



interfolio

Review, Promotion & Tenure

Faculty Candidate

Required Actions – A Step by Step Guide

Purdue University Northwest

Some important terms...

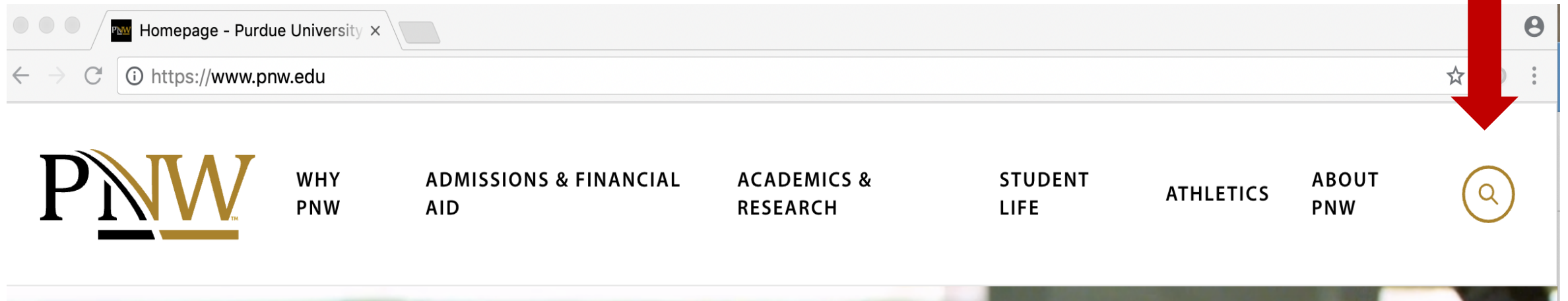
Review, Promotion and Tenure: an Interfolio module also known as RPT

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

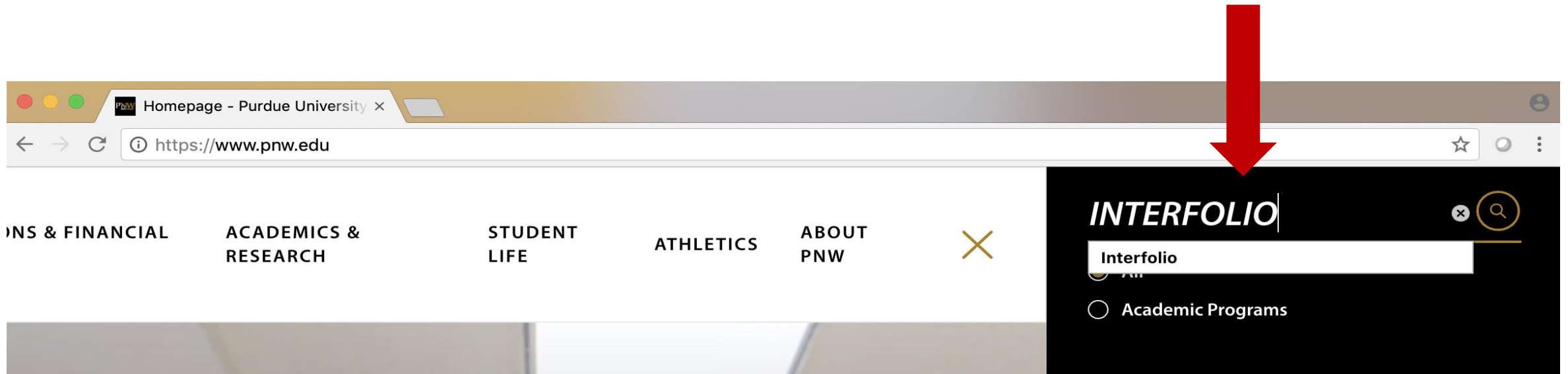
Packet: collection of materials by which a candidate is being reviewed (documents and other files)

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”

Secure

https://www.pnw.edu/search/?q=Interfolio&search=all

☆

PNW

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About 19 results (0.12 seconds)

Sort by:

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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”



WHY
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Purdue University Northwest > Academic Affairs > Faculty Resources > Interfolio

Interfolio

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

LOG INTO INTERFOLIO →



Interfolio >

Promotion and Tenure >

CONTACT US

Login in with your PNW Career Account and Boiler Key

← → ↻ Secure | <https://www.purdue.edu/apps/account/cas/login?service=https%3A%2F%2Fwww.purdue.edu%2Fapps%2Fidphs%2FAuthn%2FExtCas%3Fconversation=...>

You have asked to login to: <https://www.purdue.edu/apps/idphs/Authn/ExtCas?conversation=e1s1>

PURDUE

UNIVERSITY™

Log in using your Purdue Career Account

Login:

Password:

BOILERKEY
TWO-FACTOR AUTHENTICATION

Login

To access the page you are requesting, a valid Purdue University career account Username and Password must be provided.

The screenshot shows a web application interface. On the left is a sidebar menu with the following items: Home, Your Packets, Faculty180, Announcements & Help, Profile, Activities, Forms & Reports (highlighted in yellow), Vitas & Biosketches, Find Colleagues, and Account Access. At the bottom of the sidebar is an information icon. The main content area has a header with 'My Tasks' and a blue circle containing the number '2'. Below this, there is a large number '1' and the text 'Unread Tasks'. A table is displayed below the header, with a 'Title' column. The table contains two entries: '2022 Review, Promotion and Tenure' (highlighted in yellow) with the subtitle 'Activity Input | 2022-06-22 9:19 am - Ongoing', and '2021 Faculty Annual Review' with the subtitle 'Activity Input | 2021-12-21 8:51 am - Ongoing'.

Title
2022 Review, Promotion and Tenure Activity Input 2022-06-22 9:19 am - Ongoing
2021 Faculty Annual Review Activity Input 2021-12-21 8:51 am - Ongoing

You can click on **Forms & Reports** to get to your case
or just click on “**2022 Review, Promotion, and Tenure**”

2022 Review, Promotion and Tenure

Activity Period

Fall 2021 - Summer 2022

Status

Not Submitted, Last updated on Jun 22, 2022

Submit For Review

Save and Go Back

Cancel

Jump to Section

Instructions

Please review all the information below. When all sections have been confirmed, click "Submit For Review."

Sample Table of Contents

Narrative Overview for Promotion and/or Tenure (Letter of Intent)

Letter of Intent

Start Semester

No data available in table

Add

View All

President's Office Form 36

Honors, Awards, Certifications, and Licensures

Professional Memberships

Narrative on Learning:

Student Evaluation Tabulation Form

Scheduled Teaching

Course Evaluations Prior to 2016-2017 or From an Outside Institution

Curriculum Development

Workshops and Other Non-Credit Instruction

Mentoring

Narrative on Discovery:

Scholarly Contributions and Creative Productions

Grants and Sponsored Research

Involvement in Graduate and Undergraduate Research

Narrative on Engagement:

Institutional Engagement

External Engagement

Submit For Review

Save and Go Back

Cancel

Preview

Preview


Preview

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



Home

Your Packets

Faculty180

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches

Find Colleagues

Account Access

PART 2

Click on **Home** to get to your case in the RPT module.

Select your case

Name ▾	Type ⬆	Template Name ⬆
<input type="checkbox"/> Shengyong Zhang Dept of Mechanical and Civil Engineering	Promotion	MCE - Promotion to Professor
Step 1 of 10: Administrator Sep 8, 2022		

Shengyong Zhang

Send Case

Case Options

Unit

Dept of Mechanical and Civil Engineering

Template

MCE - Promotion to Professor

Status

Select Status

Case Materials

Case Details

Search case materials by title

Q

Read Case

Expand All

Collapse All

Download

Share

Settings

Move

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

Faculty180 Vita

Unlocked

View History

Lock

Title	Details	Actions
<input type="checkbox"/> Review, Promotion, and Tenure Document 2022 Fall 2007 - Summer 2022 34 attachments included	Generated Jun 23, 2022	<div>Edit</div>

Select “Edit”

Edit Vita

The vitae was last generated on Jun 23, 2022. Any information added or updates to existing activities after Jun 23, 2022 will not be reflected. Please select a new term range or regenerate the vita with the existing range to capture any new activities or information.

Vita Name

Review, Promotion, and Tenure Document 2022

Term Range *

Select the term range (time period) for the vita.

Start Term *

Fall

Start Year *

2007

End Term *

Summer

End Year *

2022

Regenerate

Cancel

Select “Regenerate” and confirm you selection, but clicking on “Yes”

☐

▼

Candidate Documents

Not Yet Submitted Unlocked

Preview

Submit

3 of 3
Required Files

CV 1 required, 1 Added

Add

Title	Details	Actions
CV.docx	Added Mar 18, 2016	Edit Remove

Cover Letter 1 required, 1 Added

Add

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**”