To log-in:
1. Going 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](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.

```
<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Semester</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Total Enrollment</th>
<th>Weighted Mean Course Score</th>
<th>Weighted Mean Instructor Score</th>
<th>Overall Weighted Mean</th>
<th>Departmental average of courses of this size and type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>Fall</td>
<td>4065</td>
<td>21194</td>
<td>25</td>
<td>7.42</td>
<td>0.78</td>
<td>8.65</td>
<td>8.05</td>
</tr>
</tbody>
</table>
```

- **One (1) set of teaching materials, including the following:**
  - Teaching Evaluations – Quantitative. Copies of all College course evaluation summary sheets.
  - 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)*.
  - Teaching Observation Letters (3 or more). Letters from senior or peer colleagues who have observed and evaluated the candidate’s teaching.
- Student Review Letters *(solicited by the department not 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 Contact Information: [https://www.interfolio.com/contact/](https://www.interfolio.com/contact/)

Please email dean_of_faculty@emory.edu with any questions.