



interfolio

Review, Promotion & Tenure

University Committee Chair

Required Actions – A Step by Step Guide

Purdue University Northwest

University 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 University Committee Report

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

Step 2. Record the results of the University Committee vote

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

Step 3. Share the University Committee Report with the candidate with option for rebuttal

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

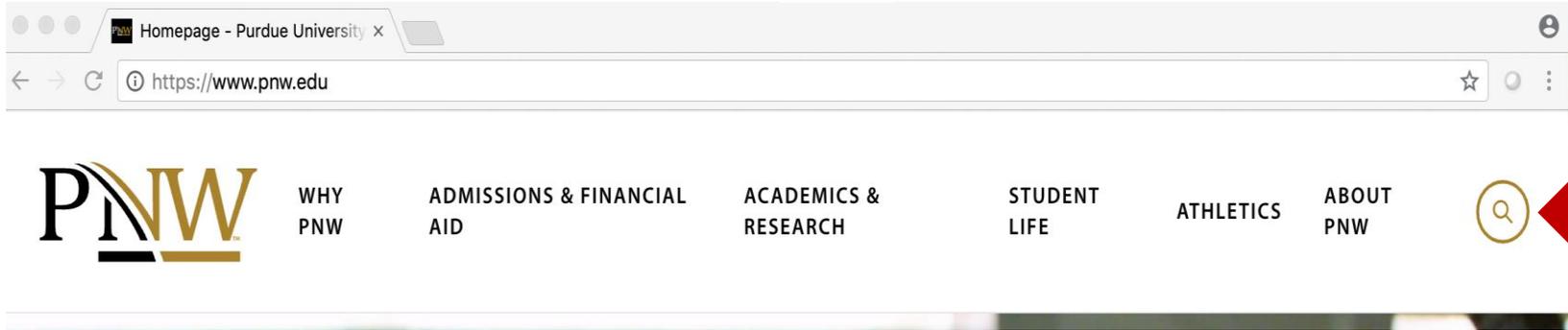
Step 4. Move the case forward

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

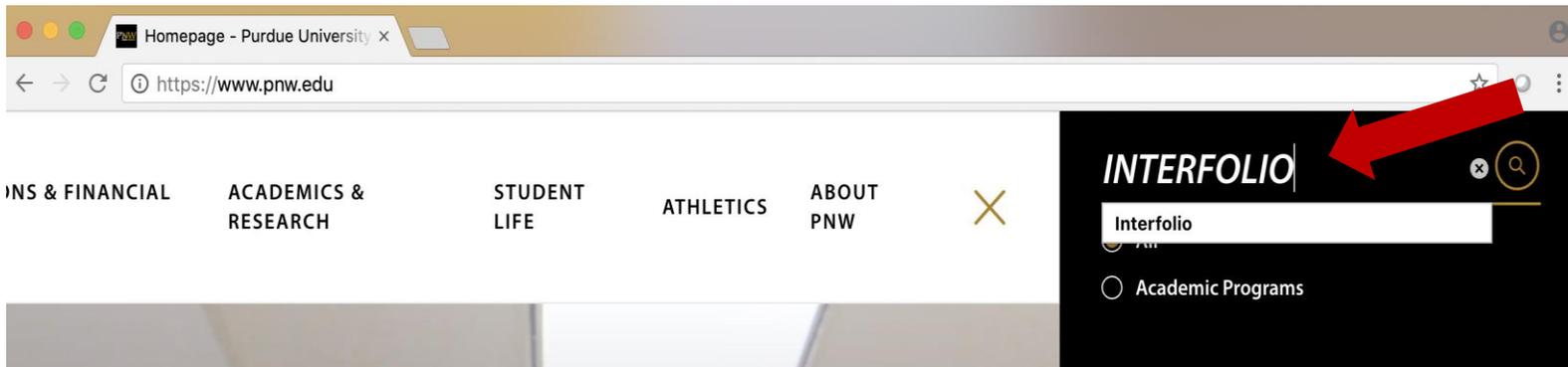
Please make sure you use Google Chrome



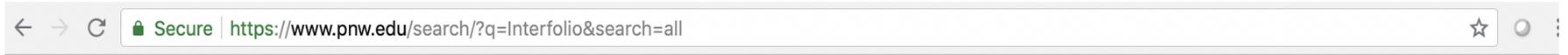
Get to the PNW Home web page and Select the "Search" icon



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Select “Interfolio – Academic Affairs”



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About 19 results (0.12 seconds)

Sort by: Relevance ▾

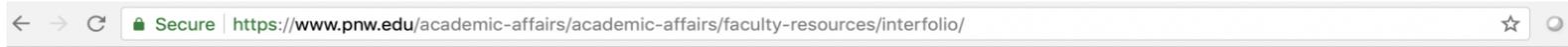
Interfolio - Academic Affairs

<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”



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Interfolio

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

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Welcome back, Maria Watson

Your Action Items

Mary Jane Eisenhauer

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Home

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Case List

Create Case

Search cases

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19 of 19 cases

Reviewing Candidate Case Materials



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

Case Details

PURDUE UNIVERSITY NORTHWEST

Home
Review, Promotion and Tenure
Cases

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
Any materials added to the candidate packet will be visible to the candidat

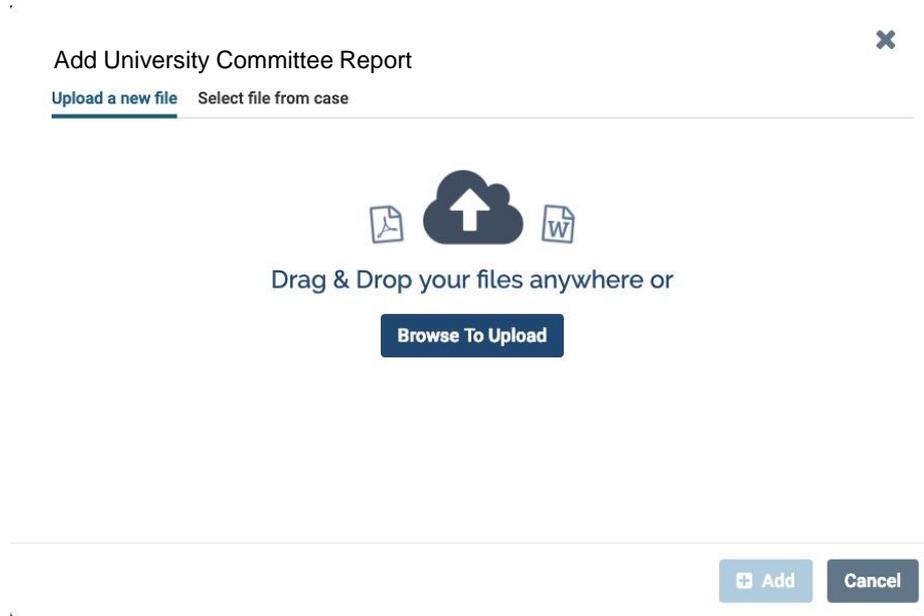
1. Once you have finished reviewing the Packet, return to the case and click on the "Case Details" Tab

Case Details – Step 1 Add University Committee Report

The screenshot shows a user interface for adding documents to a case. At the top, there is a 'Status' section with a 'Select Status' dropdown menu. Below this, there is a section for 'Documents' with a '1 missing' indicator. A red arrow points to a '+ Add' button, which is used to add new documents to the case.

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

Case Details – Step 1 Add University Committee Report



1. In the pop-up window, click the "Browse To Upload" button, then locate and select the University Committee Report file on your computer

Case Details – Step 1 Add University Committee Report

Add Campus 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.

1

2

Name *

Section *

University Committee Report

University Committee Report

3

+ Add Cancel

1. Type/verify the University Committee Report name
2. From the drop-down menu, select University Committee Report
3. Click on the “+ Add” Button

Case Details – Step 2 Record Votes of the University 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 >

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Unit
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Case Materials Case Details 1

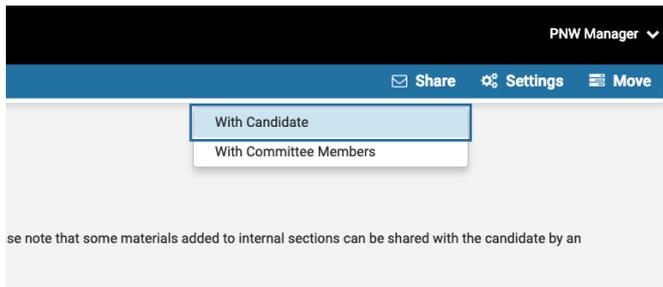
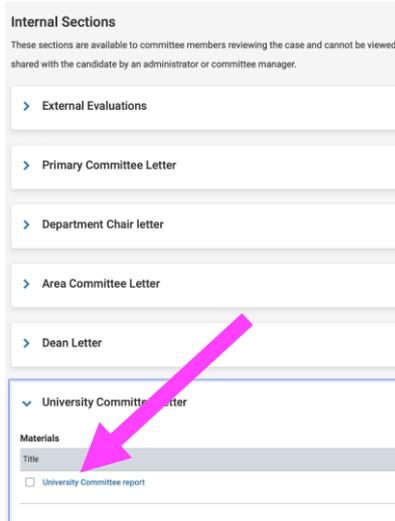
Search case materials by title

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 University Committee Report



1. Under “Internal Sections”, locate your University 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 Campus 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 *

Campus Committee Report

Red arrows with numbers 1-4 point to: 1. File Response checkbox, 2. Message Reason text box, 3. Deadline calendar icon, 4. Section for Response dropdown menu.

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 Campus 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

Send Cancel

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 Scholar Services team is available to help provide one-on-one support if you have trouble with anything 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