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Review, Promotion & Tenure
Candidate Training

Agenda

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- Interfolio Key Concepts
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What is Interfolio Review, Promotion & Tenure?

Interfolio Review, Promotion & Tenure is an online system for carrying out formal faculty reviews in a shared governance context (including tenure, promotion, annual review, sabbatical/leave, merit review, and any other sequential review), built to help academic institutions ensure that these processes are transparent, equitable, efficient, and well documented.

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Key Concepts

| Review, Promotion & Tenure	An Interfolio module used to facilitate the review process anytime a candidate submits materials that one or a series of committees needs to review or approve.
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).
Packet	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.
Cases	Lifecycle of a candidate 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.

Bard College Process FAQs

- [What is changing?](#) The College will no longer use Google as a platform for sharing evaluation materials. The Office of the Dean of the College will continue to facilitate all faculty evaluations using Interfolio in accordance with the evaluation process and procedures as outlined in the Faculty Handbook.

- [Where will the Interfolio resources be posted?](#) Website links for Interfolio resources will be found on the Office of the Dean of the College website on the "Governance" page under "Faculty Evaluations"

- [How and when will we be able to log in to Interfolio?](#) Our office will aim to give all evaluatees as much time as possible to upload their materials prior to final submission: we will do our best to create tenure and promotion cases by the end of this week; and for pretenure, CEC, and senior evaluations we will aim to create cases during the week of July 18. Please keep in mind the link that will be shared with you when your case is created will only be valid for thirty days.

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Notification Email for Candidates with Case is Created
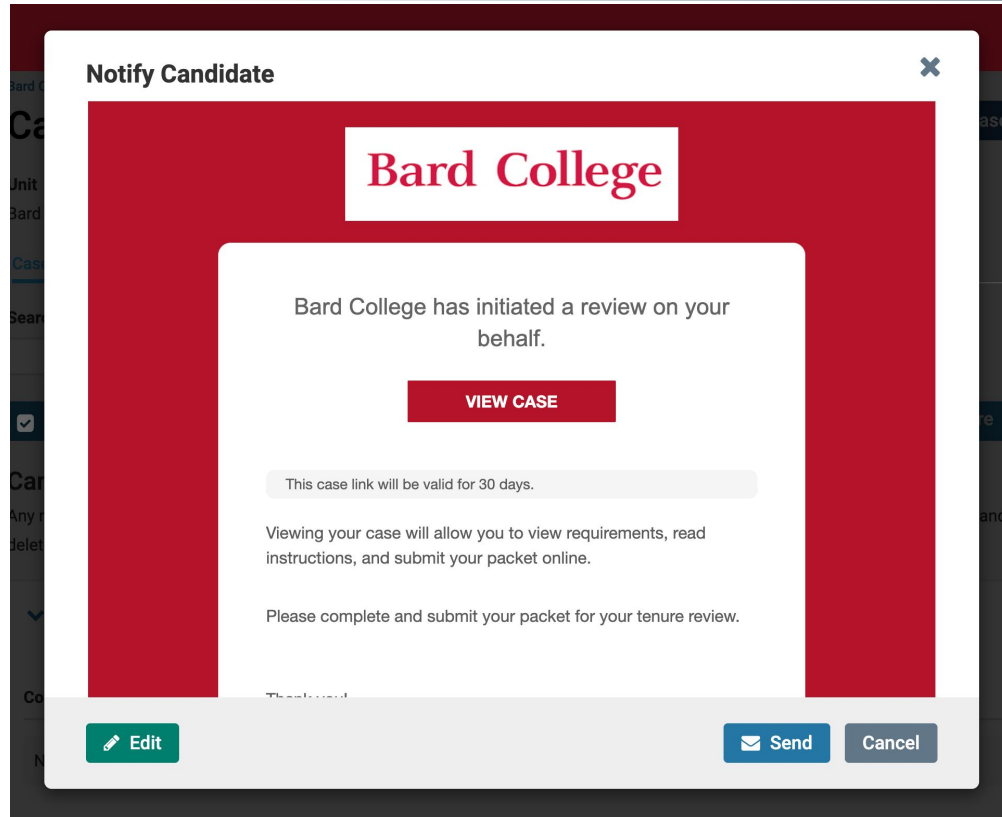
Logging into Interfolio
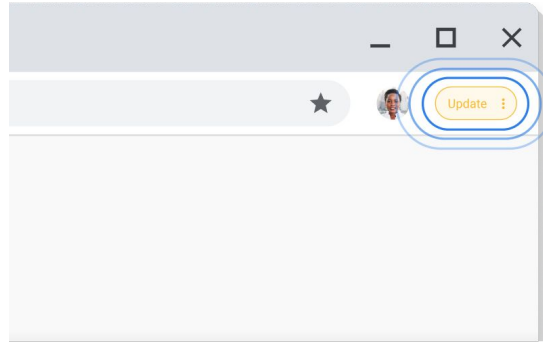
Logging into Interfolio - Select Bard College
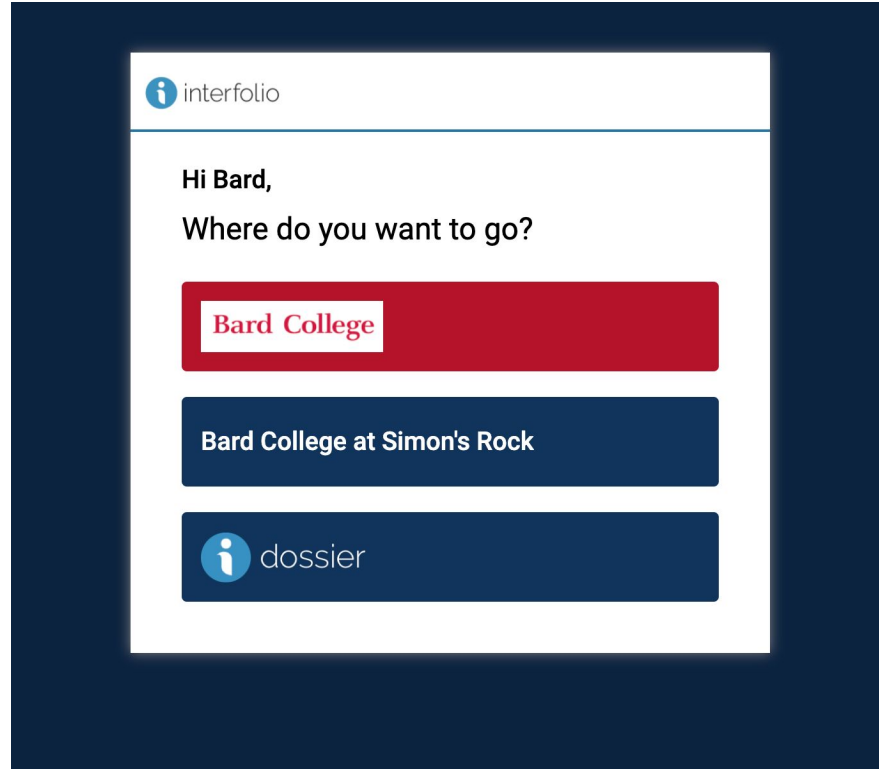
Candidate Demonstration

Interfolio Pro Tips/ Universal Practices

- Preferred Browsers: Google Chrome and Mozilla Firefox

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

- Required fields are indicated by the number where it says "Required 2+". You must upload to all required sections before you can Submit.

Department Tenure Committee Recommendation   2+ required, 0 Added

Insert all department tenure committee initial and final recommendation letter

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Interfolio Resources - for Technical Support

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: **(877) 997-8807**
Email: **help@interfolio.com**

Note: For all technical related questions, please contact Interfolio's Scholar Services Team. For all Bard College process related questions, please contact Rachel Price.