

TENURE AND PROMOTION REVIEW – INTERFOLIO/FACET RPT INFORMATION & ITEMS SUBMITTED BY THE DEPARTMENT

To log-in:

1. Go to www.emory.edu/facet and 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; you can also search for a particular name. Click on a candidate's name to access their case. When the cases are set up, the department chair 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 committee members.** For instructions about adding members to the department review committee, please see: https://product-help.interfolio.com/en_US/creating-and-managing-committees/edit-the-membership-of-an-ad-hoc-committee

The department is responsible for adding the items listed below to the candidate's case in Interfolio/Facet RPT. See the *Principles and Procedures for Appointment, Promotion, and Tenure in Emory College of Arts and Sciences*, "Appendix A: Guidelines for Submitting Tenure and Promotion Materials to the ECAS Office of Faculty" for details:
<http://college.emory.edu/faculty/faculty/promotion-tenure-track.html>

The candidate CANNOT view anything uploaded to a sub-section within the "Internal Sections" area. The candidate CAN view anything uploaded to a sub-section within the "Candidate Packet" area. There are headings indicating where each item should be added.

- List of potential external reviewers
- List of potential service reviewers (if applicable)
- Teaching evaluations – departmental comparison chart
- Teaching evaluations – quantitative and qualitative (can be uploaded by the department or candidate)
- Teaching observation letters
- Student review letters
- External reviewer biographies (final reviewers only)
- Service reviewer biographies (if applicable, final reviewers only)

After the case is reviewed by the department review committee, **a Committee Manager will also need to upload the Department Letter.** The departmental review criteria should also be included, either within the department letter or as a separate document.

Interfolio's Help Center: <http://product-help.interfolio.com/>

Interfolio's Contact Information: <https://product-help.interfolio.com/contact-us>

Please email dean_of_faculty@emory.edu with any questions.