<u>CANDIDATE PORTFOLIO – INTERFOLIO/FACET INFORMATION & ITEMS SUBMITTED BY THE DEPARTMENT</u>

To log-in:
1. Go to www.emory.edu/facet and log in using your regular Emory credentials. Please note that Chrome provides the best browser interface for this application.
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/m/33238/l/810414-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. 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.

- **Approved External and** (if applicable) **Service Reviewer Lists**

- **Teaching Evaluations – Departmental Comparison Chart.** A cover sheet that provides a summation of the candidate's teaching such as provided in the sample table below.

Professor Name
Department Name
Proposed Rank

Academic Year	Semester	Course Number	Course Name	Total Enrollment	Weighted Mean Course Score	Weighted Mean Instructor Score	Overall Weighted Mean	Departmental average of courses of this size and type
2007-2008	Fall	4905	BUS 459	25	7.42	7.73	8.05	

SAMPLE

- **One (1)** set of teaching materials, including the following:

  o Teaching Evaluations – Quantitative. Copies of all College course evaluation summary sheets.
  o Teaching Evaluations – Qualitative. Written open and closed course evaluations from both undergraduate and graduate courses (*generally, tenure cases should provide all written course evaluations and promotion cases need only include 5 years*; *however, candidates should exercise their own judgment on what is appropriate*).
  o Teaching Observation Letters (3 or more letters are recommended). Letters from senior or peer colleagues who have observed and evaluated the candidate's teaching.

       o Student Review Letters **(solicited by the department <u>not</u> the candidate)**.
           Do not include "thank you" notes/letters from students.

- **External Reviewer Biographies** (2 pages maximum). This list should include biographical information about each of the six external reviewers and a statement about the candidate's relationship to each reviewer.

After the case is reviewed by the department review committee, **a Committee Manager will also need to upload the Department Letter**. This document is a required step in the work-flow process for the case. Please also note that the department will lose access to the case when it moves through later stages of the review process, so be sure to download any materials you would like to keep.

Interfolio's Help Center: http://product-help.interfolio.com/
Interfolio's Contact Information: https://www.interfolio.com/contact/

Please email dean_of_faculty@emory.edu with any questions.