TENURE AND PROMOTION REVIEW - INTERFOLIO/FACET RPT CANDIDATE INFORMATION

We realize that the Tenure 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 pre-tenure, tenure, or promotion to full professor case has been established in Interfolio/Facet RPT. You can access your case by going to [www.emory.edu/facet](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 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 and will use Interfolio/Facet RPT to upload your case materials. 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.

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

- *Principles and Procedures for Appointment, Promotion, and Tenure in Emory College of Arts and Sciences* - [http://college.emory.edu/faculty/faculty/promotion-tenure-track.html](http://college.emory.edu/faculty/faculty/promotion-tenure-track.html)
- Interfolio’s Contact Information - [https://product-help.interfolio.com/contact-us](https://product-help.interfolio.com/contact-us)

You are also welcome to email dean_of_faculty@emory.edu with any questions.

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