



interfolio

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## 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*

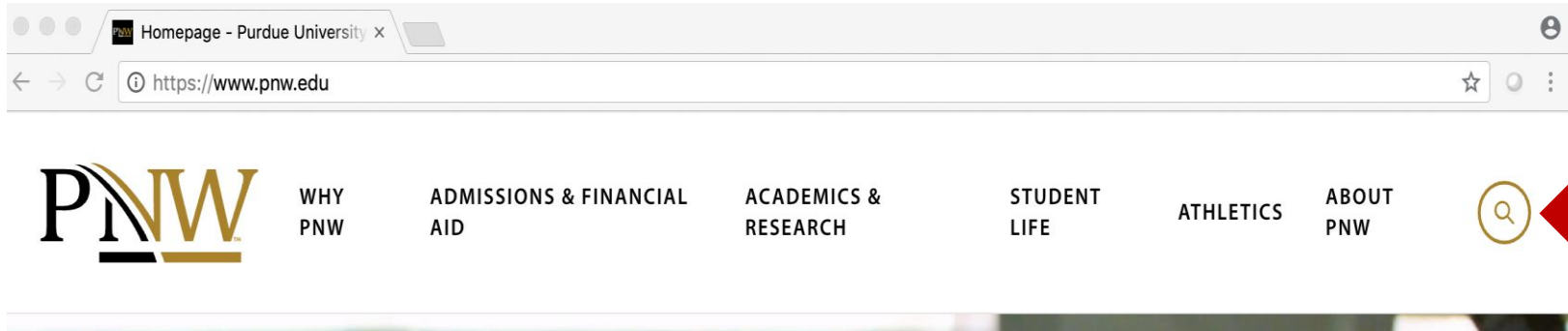
## **Step 4.** Move the case forward

- *This is done on the "Case Materials" tab*

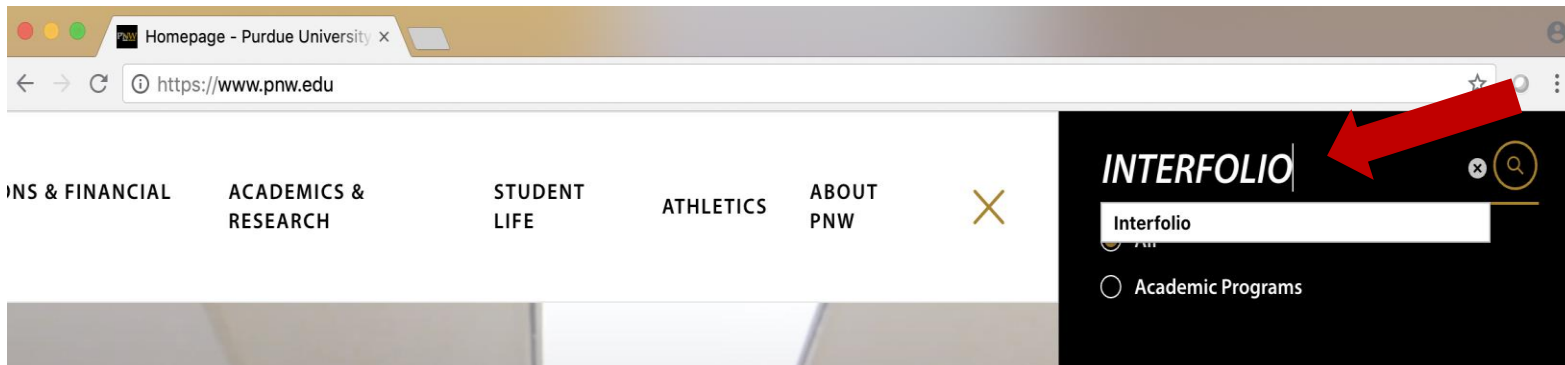
Please make sure you use Google Chrome



Get to the PNW Home web page and  
Select the "Search" icon




Type "Interfolio" and click on Return  
key



## Select “Interfolio – Academic Affairs”


← → ↻ Secure | <https://www.pnw.edu/search/?q=Interfolio&search=all> ☆ ○

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**All** Colleges

About 19 results (0.12 seconds) Sort by: **Relevance** ▾

**Interfolio - Academic Affairs** 

<https://www.pnw.edu/academic-affairs/academic-affairs/faculty.../interfolio/>

**Interfolio.** Interfolio is PNW's enterprise-wide digital solution for faculty review, tenure and promotion. Log into **Interfolio**. Resources for Faculty Candidates.

Select “Log in to Interfolio”



WHY  
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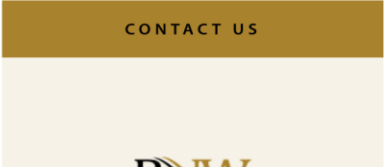
ABOUT  
PNW



Purdue University Northwest > Academic Affairs > Faculty Resources > Interfolio

# Interfolio

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



## Login in with your PNW Career Account and Boiler Key

← → ↻ Secure | <https://www.purdue.edu/apps/account/cas/login?service=https%3A%2F%2Fwww.purdue.edu%2Fapps%2Fidphs%2FAuthn%2FExtCas%3Fconversation>

You have asked to login to: <https://www.purdue.edu/apps/idphs/Authn/ExtCas?conversation=e1s1>

# PURDUE

## UNIVERSITY™

Log in using your Purdue Career Account

Login:

Password:

**BOILERKEY**  
TWO-FACTOR AUTHENTICATION

Login

To access the page you are requesting, a valid Purdue University career account Username and Password must be provided.



## Home

Review, Promotion and Tenure

## Cases

Templates

Administration

Reports

Users & Groups

# Welcome back, Maria Watson

## Your Action Items

Mary Jane Eisenhower

Purdue University Northwest | Promotion | a-PNW Promotion to Associate Professor with Tenure | Review, Promoti



Home

Review, Promotion and Tenure

Cases

Templates

Administration

Purdue University Northwest >

## Case List

Create Case



Search cases

Filter

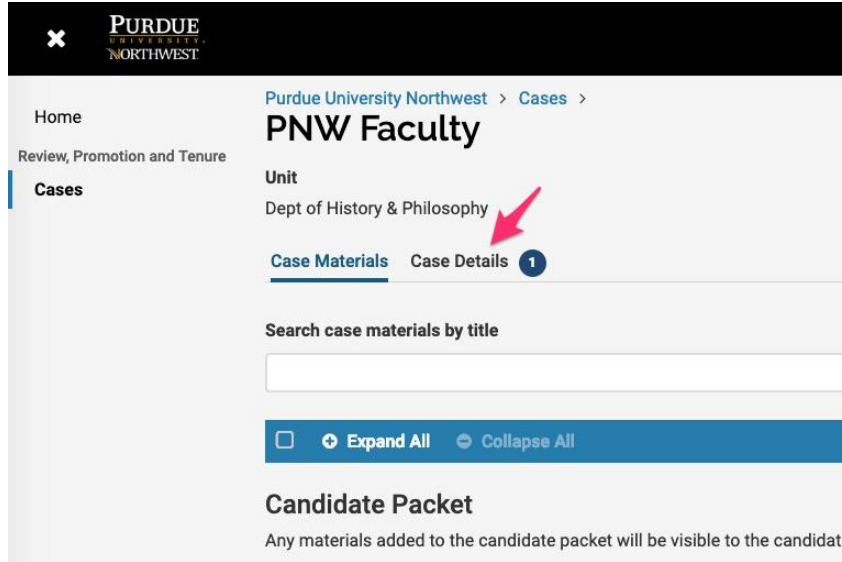
19 of 19 cases

# Reviewing Candidate Case Materials



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

# Case Details



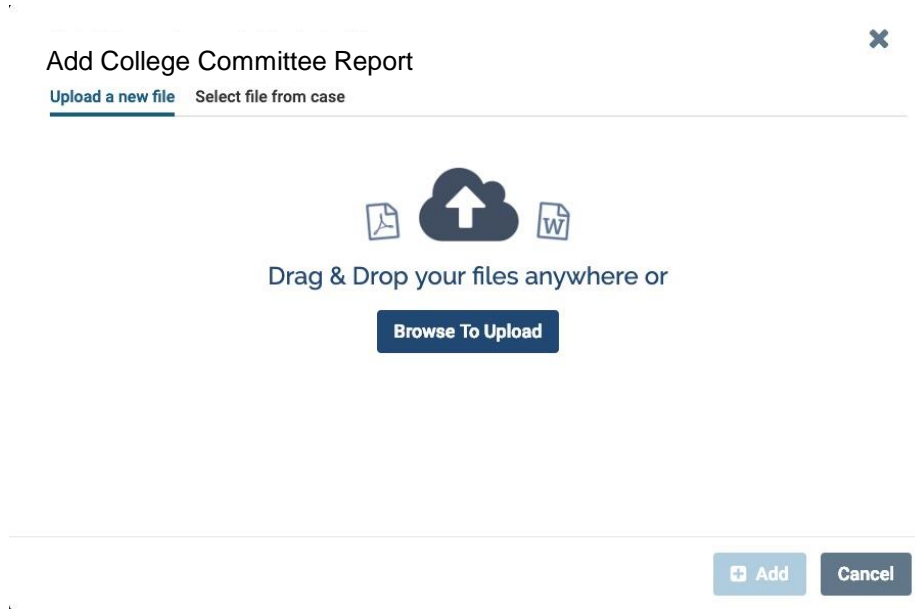
1. Once you have finished reviewing the Packet, return to the case and click on the "Case Details" Tab

# Case Details – Step 1 Add College Committee Report

The screenshot shows a web interface for 'Case Details – Step 1'. At the top, there is a 'Status' section with a 'Select Status' link. Below this, there is a large empty rectangular area. In the bottom right corner of this area, there is a dark blue pill-shaped button labeled '1 missing'. Below the main area, there is a light purple rectangular bar. To the right of this bar, there is a button with a plus icon and the text '+ Add'. A red arrow points from the '1 missing' button down to the '+ Add' button.

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

Add College Committee Report

[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 \*

College Committee Report

Section \*

College Committee Report ▼

+ Add

Cancel

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

**Voting Results**

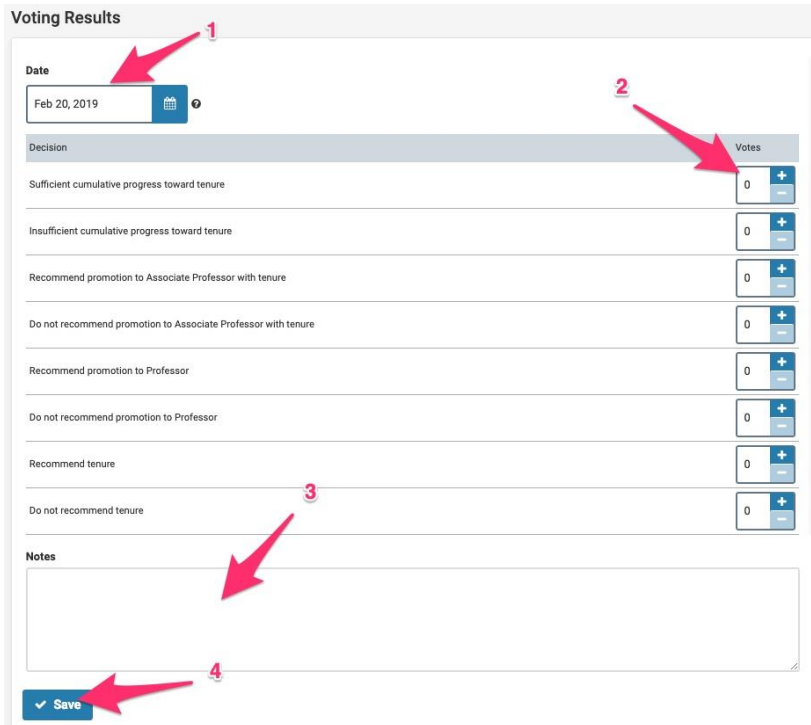
**Date**  
Feb 20, 2019

**Decision**

	Votes
Sufficient cumulative progress toward tenure	0 +
Insufficient cumulative progress toward tenure	0 +
Recommend promotion to Associate Professor with tenure	0 +
Do not recommend promotion to Associate Professor with tenure	0 +
Recommend promotion to Professor	0 +
Do not recommend promotion to Professor	0 +
Recommend tenure	0 +
Do not recommend tenure	0 +

**Notes**

✓ Save



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

# Case Materials

Purdue University Northwest > Cases >

## PNW Faculty

Unit  
Dept of History & Philosophy

**Case Materials** Case Details 1

Search case materials by title

☐ + Expand All - Collapse All

Candidate Packet

1. Scroll back up to the top and click on the “Case Materials” tab

# Case Materials – Step 3 Share College Committee Report

## Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the administrator or committee manager.

### > External Evaluations

### ▼ Department Committee Report

Title  
☒ College Committee Report

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

PNW Manager ▼

✉ Share ⚙ Settings 📄 Move

With Candidate

With Committee Members

se note that some materials added to internal sections can be shared with the candidate by an

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

**Message to Candidate**

To  
PNW Faculty (faculty@pnw@intf.com)

**Subject \***

Message Subject

**Message \***

Share Files  
Files shared with this message can be viewed by the candidate after logging into Interfolio.

+ Add

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

**Details**

**Direct email reply:**  
pnwmanager2@intf.com

**File Response**  
☒ Enable

When you share a file for the recipient to review, you can check this box to allow them to submit a file in response. Check this option to allow the recipient of this message to submit a file in response.

**Message Reason**  
e.g. rebuttal, reminder

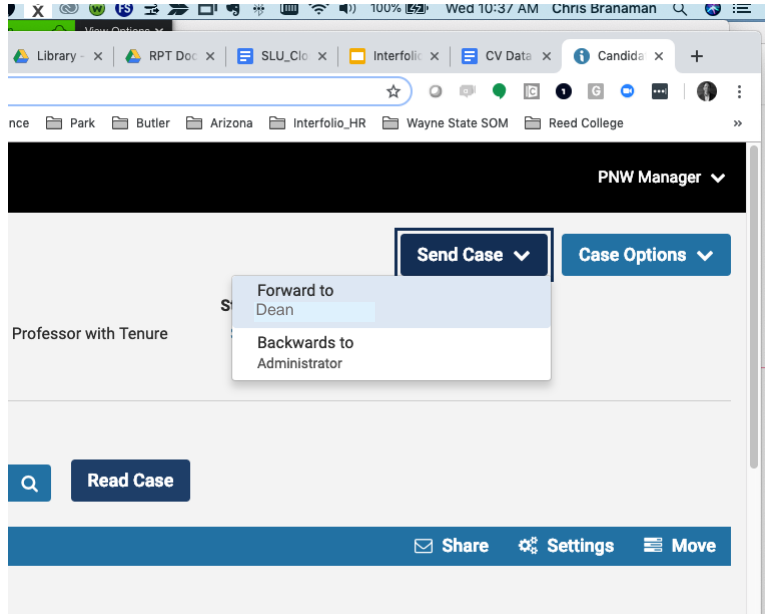
**Deadline** ⓘ  
MMM d, yyyy

**Section for Response \***  
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

## Send Case Forward

Great job! You're sending the case forward to the next step, Dean.

The following reviewers will lose access to the case:

Department Committee

College Committee

The following reviewers will gain access to the case:

Dean

☒ Send a message to the reviewers gaining access.

If recipients respond to this message, their response will come directly to your email inbox.

Subject \*

Message Subject

Message \*

🔗 📎 **B** *I* U | 📌 📄 📧 📧 📧 📧 📧 📧 📧 📧

Dear committee members,

This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.

Best,  
PNW Manager

👁 Preview

Continue

Cancel

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](mailto:help@interfolio.com)
  - ▶ They can also be reached by phone at (877) 997-8807 between 9am and 6pm ET, Monday - Friday