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

To log-in:
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:
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, service materials, and optional COVID-19 and
DEI statements within the “Candidate Packet.” Candidates or departments/programs may
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/program uploads letters of evaluation (for reappointments and promotions to
Associate Teaching Professor) and student review letters. There is also a sub-section,
Committee Documents, in the “Internal Sections” area where the departmental/program letter
should be uploaded 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 Teaching Professor: 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/Facet.