Review, Promotion & Tenure
Faculty Candidate
Required Actions – A Step by Step Guide
Purdue University Northwest
Some important terms...

**Review, Promotion and Tenure**: an Interfolio module also known as RPT

**Templates**: the building blocks of Review, Promotion and Tenure that allow Administrators to create a standardized, repeatable process for all review cases in their institution, colleges, schools, and departments

**Packet**: collection of materials by which a candidate is being reviewed (documents and other files)
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

To access the page you are requesting, a valid Purdue University career account Username and Password must be provided.
You can click on Forms & Reports to get to your case or just click on “2022 Review, Promotion, and Tenure”
These are the sections that need to be completed.

Please click on the arrow in the section to “Add” your information.

You can “Preview” your document as many times as you need before you submit.

Once you are sure that you have added all the information needed, please click on “Submit For Review”. That is PART 1.
PART 2
Click on **Home** to get to your case in the RPT module.

Select your case

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Template Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shengyong Zhang</td>
<td>Promotion</td>
<td>MCE - Promotion to Professor</td>
</tr>
</tbody>
</table>

Dept of Mechanical and Civil Engineering

Step 1 of 10: Administrator | Sep 8, 2022
Select “Edit” and confirm your selection, but clicking on “Yes”
You can “Preview” your document as many times as you need before you submit.

When you are satisfied with the document, please click on “Submit”