to the case.

2. If you choose, you can send a personalized message to the next Committee(s).

3. If you do not wish to send a custom message, simply uncheck the “Send a message box”

4. Click “Continue”
How to find support:

► For assistance with these tasks, please consult resources for Committee Chairs/Department Chairs/School Directors/Deans at https://academics.pnw.edu/academic-affairs/interfolio/

► Interfolio’s Scholar Services team is available to help provide one-on-one support if you have trouble with anything technical with the software.
  
  ► Email them at help@interfolio.com
  
  ► They can also be reached by phone at (877) 997-8807 between 9am and 6pm ET, Monday - Friday