



interfolio

Review, Promotion & Tenure

Department Chair/School Director

Required Actions – A Step by Step Guide

Purdue University Northwest

Department Chair/School Director Required Actions

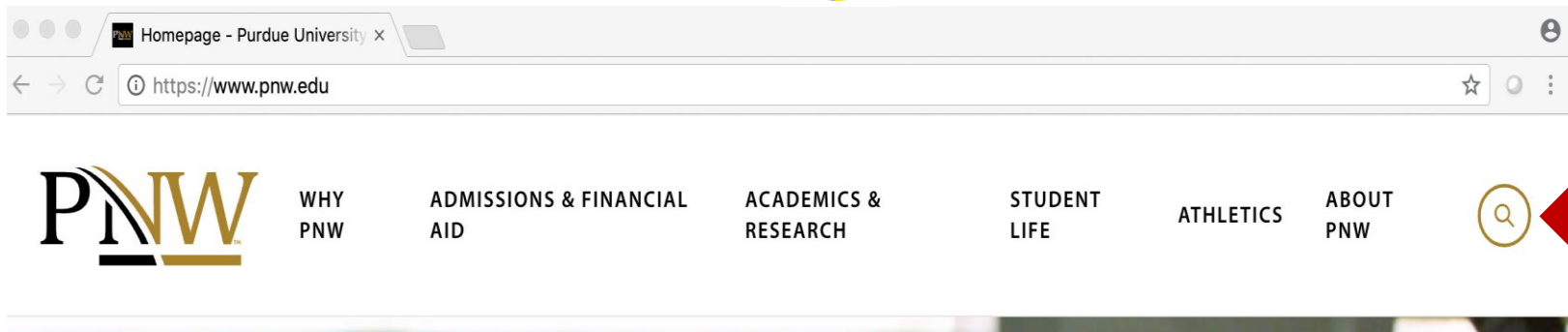
In addition to reviewing each candidate's material as a committee member, you have four additional responsibilities as outlined below and described on the subsequent slides.

1. Upload the Department Chair/School Director letter
 - *This is done on the "Case Details" tab*
2. Share the Department Chair/School Director letter with the candidate with option for rebuttal
 - *This is done on the "Case Materials" tab*
3. Move the case forward
 - *This is done on the "Case Materials" tab*

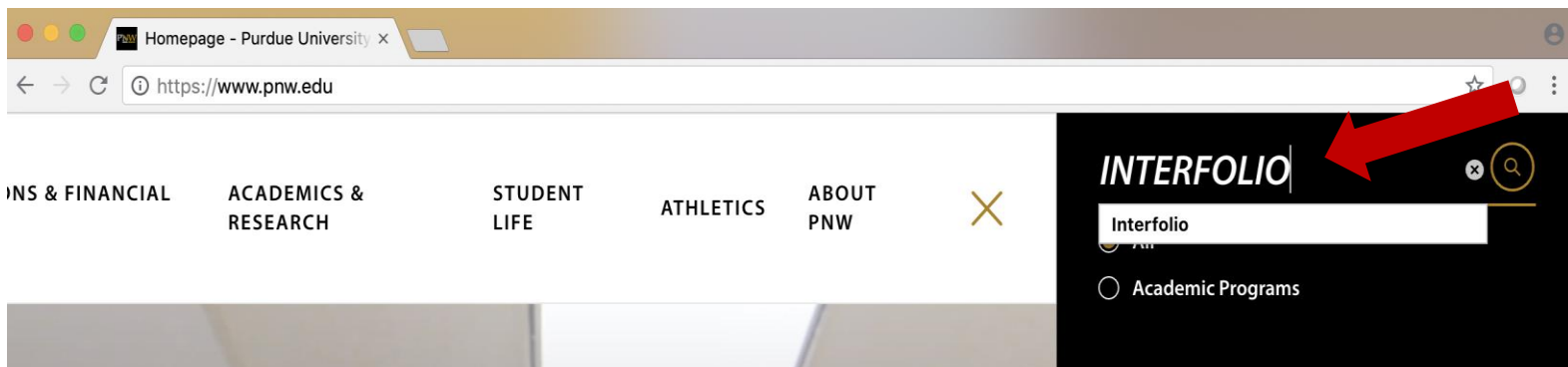
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Type "Interfolio" and click on Return
key




Select “Interfolio – Academic Affairs”

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Promotion and Tenure



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Home

Review, Promotion and Tenure

Cases

Templates

Administration

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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

Review, Promotion and Tenure

Cases

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Purdue University Northwest >

Case List

Create Case



Search cases

Filter

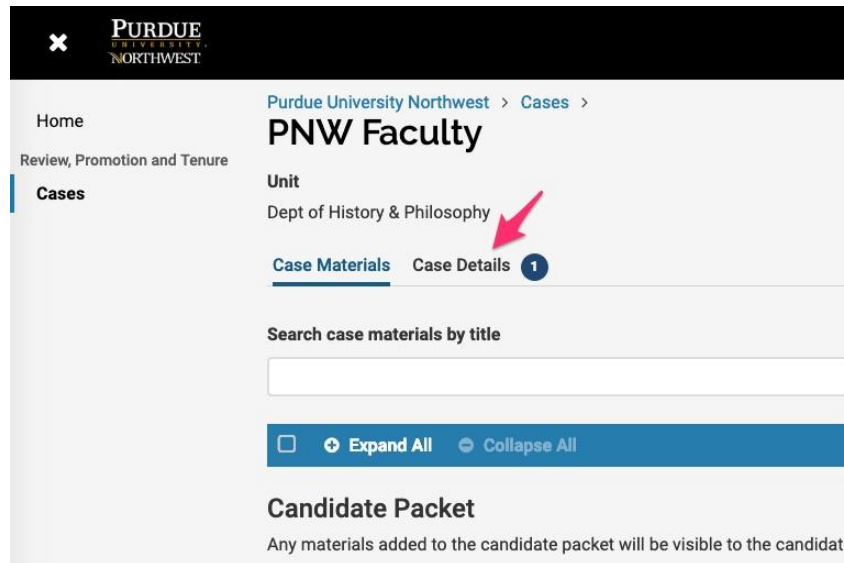
19 of 19 cases

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 Department Chair/School Director Letter

The screenshot shows a web form titled 'Case Details'. At the top, there is a 'Status' section with a 'Select Status' link. Below this is a large empty text area. In the bottom right corner of the form, there is a dark blue pill-shaped button labeled '1 missing'. Below this, there is a light blue button with a plus icon and the text '+ Add'. A red arrow points to this '+ Add' button. The text 'Access to this case.' is visible on the left side of the form.

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




Case Details

- Step 1 Add Department Chair/School Director Letter

Add Department Chair/School Director 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 Department Chair/School Director letter file on your computer

Case Details

- Step 1 Add Letter

Add Department Chair/School Director 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.

Name *

Department Chair/School Director Letter

Section *

Department Chair/School Director Letter ▼

+ Add

Cancel

1. Type/verify the Department Chair/School Director letter name
2. From the drop-down menu, select Department Chair/School Director
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 Department Chair/School Director Letter

Internal Sections

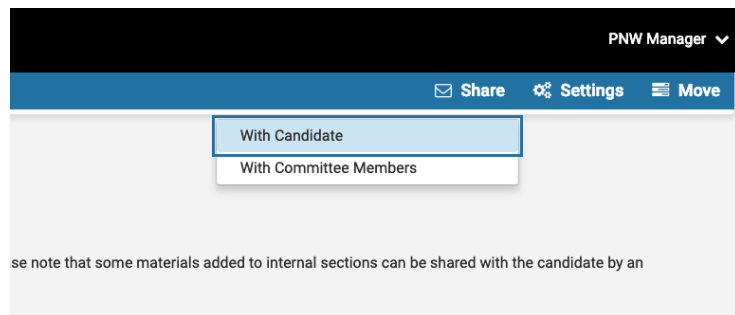
These sections are available to committee members reviewing the case and cannot be viewed by the administrator or committee manager.

> External Evaluations

▼ Department Committee Report

Title
☒ Department Chair/School Director Letter

1. Under "Internal Sections", locate your 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"

Case Materials

- Step 3 Share 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

Department Chair/School Director Letter

1. Type in Subject line **Tenure & Promotion – Department Chair/School Director 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,
Department Chair/School Director [last name]**

Case Materials

- Step 2 Share 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 *

Department Chair/School Director Letter

1. Points to the 'File Response' section header.
2. Points to the 'Enable' checkbox.
3. Points to the 'Message Reason' text input field.
4. Points to the 'Section for Response' dropdown menu.

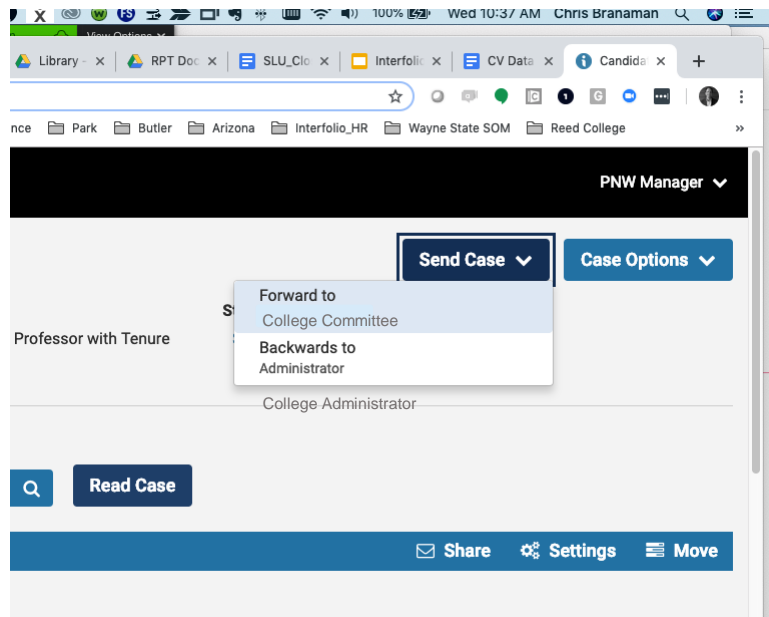
Send Cancel

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 Department Chair/School Director'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 3 Move 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, College Administrator. The following reviewers will lose access to the case:

Department Committee

Department Chair/School Director

The following reviewers will gain access to the case:

College Committee

☒ 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:

- ▶ Check out our help articles for detailed advice on most everything you can accomplish with Interfolio: product-help.interfolio.com
- ▶ Our Scholar Services team is available to help provide one-on-one support if you have trouble with anything from signing in to wrapping up a search. Give them a shout at help@interfolio.com
- ▶ They can also be reached by phone at (877) 997-8807 between 9am and 6pm ET, Monday - Friday