Dean/Associate Dean Required Actions

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

**Step 1.** Upload the Dean/Associate Dean letter
  - *This is done on the “Case Details” tab*

**Step 2.** Share the Dean/Associate Dean letter with the candidate with option for rebuttal
  - *This is done on the “Case Materials” tab*

**Step 3.** 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”
Select “Log in to Interfolio”
Login in with your PNW Career Account and Boiler Key

You have asked to login to: https://www.purdue.edu/apps/idphs/Authn/ExtCas?conversation=e1s1
Welcome back, Maria Watson

Your Action Items

Mary Jane Eisenhauer
Purdue University Northwest | Promotion | a-PNW Promotion to Associate Professor with Tenure | Review, Promotion
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
1. Under the Required Documents section, click on the "+ Add" button
Case Details – Step 1 Upload Dean/Associate Dean Letter

1. In the pop-up window, click the “Browse To Upload” button, then locate and select the Dean letter file on your computer.
Case Details – Step 1 Upload Dean/Associate Dean Letter

1. Type/verify the Dean letter name
2. From the drop-down menu, select Dean or Associate Dean
3. Click on the “+ Add” Button
1. Scroll back up to the top and click on the “Case Materials” tab
Case Materials – Step 2 Share Dean/Associate Dean Letter

1. Under “Internal Sections”, locate your Dean or Associate Dean letter file and click the check box

2. Next, at the top right of the screen click on the “Share” button and select “With Candidate”
1. Type in Subject line: Tenure & Promotion – Dean’s/Associate Dean Letter

2. Type your message to Candidate
   Dear Professor [last name],
   
   Attached you will find my letter in response to your [promotion application or tenure evaluation]. It is the same letter that I shared with you in person.

   According to our promotion & tenure document you have the opportunity to submit a rebuttal to this document if you wish. You are not required to submit a rebuttal. You have seven calendar days to submit any rebuttal through Interfolio.

   Sincerely,
   Dean/Associate Dean [last name]

3. YOU MUST SHARE THIS REPORT IN PERSON WITH THE CANDIDATE
Case Materials – Step 2 Share Dean/Associate Dean Letter

• Step 2 Share Dean Letter

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 Dean/Associate Dean 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 3 Move the Case Forward

1. At the top right, click on the “Send Case” button and select “Forward to <next step>”
Case Materials – Step 3 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” (Recommended)

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