Review, Promotion & Tenure
University of Michigan Flint
Agenda

• Interfolio Key Concepts
• Candidate Experience
  • Review Interfolio Dossier
  • Submit a Review Packet
• Committee Experience
  • Upload Committee Files
  • Request External Evaluations
  • Review Case Materials
  • Committee Communications
  • Move Case Forward or Backward
• How to find support
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 & other files)

**Dossier:** A tool for faculty to store and manage job, fellowship, and promotion or review documents in one place. The Dossier will act as the central archiving tool for your candidate’s materials. All information submitted for a review will be copied into the faculty Dossier for archiving or reusability purposes.
User Roles
Types of users in Interfolio Review, Promotion & Tenure

**Administrators** can access documents, email candidates and committees, and move a case forward or backward. Administrators are the only users who can create templates, forms, and cases for the units to which they have access.

**Committee Managers** are assigned to specific committee or steps. They can review a candidate, move a case forward or backward, and communicate with both the candidate and committee members from within the system.

**Committee Members** have the most basic permissions within the system. They can view a candidate’s packet, download documents (if allowed), and leave comments (if allowed) on the particular case they have access to.

**Candidates** complete a packet with their documents and other files to submit for review.
Test Candidate

Go to account.interfolio.com

Email Address: flintcandidate@intf.com
Password: FLINT123
Go to account.interfolio.com

Email Address: flintmember@intf.com
Password: FLINT123
Test Committee Manager

Go to account.interfolio.com

Email Address: flintmanager@intf.com
Password: FLINT123
Dossier Collection Shared Email

Test Candidate (flintcandidate@intf.com) has
shared a collection with you:
Tenure Review Prep

VIEW COLLECTION

Questions? Check out our Help Center.

Get in Touch
help@interfolio.com  |  (877) 997-8807  |  interfolio.com
How to find support:

► Check out our help articles for detailed advice on most everything you can accomplish with Interfolio: product-help.interfolio.com

► Our Scholar Services team is available to help provide one-on-one support if you have trouble with anything from signing in to wrapping up a search. Give them a shout at help@interfolio.com
Our Support: All Users, Monday – Friday Access
Help for administrators, faculty, staff, applicants, external evaluators, and IT.

“The #1 thing I like about Interfolio is the client service. Every time I call, they get right back to me; they always have an answer for me.”

Georgia Davidis, Faculty Dossier Coordinator, Office of the Provost, Haverford College