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

Purdue University Northwest
Department 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 Department Committee Report
- *This is done on the “Case Details” tab*

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

Step 3. Share the Department 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”
Select “Log in to 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

Purdue University Northwest
Case List

Search cases
Filter

19 of 19 cases
Reviewing Candidate Case Materials

1. Click on the "Read Case" button to review the Candidate’s Packet
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 Add Department Committee Report

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

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

1. Scroll back up to the top and click on the “Case Materials” tab
Case Materials – Step 3 Share Department Committee Report

1. Under “Internal Sections”, locate your Department 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 Department Committee Report

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

2. Type your message to Candidate
   
   Dear Prof. <last name>,
   
   The <department> Department 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 IN PERSON WITH THE CANDIDATE**
Case Materials – Step 3 Share Department 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 Department 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
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 Chair/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