Dear Colleagues:

Over the past several years, members of the University of Michigan-Flint campus — including the Office of the Provost, the schools and colleges, and the Office of Business and Finance (especially Human Resources) — have been reviewing opportunities to purchase an enterprise contract for academic faculty management software to assist with streamlining and improving processes on campus.

After a thorough search, the campus has chosen the well-known higher education technology company, Interfolio, to assist with two initial functions: Review, Promotion and Tenure, and Faculty Search. The Dearborn and Ann Arbor campuses have also recently been exploring such products; Dearborn has already implemented both of these successfully; Ann Arbor is currently implementing the Faculty Search module with the possibility of adding P&T in the future. Another advantage of Interfolio is that it will enable faculty to build a dossier within the system so they can store and manage their career materials, promotion and review documents, and more, in one central, secure location.

The Interfolio contract was finalized on October 31, 2018. Shortly thereafter, the Core Working Group was created to work directly with Interfolio on implementation with an initial meeting held on November 26, 2018. The Working Group, with Interfolio’s assistance, is in the process of first implementing the Review, Promotion and Tenure (or P&T) module for tenure and clinical track promotion cases; it will follow up later this year with the Faculty Search module. An Advisory Team has also been created to contribute to the facilitation and communication of this process. The Working Group will meet with the Advisory Team over the next months to update on progress and to seek guidance on implementation practices and training. Membership of the two groups is listed at the end of this document; I thank everyone for their collaboration.

The goal of the Interfolio modules is to help streamline and strengthen processes regarding promotion cases and faculty searches. Please note: P&T policies across the campus and the University are not changing due to this product implementation. Interfolio is simply a tool designed to assist with the workflow process with the intent to make things easier and more efficient for faculty and administration alike. Appropriate confidentiality assurances are built in, in a manner consistent with current policies. Access to P&T materials would be limited to the appropriate review committees, and deans as already defined by the various schools and colleagues at UM-Flint. Using the new Interfolio P&T module will:

- allow faculty to connect information in their Interfolio review case with their personal Interfolio Dossier for continuity throughout their career;
- allow consistency and transparency of process across the institution;
- allow versatility in delivery and potentially to allow the campus to expand the use of Interfolio to annual reviews, pre-tenure reviews, LEO Annual Reports, and LEO Interim and Major Review cases;

Incorporating the Faculty Search module of Interfolio (our next step) will secure a platform that makes workflow and collaboration around recruitment more effective and productive.
Please be advised that authentication for Interfolio will require using the DUO two-factor authentication process. If you have not signed up for DUO, you can find the information to do so here https://www.safecomputing.umich.edu/two-factor-authentication. If you need further assistance, please contact ITS for guidance on this process.

Please see the attached information fact sheets provided by Interfolio regarding the Review, Promotion and Tenure and Faculty Search products.

At this time, we are anticipating that the P&T module would be implemented for this upcoming cycle (2019-2020) of reviews, with a goal of Faculty Search module being implemented before Fall 2019. More information will be forthcoming regarding timelines and workshops regarding the use of these tools.

The Interfolio platform will be branded for the UM-Flint campus and School and Colleges will have the opportunity to include their logo or brand.

The Core Working Group consists of members with faculty, academic, IT, HR and administrative backgrounds.

**Core Working Group members:**

Program Manager – Lori Burger, Assistant Director Academic HR  
Systems Admin – Dee Dee Hurley, HR Generalist  
Executive Sponsor Provost – Jill Hubbard, Executive Secretary to the Provost  
ITS – Erik Taipalus/Jennifer Daraiseh, Project Manager/Business Process Consultant  
Faculty Support – Sapna Thwaite SEHS Associate Dean and Associate Professor  
Academic Administrative Support – Brett Dennis, Assistant to the CAS Dean

**Advisory Team members:**

Kirsten Arnst (SOM) – Assistant to the Dean  
Roy Barnes (CAS) – Associate Dean, Professor  
Rhonda Broadworth (CAS) – Administrative Assistant Intermediate  
Michael Farmer (CAS) – Professor  
Marilyn Filter (SON) – Associate Professor  
Allon Goldberg (CHS) – Associate Dean, Professor  
Carol Hall (SON) – Administrative Assistant Senior  
Yener Kandogan (SOM) – Associate Dean, Professor  
Gilia Smith (Provost) – Special Advisor to the Provost  
Christina Wixson (CHS) – Administrative Specialist

My thanks again to both groups. My expectation and hope is that this product, adopted university-wide, will assist faculty, as well as administration, with improving process workflow, better consistency of action, and greater efficiency across the institution.

With all best wishes,

Sue Alcock  
Interim Provost and Vice Chancellor for Academic Affairs