interfolio
from Elsevier

Review, Promotion & Tenure

Candidate/Chair Training

Agenda

- 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

Confidential and Proprietary,
Not for Distribution and Subject to NDA

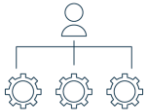
RPT Key Concepts

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.

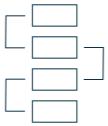
Cases

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.



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).

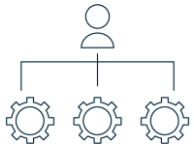


Packets

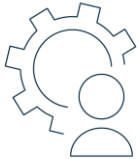
The collection of materials by which a candidate is being reviewed (documents and other files). The packet is divided into sections which can be worked on and submitted independently of one another. All materials submitted in the packet will be copied to the candidates Dossier for record keeping.

Confidential and Proprietary,
Not for Distribution and Subject to NDA

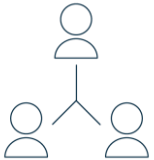
Review, Promotion & Tenure: User Roles



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.



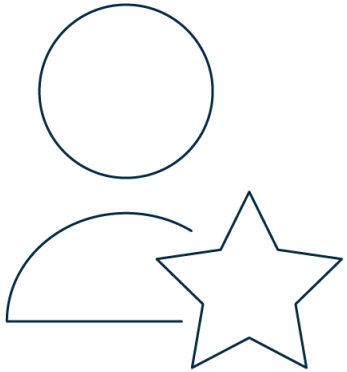
Committee Members have the most basic permissions within the system. They can view a candidate's packet on the particular case they have access to and make any personal annotations.

Confidential and Proprietary,
Not for Distribution and Subject to NDA

Interfolio Resources

Product Help Center
Quick help articles to guide you through specific tasks and functionality while using the product
product-help.interfolio.com

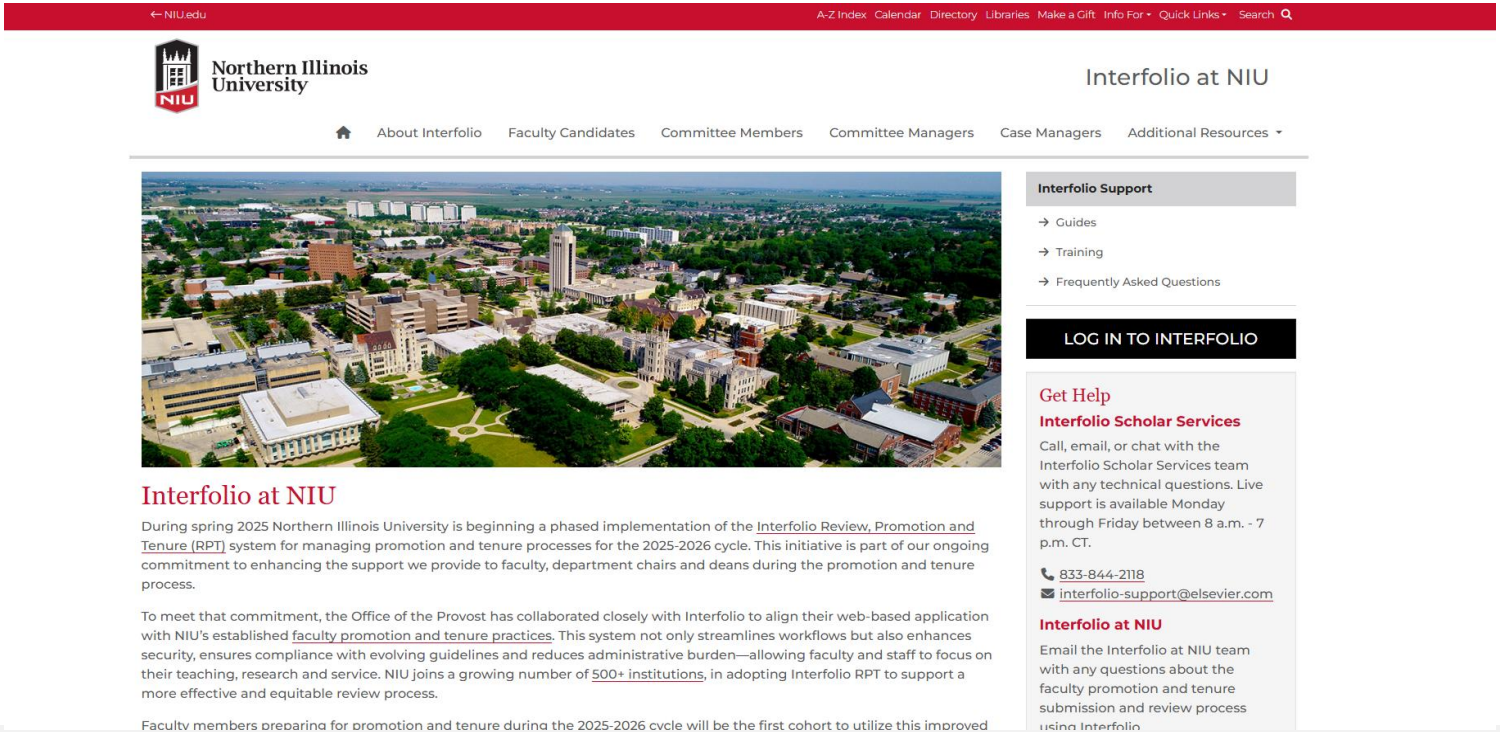
Scholar Services
Call, email, or chat with our Scholar Services team
Phone: (833) 844-2118
Email: Interfolio-support@elsevier.com



Confidential and Proprietary,
Not for Distribution and Subject to NDA

NIU Resources

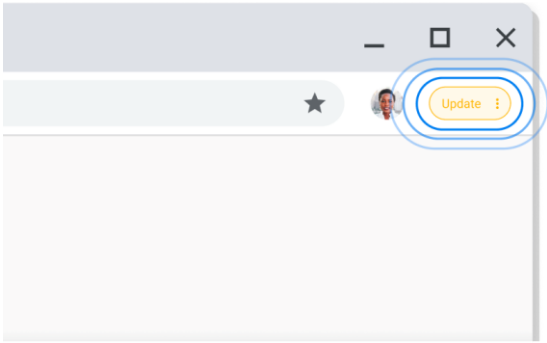
https://www.niu.edu/interfolio/



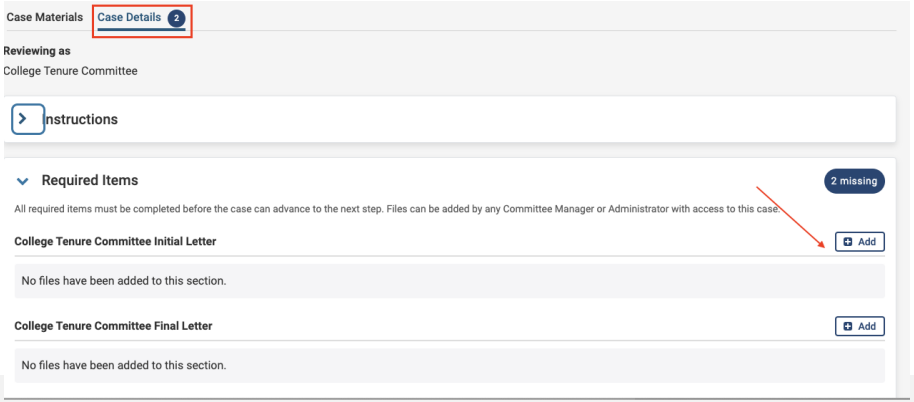
Confidential and Proprietary,
Not for Distribution and Subject to NDA

Interfolio Pro Tips/ Universal Practices

- Preferred Browsers: Google Chrome and Mozilla Firefox
- Ensure you are always using an up-to-date browser

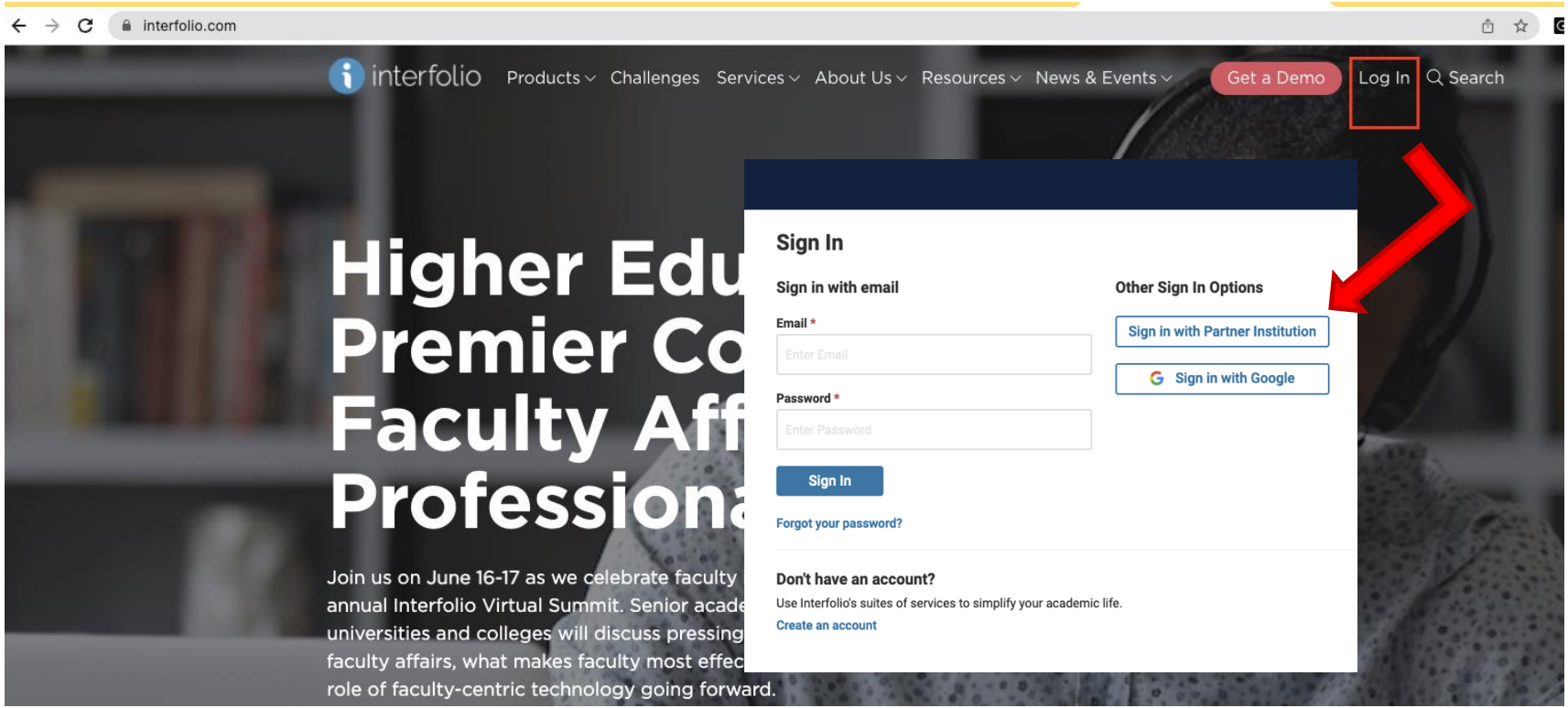


- Required documents to upload are located on the Case Details tab of a Case and indicated by a number.
Upload your document(s) within this section/tab.



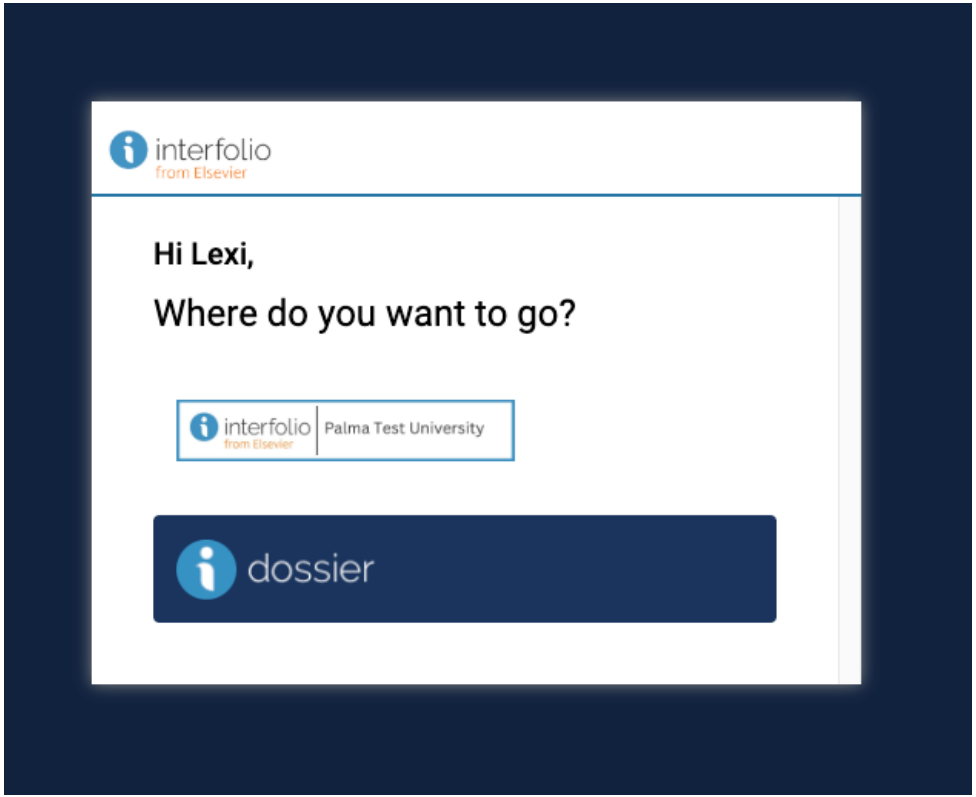
Confidential and Proprietary,
Not for Distribution and Subject to NDA

Logging into Interfolio: interfolio.com



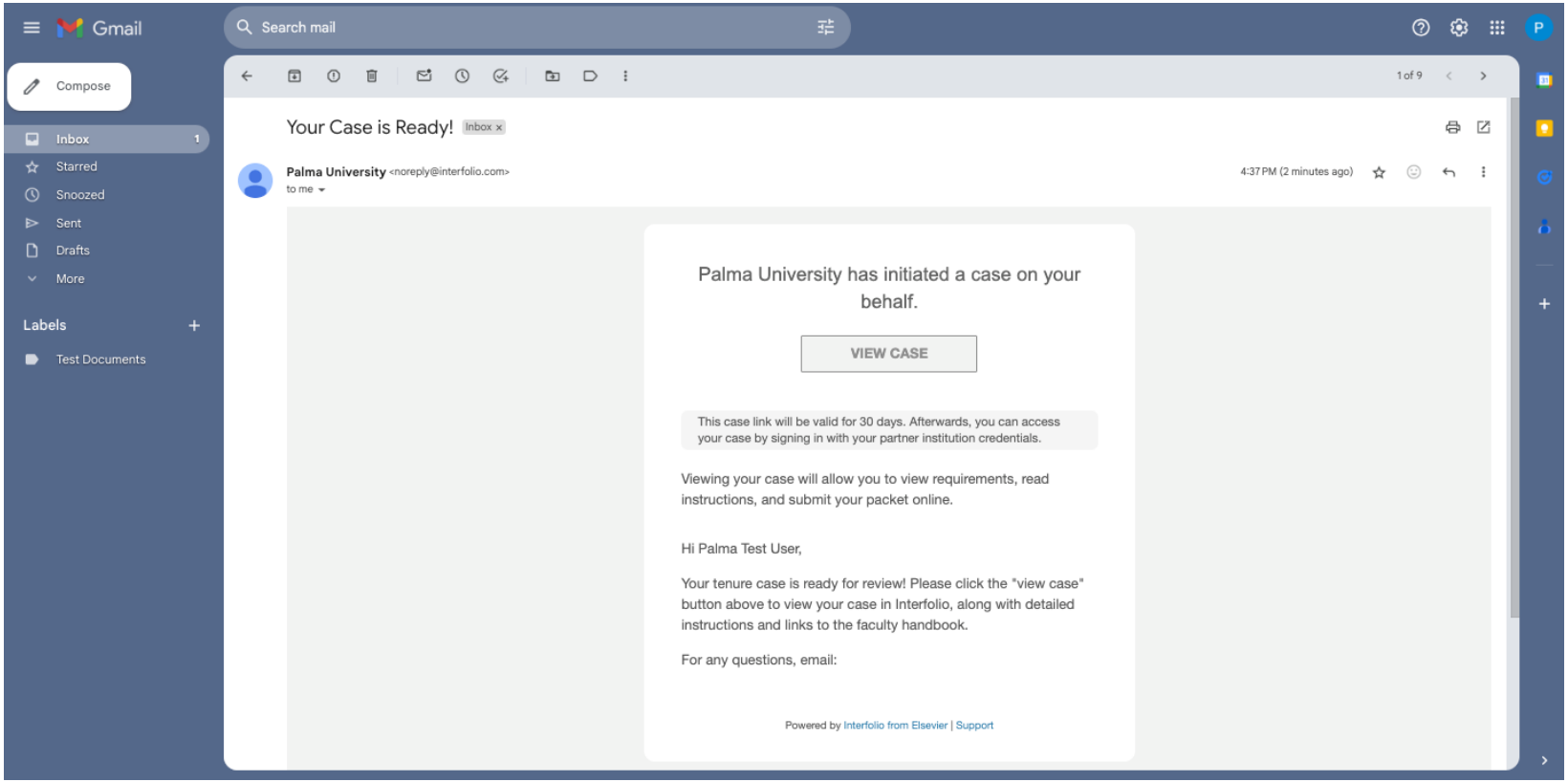
Confidential and Proprietary,
Not for Distribution and Subject to NDA

Logging into Interfolio



Confidential and Proprietary,
Not for Distribution and Subject to NDA

Notifying Candidates



Confidential and Proprietary,
Not for Distribution and Subject to NDA

Product Demo