

Interfolio/Facet RPT Information for Departments and Programs: Lecture-Track Faculty Reappointments and Promotions

To log-in:

1. Go to <http://www.emory.edu/facet>. Please note that Chrome provides the best browser interface for this application. Log-in using your regular Emory credentials.
2. If you are taken to a screen with icons for Emory University and Dossier, select Emory University.
3. 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/program director 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/program committee members.** For instructions about adding members to the department/program committee, please see: <https://product-help.interfolio.com/m/33238/1/810414-edit-the-membership-of-an-ad-hoc-committee>

Other important points:

- For all reappointment and promotion cases, there are sub-sections for candidates to upload their CVs, scholarly materials, teaching materials, and service materials within the "Candidate Packet." Candidates or departments/programs can upload teaching evaluations. Not all of the items are required in all cases. Please see the [Appointment and Review of Lecture-Track Faculty and Guidelines for Renewal and Promotion Dossiers documents](#) available on the Office of Faculty website.
- There are designated sub-sections in the "Internal Sections" part of the case where the department can upload letters of evaluation (for reappointments and promotions to senior lecturer) and student review letters. There is also a sub-section, *Committee Documents*, in the "Internal Sections" area where you can upload your departmental letter after you have completed your review.
- The candidate CAN view anything uploaded to a sub-section within the "Candidate Packet." The candidate CANNOT view anything uploaded to a sub-section within the "Internal Sections."
- **For promotions to Professor of Pedagogy:** The chair or director should post the vetted list of potential external and Emory reviewers to the *Reviewer List* sub-section. The Office of Faculty will solicit the review letters; the chair or director will be notified when all of the letters are available in Interfolio.