CANDIDATE PORTFOLIO – INTERFOLIO INFORMATION & ITEMS SUBMITTED BY THE DEPARTMENT

To log-in:
1. Go to https://account.interfolio.com/sso. Please note that Chrome provides the best browser interface for this application.
2. Type “Emory” in the Search for your institution box; when Emory University comes up, click on Sign In. You should then be able to log-in using your regular Emory credentials.
3. If you are taken to a screen with icons for Emory University and Dossier, select Emory University.
4. Click on Cases in the menu to the left to access candidates’ cases.

The cases are organized alphabetically. Click on a candidate’s name to access their case. When the cases are set-up, the department chair and the lead staff member are designated as department committee managers. Department committee managers can add materials to the case, and should also add the rest of the department committee members. For instructions about adding members to the department review committee, please see: https://product-help.interfolio.com/m/33238/l/606292-edit-the-membership-of-an-ad-hoc-committee

The department is responsible for adding the items listed below to the candidate’s case in Interfolio RPT. The candidate CANNOT view anything uploaded to a sub-section within the “Internal Sections” area. The candidate CAN view anything uploaded to a sub-section within the “Candidate Packet” area.

- **Approved External and (if applicable) Service Reviewer Lists**
- **Teaching Evaluations – Departmental Comparison Chart.** A cover sheet that provides a summation of the candidate’s teaching such as provided in the sample table below.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Semester</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Total Enrollment</th>
<th>Weighted Mean Course Grade</th>
<th>Instructor Grade</th>
<th>Overall Weighted Mean</th>
<th>Departmental average of courses of this size and type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>Fall</td>
<td>4005</td>
<td>BS/BS 1339</td>
<td>25</td>
<td>7.42</td>
<td>7.73</td>
<td>8.05</td>
<td>Sample</td>
</tr>
</tbody>
</table>

- **One (1) set of teaching materials.** Candidates and departments have discretion over what should be included in the materials; in most cases, the materials include the following:
  - Teaching Evaluations – Quantitative. Copies of all College course evaluation summary sheets.
  - Teaching Evaluations – Qualitative. Written open and closed course evaluations from both undergraduate and graduate courses (*generally, tenure cases should provide all written course evaluations and promotion cases include ONLY 4-5 years; however, candidates should exercise their own judgment on what is appropriate*).
  - Teaching Observation Letters (3 or more). Peer teaching evaluation/observation letters and/or letters of support from fellow colleagues.
  - Student Review Letters (*solicited by the department not the candidate*). Do not include “thank you” notes/letters from students.
After the case is reviewed by the department review committee, a Committee Manager will also need to upload the Department Letter. This document is a required step in the work-flow process for the case. For information about how to indicate that the required document has been uploaded, please see: https://product-help.interfolio.com/m/33238/l/719931-upload-documents-to-satisfy-the-committee-document-requirements-for-a-case-review-step. Then, forward the case to the next step in the review process. The department will lose access to the case when you do this, so be sure to first download any materials you would like to keep. From within the candidate’s case, click on “Send Case.” Directions are available here: https://product-help.interfolio.com/m/33238/l/344705-move-a-case-forward-or-backward.

Interfolio’s Help Center: http://product-help.interfolio.com/
Interfolio’s Contact Information: https://www.interfolio.com/talk-to-us/
Please email dean_of_faculty@emory.edu with any questions.

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