



interfolio
from Elsevier

Review, Promotion & Tenure
Candidate Training

Agenda

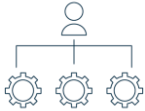
- What is Interfolio RPT?
- Interfolio Key Concepts
- Candidate Experience
 - Logging In
 - Your Packet
 - Uploading Documents
 - Preview your Packet
 - Submitting for Review
- How to Find Support

RPT Key Concepts



RPT

An Interfolio module used to facilitate the review process anytime a candidate submits materials and one or as series of committees need to review or approve the materials. Also referred to as RPT.



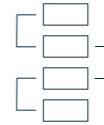
Committees

Groups of users that can review the candidates case at a given step of the review process. Committees can be: Standing (managed from the central committee tab), Ad Hoc (case specific) or individual assignment (committee of one).



Cases

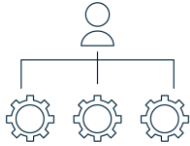
The lifecycle of candidates as they progress through a standardized review cycle. Committees have the ability to add a case analysis or evaluation to the case as it progresses through the workflow leading up to the final decision.



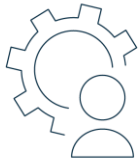
Packets

The collection of materials by which a candidate is being reviewed (documents and other files). The packet is divided into sections which can be worked on and submitted independently of one another. All materials submitted in the packet will be copied to the candidates Dossier for record keeping.

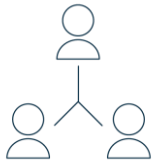
Review, Promotion & Tenure: User Roles



Administrators can access documents, e-mail 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 a specific committee or step. They can review a candidate, move a case forward or backward, and communicate with both 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 on the particular case they have access to and make any personal annotations.

Interfolio Resources

Product Help Center

Quick help articles to guide you through specific tasks and functionality while using the product

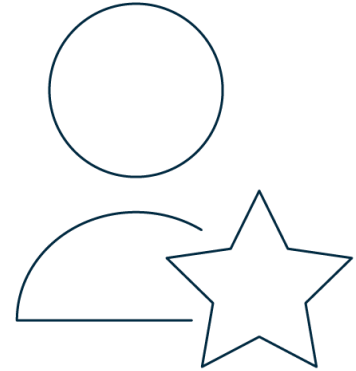
product-help.interfolio.com

Scholar Services

Call, email, or chat with our Scholar Services team

Phone: [\(833\) 844-2118](tel:(833)844-2118)

Email: Interfolio-support@elsevier.com



NIU Resources

<https://www.niu.edu/interfolio/>

← NIU.edu

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Northern Illinois
University

Interfolio at NIU



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[Case Managers](#)

[Additional Resources](#) 



Interfolio at NIU

During spring 2025 Northern Illinois University is beginning a phased implementation of the [Interfolio Review, Promotion and Tenure \(RPT\)](#) system for managing promotion and tenure processes for the 2025-2026 cycle. This initiative is part of our ongoing commitment to enhancing the support we provide to faculty, department chairs and deans during the promotion and tenure process.

To meet that commitment, the Office of the Provost has collaborated closely with Interfolio to align their web-based application with NIU's established [faculty promotion and tenure practices](#). This system not only streamlines workflows but also enhances security, ensures compliance with evolving guidelines and reduces administrative burden—allowing faculty and staff to focus on their teaching, research and service. NIU joins a growing number of [500+ institutions](#), in adopting Interfolio RPT to support a more effective and equitable review process.

Faculty members preparing for promotion and tenure during the 2025-2026 cycle will be the first cohort to utilize this improved

Interfolio Support


- [Guides](#)
- [Training](#)
- [Frequently Asked Questions](#)

LOG IN TO INTERFOLIO

Get Help

Interfolio Scholar Services

Call, email, or chat with the Interfolio Scholar Services team with any technical questions. Live support is available Monday through Friday between 8 a.m. - 7 p.m. CT.

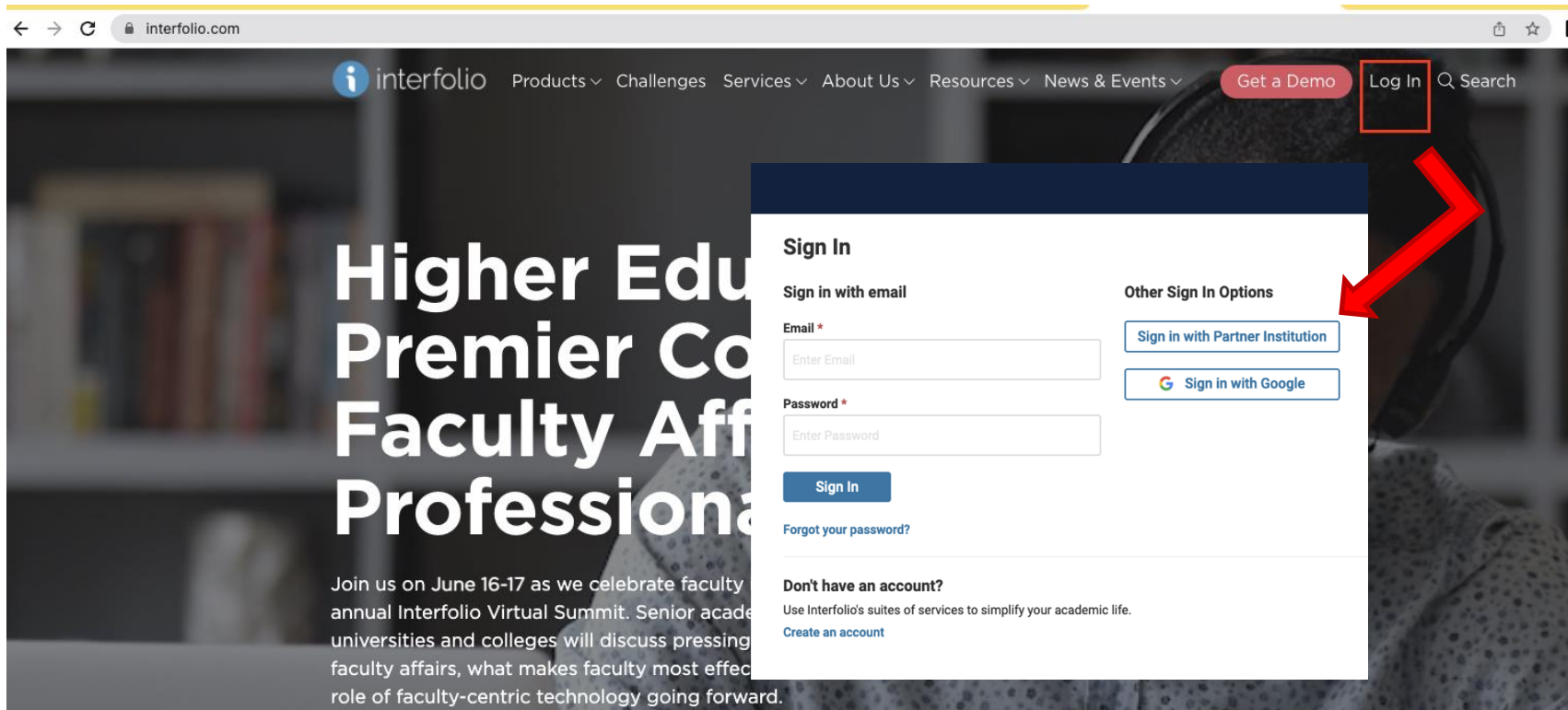
 [833-844-2118](tel:833-844-2118)

 interfolio-support@elsevier.com

Interfolio at NIU

Email the Interfolio at NIU team with any questions about the faculty promotion and tenure submission and review process using Interfolio.

Logging into Interfolio: interfolio.com

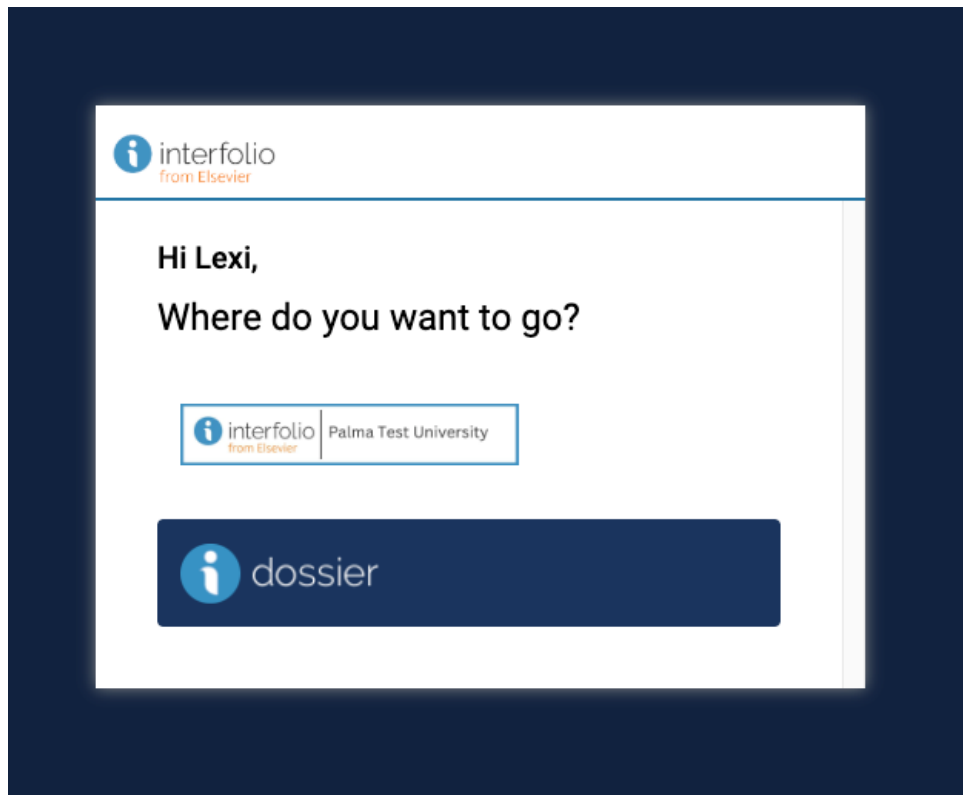


The screenshot shows the Interfolio website with the following elements:

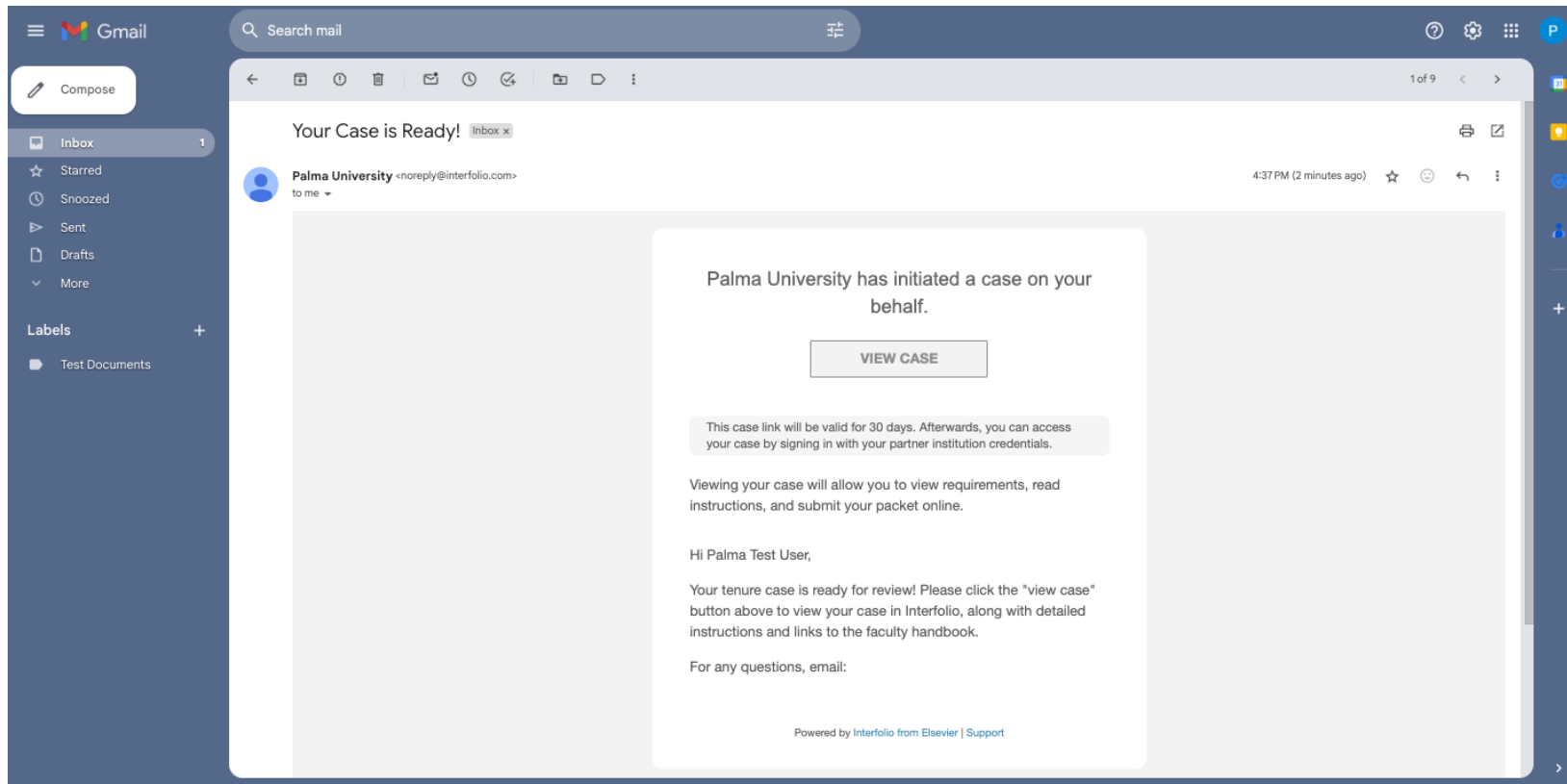
- Header:** Navigation links for Products, Challenges, Services, About Us, Resources, and News & Events. A red 'Get a Demo' button and a 'Log In' button (highlighted with a red box) are on the right. A search icon is also present.
- Main Content:** A large banner for 'Higher Education Premier Conference Faculty Affairs Professionals' with a sub-headline about the 'Interfolio Virtual Summit' on June 16-17.
- Sign In Modal:** A white modal window with a dark blue header. It contains:
 - Sign In with email:** Fields for 'Email *' and 'Password *', a 'Sign In' button, and a 'Forgot your password?' link.
 - Other Sign In Options:** Buttons for 'Sign in with Partner Institution' and 'Sign in with Google'.
 - Don't have an account?:** A 'Create an account' link.

A red arrow points from the 'Log In' button in the header to the 'Sign In' modal.



Logging into Interfolio



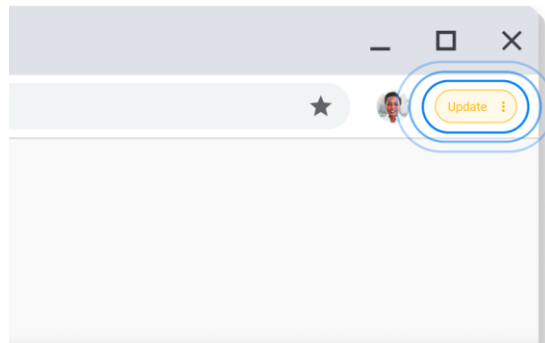
Notifying Candidates



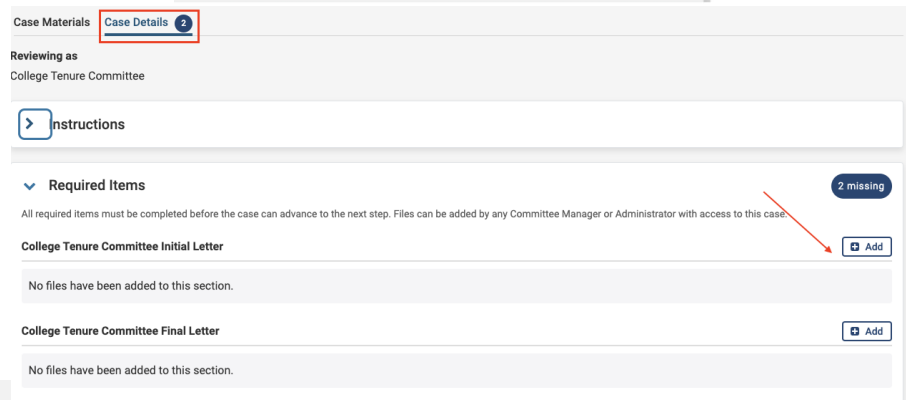
Interfolio Pro Tips/ Universal Practices

- Preferred Browsers: Google Chrome  and Mozilla Firefox 

- Ensure you are always using an up-to-date browser



- Required documents to upload are located on the Case Details tab of a Case and indicated by a number. Upload your document(s) within this section/tab.

A screenshot of the Interfolio 'Case Details' tab. The tab is highlighted with a red box and a blue number '2'. Below the tab, there is a section titled 'Required Items' with a blue checkmark icon. A red arrow points to a blue button labeled 'Add' next to the 'College Tenure Committee Initial Letter' section. A blue badge in the top right corner of the 'Required Items' section indicates '2 missing' items. The 'College Tenure Committee Final Letter' section also has an 'Add' button. The text 'No files have been added to this section.' is displayed below each item name.

Product Demo
