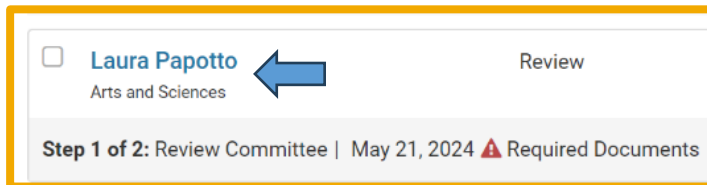
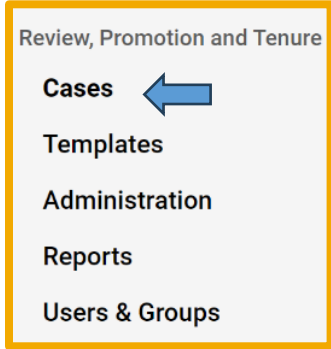


Chair/Director Guide to Annual Faculty Activity and Merit Evaluation Case Review in Interfolio/Facet RPT

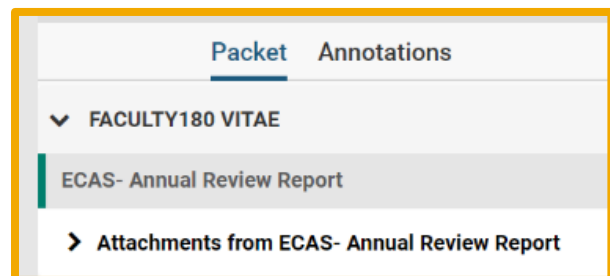
Log into Interfolio/Facet RPT and Select Faculty Member

- To log-in, go to www.emory.edu/facet. Recommended browsers are the latest versions of Chrome, Firefox, Safari, or Edge.
- Log-in using your regular Emory credentials. If you see icons for Emory University and Dossier, select Emory University.
- Under *Review, Promotion and Tenure* in the left menu, click “Cases.”
- Click on a faculty member’s name.



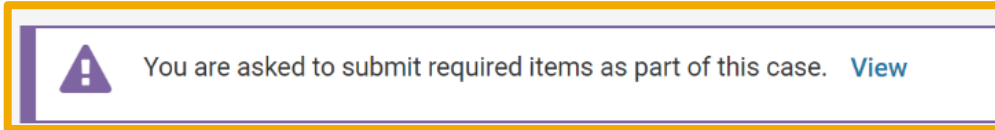
Review Annual Activity Report and Other Materials

- Click “ECAS- Annual Review Report.” You’ll be taken to a document viewer where you can read the activity report and see any files the faculty member attached to their report.
- After reviewing the materials, click “Return to Case” in the top right corner.



Complete Annual Merit Evaluation Form

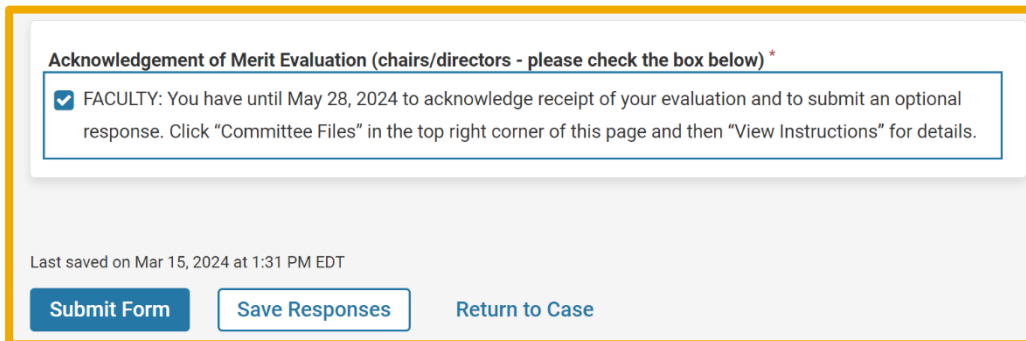
- Scroll down to the Internal Sections, and click “View” in the purple box.



- Click “Fill Out Form” for the 2023-2024 ECAS Annual Faculty Activity and Merit Evaluation Form.

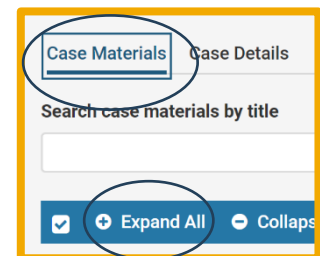


- Fill in the evaluation form. Please be sure to check the box at the bottom of the form (this is necessary in order to make the acknowledgement instructions visible to the faculty member under review).
- Click “Submit Form” when you are finished; confirm “Yes” when asked.

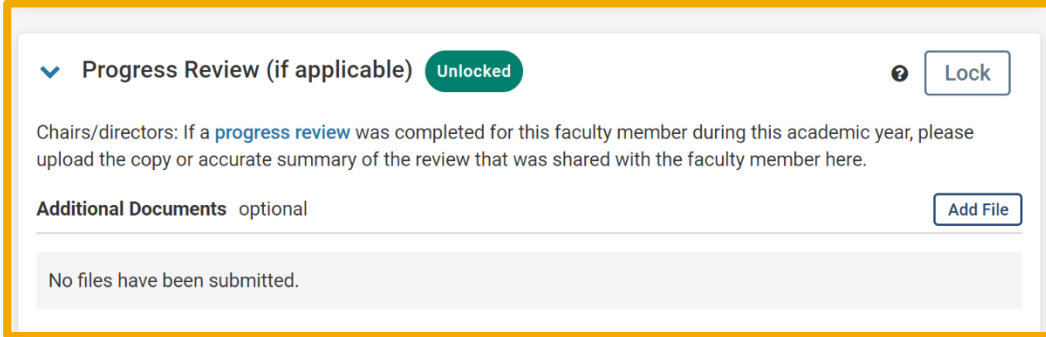


Upload Progress Review (if applicable)

- Progress reviews (conducted by all department/program faculty of appropriate rank and resulting in a letter to the faculty member under review) are required:
 - For tenure-track assistant professors every year except for the years of their pre-tenure and tenure reviews
 - For tenure-track associate professors every five years (although their progress should be discussed annually by all tenured full professors in their department)
 - For teaching-track faculty at any rank during the second year of their initial three-year appointment
 - More information is available here:
<https://college.emory.edu/faculty/faculty/progress-review.html>
- If a progress review was required for a faculty member during this academic year:

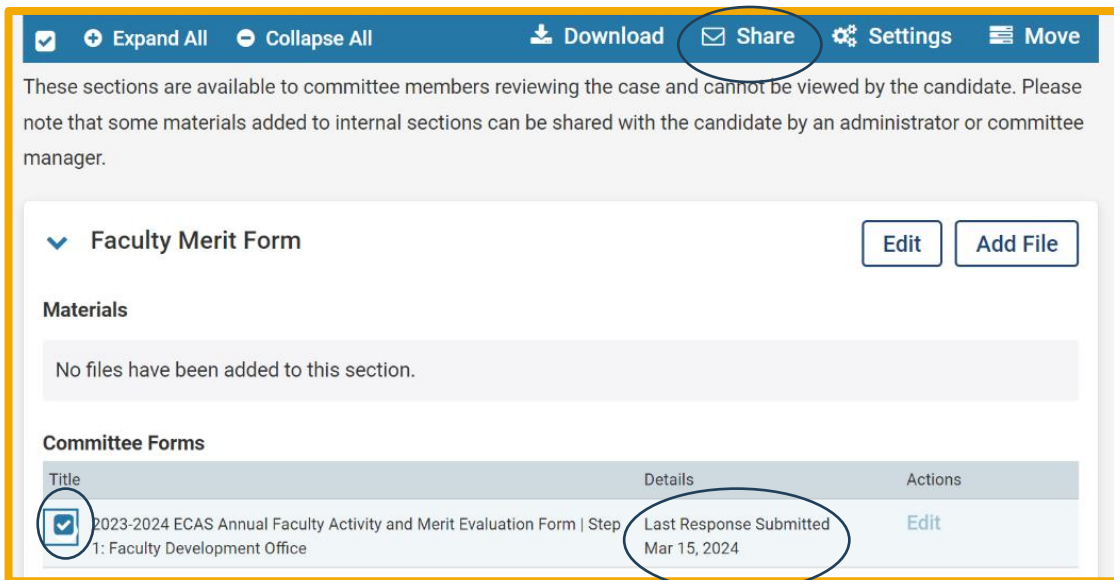
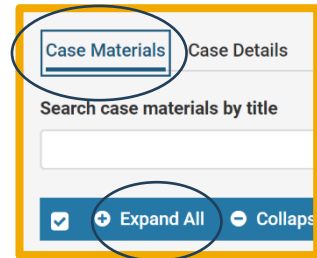


- Click the “Case Materials” tab toward the top of the page. Click “Expand All.”
- Click “Add File” to upload the copy or accurate summary of the review that was shared with the faculty member under the *Candidate Packet*, “Progress Review (if applicable)” heading.
- This document will be visible to the faculty member under review.



Attach Annual Faculty Activity and Merit Evaluation Form

- Click the “Case Materials” tab toward the top of the page.
- Click “Expand All.” Scroll down to *Internal Sections*. Under “Faculty Merit Form > Committee Forms,” you will see the completed 2023-2024 ECAS Annual Faculty Activity and Merit Evaluation Form. If it still says “Pending” under “Details” for the form, refresh the page and then click on “Case Materials” and “Expand All” again until the submitted date is shown under “Details.” Check the box next to the ECAS Annual Faculty Activity and Merit Evaluation Form.
- At the top of the page, click “Share” and then select, “With Candidate.”



Share Annual Merit Evaluation Form with Faculty Member

- Include next steps in your departmental review process (for example, you might mention when you and the faculty are meeting to discuss the evaluation or that the faculty may submit a written response to their evaluation).
- Confirm that the evaluation is attached to the case below the “Add” button.
- In the grey box on the right-hand side of the screen, select the check mark by “Enable” to allow responses from the faculty. Faculty have until May 28 to submit an optional response to their evaluation. By May 28, faculty are also asked to complete a brief form within RPT to acknowledge receiving their evaluations.
- Next, select “Candidate Documents” within the *Section for Response* area.
- Click “Send.”

The screenshot shows the 'Share Files' interface in Interfolio. On the left, there is a 'Message' field with a rich text editor and a 'Sample message' placeholder. Below the message field is a 'Share Files' section with an '+ Add' button and a list of files. One file, '2023-2024 ECAS Annual Faculty Activity and Merit Evaluation Form', is highlighted with a blue oval. On the right, there is a grey sidebar with several options: 'Enable' (checked and circled in blue), 'Message Reason' (with a text input field containing 'e.g. rebuttal, reminder'), 'Deadline' (with a date input field 'Mmm d, yyyy' and a calendar icon), and 'Section for Response' (a dropdown menu set to 'Candidate Documents' and circled in blue). At the bottom right, there are 'Preview' and 'Send' buttons, with the 'Send' button circled in blue.

For assistance, contact the ECAS Office of Faculty at dean_of_faculty@emory.edu or the Facet Project team at facet.help@emory.edu.