



interfolio  
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Review, Promotion & Tenure  
Candidate/Chair Training

# Agenda

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

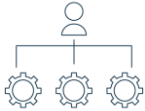
# RPT Key Concepts

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## 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.



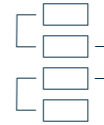
## Committees

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.

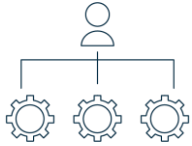


## Packets

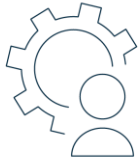
The collection of materials by which a candidate is being reviewed (documents and other files). The packet is divided into sections which can be worked on and submitted independently of one another. All materials submitted in the packet will be copied to the candidates Dossier for record keeping.

# Review, Promotion & Tenure: User Roles

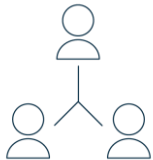
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**Administrators** can access documents, e-mail candidates and committees, and move a case forward or backward. Administrators are the only users who can create templates, forms, and cases for the units to which they have access.



**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

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## Product Help Center

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

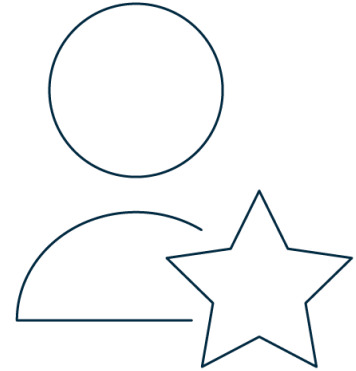
[product-help.interfolio.com](https://product-help.interfolio.com)

## Scholar Services

Call, email, or chat with our Scholar Services team

Phone: [\(833\) 844-2118](tel:8338442118)

Email: [Interfolio-support@elsevier.com](mailto:Interfolio-support@elsevier.com)



# NIU Resources

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

← NIU.edu

[A-Z Index](#) [Calendar](#) [Directory](#) [Libraries](#) [Make a Gift](#) [Info For](#) [Quick Links](#) [Search](#) 



Northern Illinois  
University

## Interfolio at NIU

[Home](#) [About Interfolio](#) [Faculty Candidates](#) [Committee Members](#) [Committee Managers](#) [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](mailto:interfolio-support@elsevier.com)

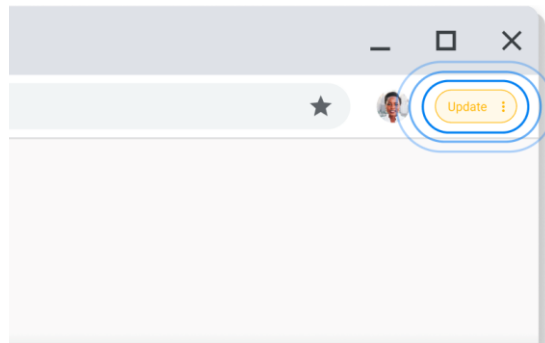
##### Interfolio at NIU

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

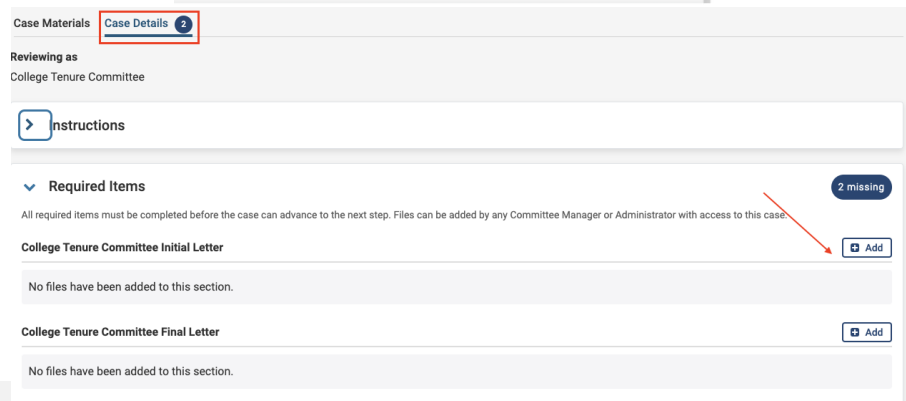
# Interfolio Pro Tips/ Universal Practices

- Preferred Browsers: Google Chrome  and Mozilla Firefox 

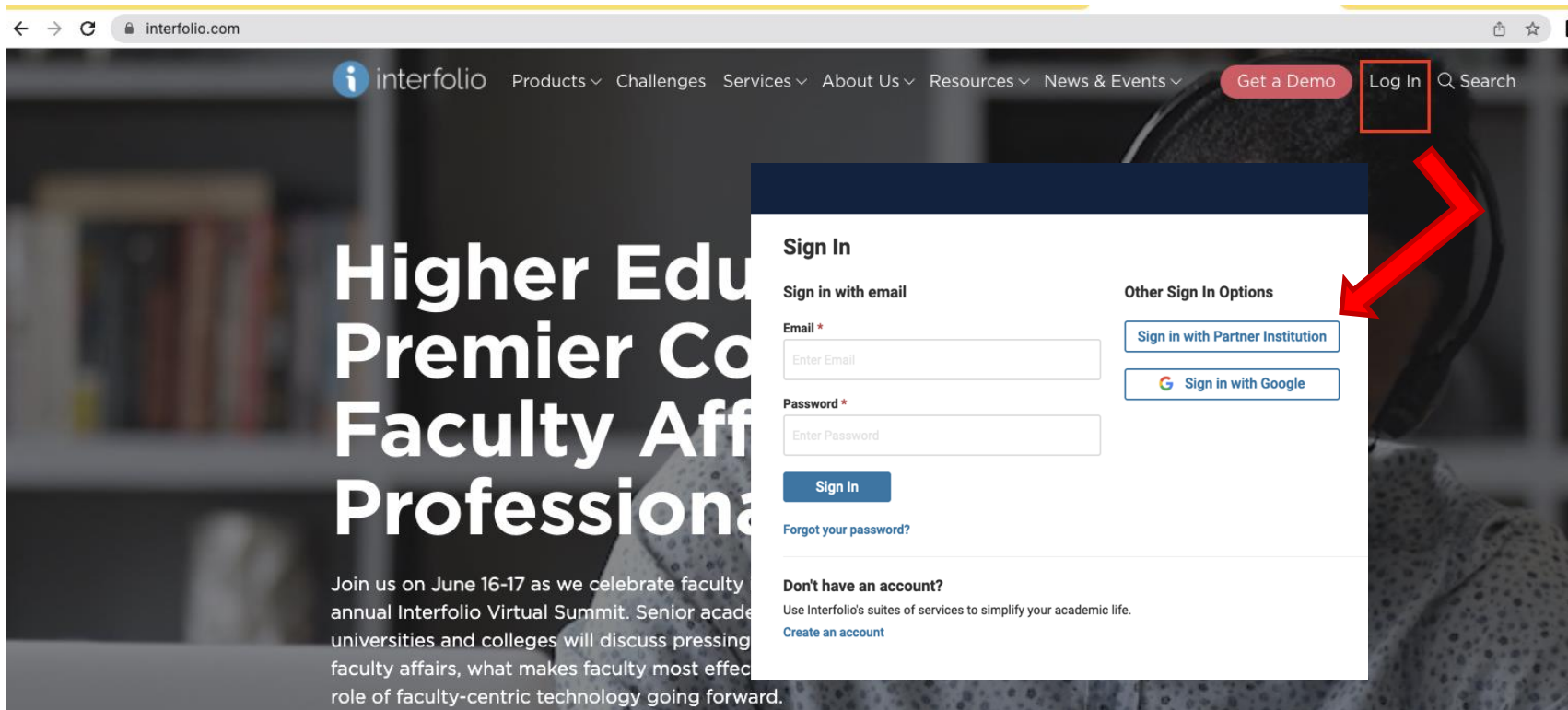
- Ensure you are always using an up-to-date browser



- 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 'Case Details' 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 from the '2 missing' badge to the 'Add' button next to the 'College Tenure Committee Initial Letter' item. The interface shows two items that need to be uploaded, each with an 'Add' button and a message stating 'No files have been added to this section.'

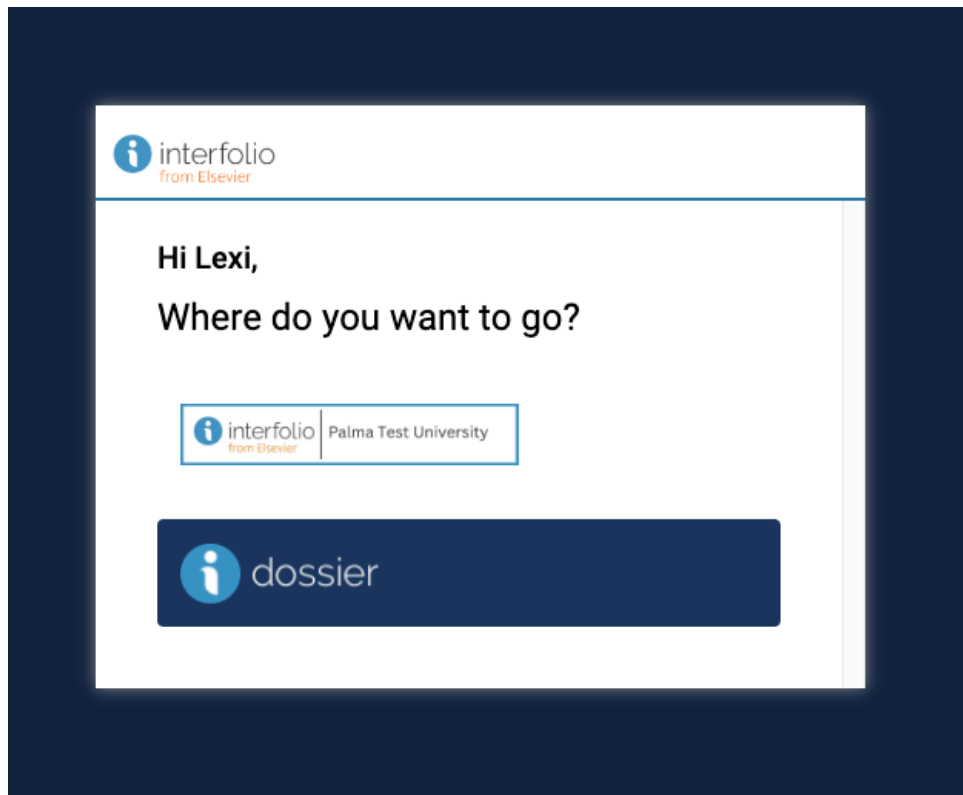
# Logging into Interfolio: interfolio.com



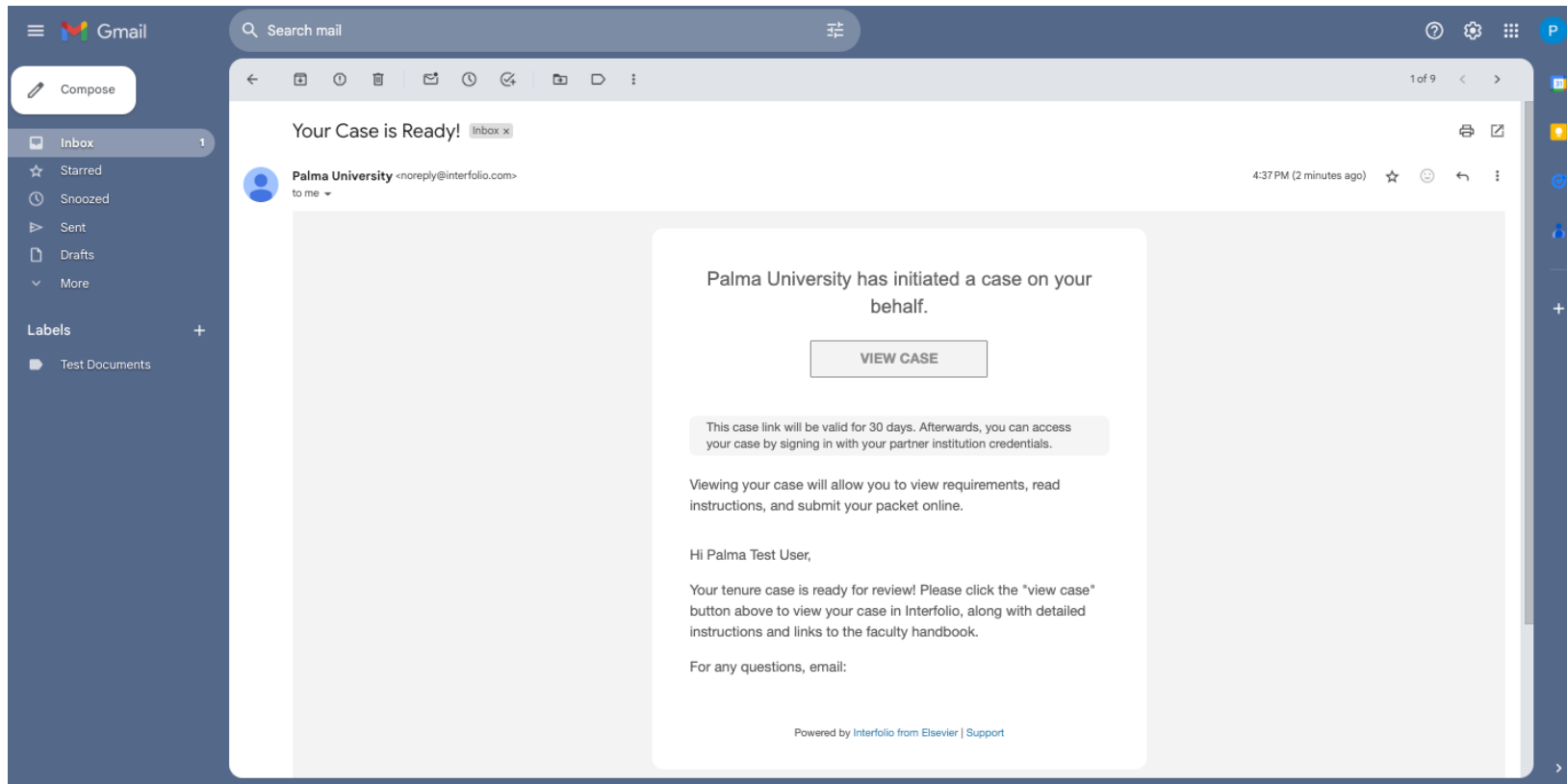
The screenshot shows the Interfolio website with the following elements:

- 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.

# Logging into Interfolio



# Notifying Candidates



# Product Demo

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