

## **INTERFOLIO/FACET RPT CANDIDATE INFORMATION**

We realize that the Teaching-Track Renewal 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, known at Emory as the Facet RPT system, with confidence that this tool brings clarity and transparency to the process. An additional asset of the Interfolio platform is that it allows you to create and maintain your professional dossier beyond the current review. Documents from your dossier can then be imported into subsequent reviews and updated any time.

You will be notified when your renewal or promotion case has been established in Facet RPT. You can access your case by going to <http://www.emory.edu/facet> and logging in using your regular Emory credentials. Please note that Chrome provides the best browser interface for this application. If given the option, select the Emory University icon to go to your case; select the dossier icon if you would like to access to your dossier. Your case will be available under “Your Packets” on the left side of the screen and under “My Tasks.”

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](mailto:dean_of_faculty@emory.edu).

If you have any questions, please refer to the following resources:

- ECAS policies and guidelines - <http://college.emory.edu/faculty/faculty/promotion-lecture-track.html>
- Interfolio’s Help Center - <http://product-help.interfolio.com/>
- Interfolio’s contact information - <https://www.interfolio.com/contact/>

You are also welcome to email [dean\\_of\\_faculty@emory.edu](mailto:dean_of_faculty@emory.edu) with any questions.