



interfolio

Review, Promotion & Tenure

Dean and Associate Dean

Required Actions – A Step by Step Guide

Purdue University Northwest

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*

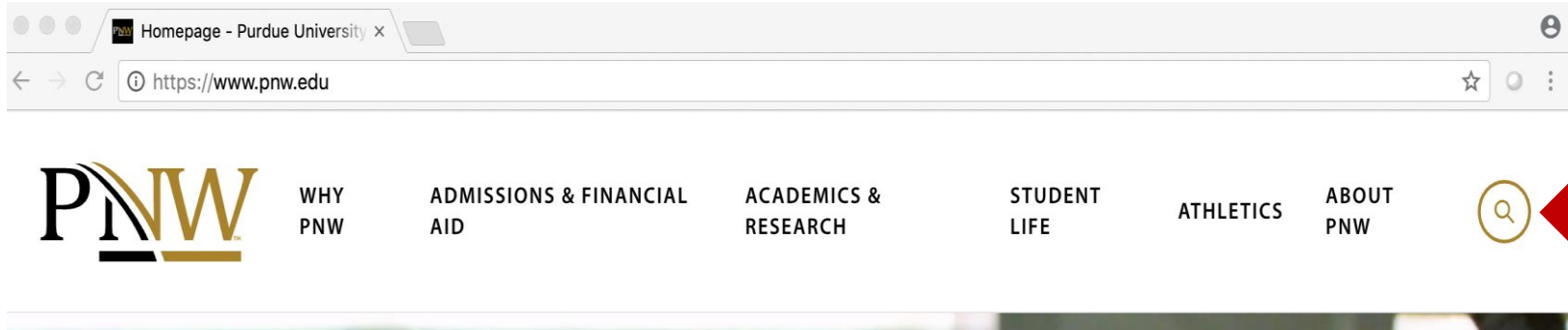
Step 3. Move the case forward

- *This is done on the “Case Materials” tab*

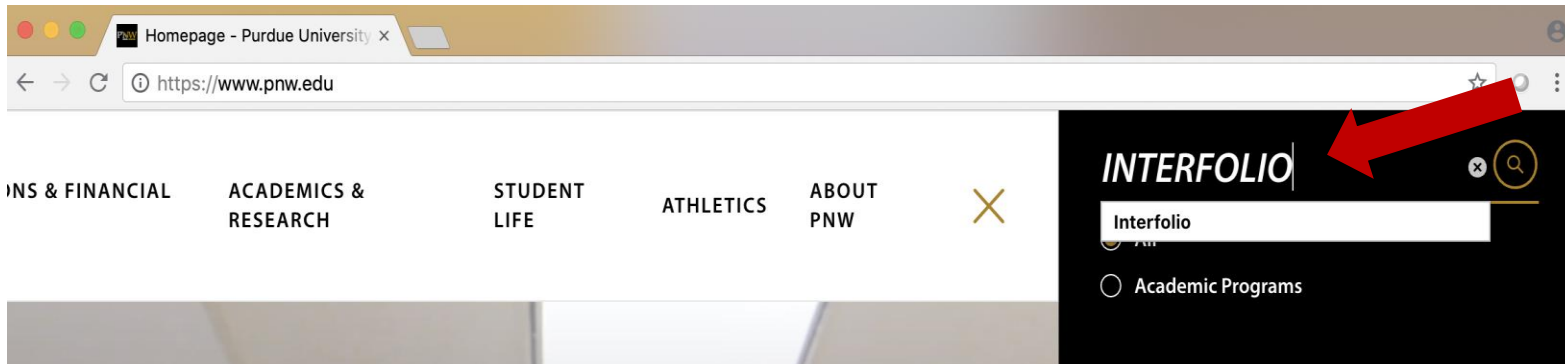
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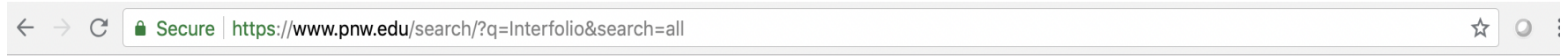
Get to the PNW Home web page and
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Type "Interfolio" and click on Return
key



Select “Interfolio – Academic Affairs”



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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

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Administration

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Case List

Create Case



Search cases

Filter

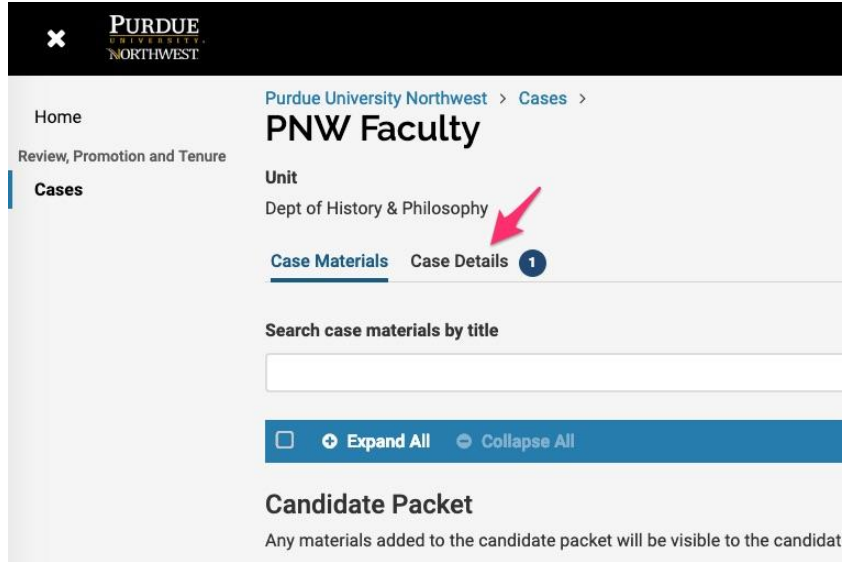
19 of 19 cases

Reviewing Candidate Case Materials



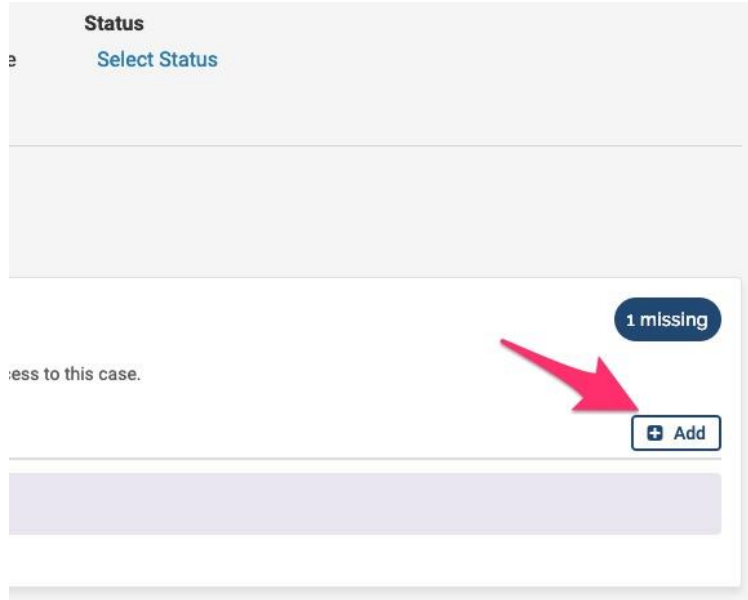
1. Click on the "Read Case" button to review the Candidate's Packet

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 Upload Dean/Associate Dean Letter



The screenshot shows a web interface for 'Case Details – Step 1 Upload Dean/Associate Dean Letter'. At the top, there is a 'Status' section with a 'Select Status' link. Below this is a large empty box. Further down, there is a section titled 'Required Documents' with a '1 missing' badge. A red arrow points to a '+ Add' button in this section. Below the button is a light purple rectangular area.

1. Under the Required Documents section, click on the "+ Add" button

Case Details – Step 1 Upload Dean/Associate Dean Letter

Add Dean Letter

Upload a new file

Select file from case

Drag & Drop your files anywhere or

Browse To Upload

Add

Cancel

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

Add Dean Letter ✕

[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.

1

2


Name *

Dean Letter

Section *

Dean Letter ▼

3

 Add Cancel

1. Type/verify the Dean letter name
2. From the drop-down menu, select Dean or Associate Dean
3. Click on the “+ Add” Button

Case Materials

Purdue University Northwest > Cases >

PNW Faculty

Unit
Dept of History & Philosophy

Case Materials Case Details 1

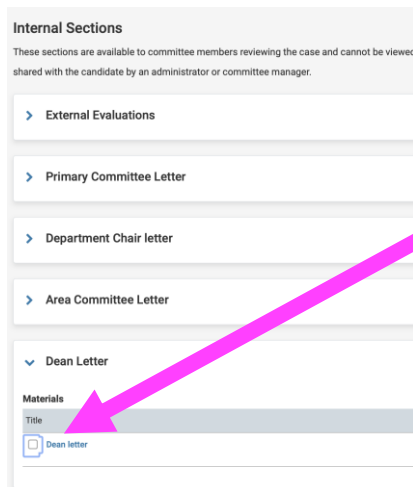
Search case materials by title

☐ **Expand All** ☐ **Collapse All**

Candidate Packet

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

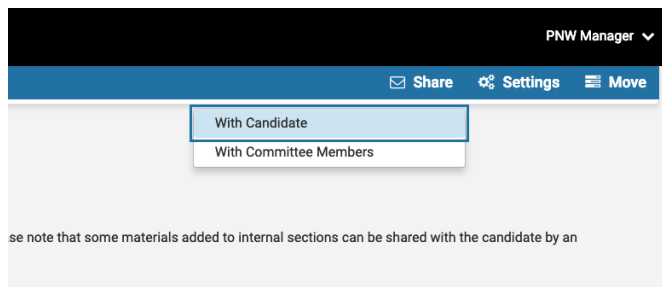
Case Materials – Step 2 Share Dean/Associate Dean Letter



Internal Sections
These sections are available to committee members reviewing the case and cannot be viewed shared with the candidate by an administrator or committee manager.

- > External Evaluations
- > Primary Committee Letter
- > Department Chair letter
- > Area Committee Letter
- ▼ Dean Letter
 - ☐ Dean letter

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



PNW Manager ▼

Share Settings Move

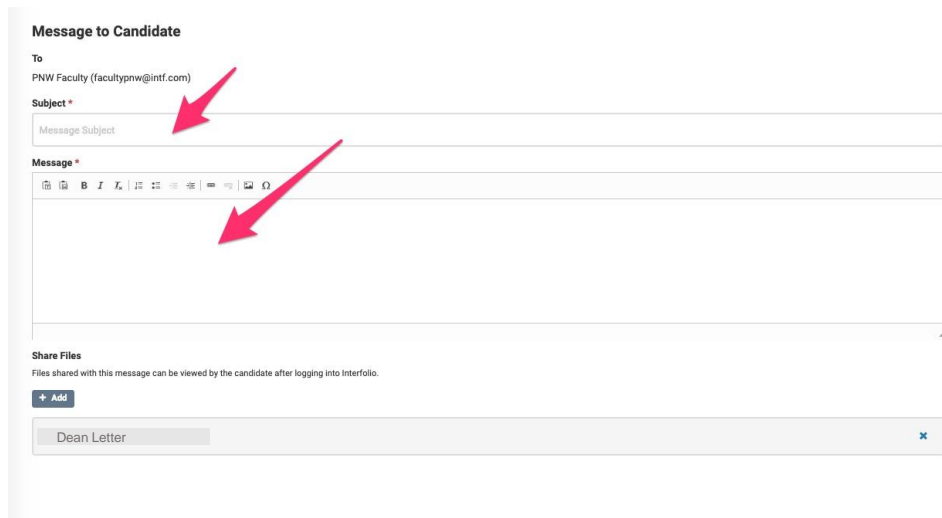
With Candidate

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 2 Share Dean/Associate Dean Letter



Message to Candidate

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

Subject *
Message Subject

Message *

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

+ Add

Dean Letter

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

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

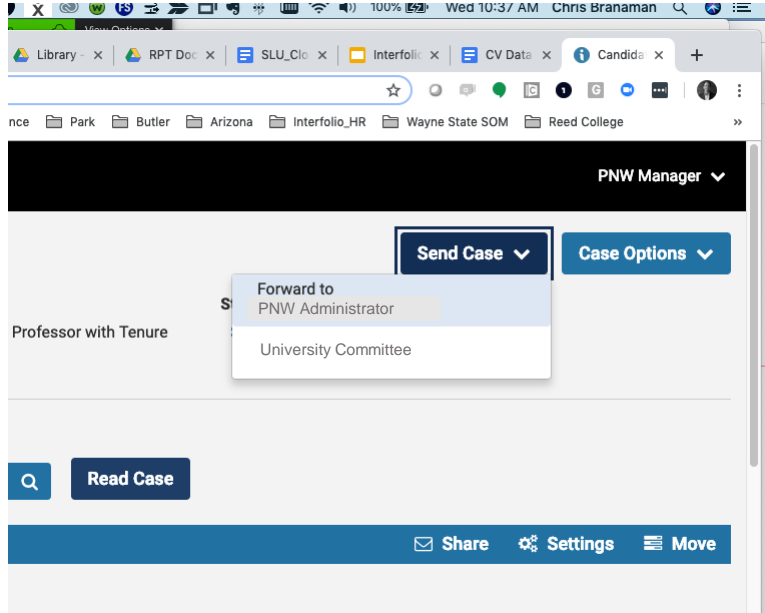
Section for Response *

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

Send Case Forward

Great job! You're sending the case forward to the next step, PNW Administrator. The following reviewers will lose access to the case:

College Committee

Dean/Associate Dean

The following reviewers will gain access to the case:

PNW Administrator

☒ 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 *

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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” (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