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.

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
Welcome back, Maria Watson

Your Action Items

Mary Jane Eisenhauer
Purdue University Northwest | Promotion | a-PNW Promotion to Associate Professor with Tenure | Review, Promoti
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
Case Details – Step 1 Add University Committee Report

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

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

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
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”
1. Type in Subject line **University Committee Report for your review**

2. Type your message to Candidate **Dear Prof. <lastname>,**

   The University committee is pleased to share this feedback with you. I have already shared this letter with you 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. Click “Send”

4. **YOU MUST SHARE THIS REPORT IN PERSON WITH THE CANDIDATE**
Case Materials – Step 3 Share Campus 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 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
Case Materials – Step 4 Move Case Forward

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. The Subject line is mandatory, please enter “Moving [Name of Case] Forward”

3. If you choose, you can send a personalized message to the next Committee(s).

4. If you do not wish to send a custom message, simply uncheck the “Send a message box”

5. 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 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