We realize that the Tenure and Promotion process is both a critical juncture in your career success and a labor-intensive undertaking. We therefore use the Interfolio Review, Promotion, and Tenure (RPT) product with confidence that this tool brings clarity and transparency to the process. The use of this tool does not change the content being requested for review – it simplifies the way in which that content is being submitted and managed. An additional asset of the Interfolio platform is that it allows you to create and maintain your professional dossier beyond the current Tenure and Promotion process. Documents from your dossier can then be imported into subsequent reviews and updated any time.

You will be notified when your pre-tenure, tenure, or promotion to full professor case has been established in Interfolio RPT. You can access your case by going to https://account.interfolio.com/sso. Type “Emory” in the Search for your institution box; select “Emory University” and click on Sign In. You should then be able to log-in using your regular Emory credentials. Select the Emory University icon to go to your case; select the dossier icon if you would like to access to your dossier. Please note that Chrome provides the best browser interface for this application.

You will see several sections of required documents. You will need to “submit” each section after you have completed your entries. Before the submission is final, please make sure that only the sections you intend to submit are checked. If you submit a section in error, please contact dean_of_faculty@emory.edu.

If you have any questions, please refer to the following resources:
- Principles for Promotion and Tenure - http://college.emory.edu/faculty/faculty/review-and-promotion.html
- Interfolio’s Contact Information - https://www.interfolio.com/talk-to-us/

You are also welcome to email dean_of_faculty@emory.edu with any questions.