Interfolio RPT Instructions for Departments and Programs: Lecture-Track Faculty Reappointments and Promotions

To log-in:
1. Go to https://account.interfolio.com/sso. Please note that Chrome provides the best browser interface for this application.
2. Type “Emory” in the Search for your institution box; when Emory University comes up, click on Sign In. You should then be able to log-in using your regular Emory credentials.
3. If you are taken to a screen with icons for Emory University and Dossier, select Emory University.
4. 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: https://product-help.interfolio.com/m/33238/l/606292-edit-the-membership-of-an-ad-hoc-committee

Other important points:
- For all reappointment and promotion cases, there are places for candidates to upload their CVs, scholarly materials, teaching materials, and service materials. For promotions to Professor of Pedagogy, there is also a place for candidates to submit their lists of proposed external and Emory reviewers. Departments and programs can develop their own standards for candidates’ dossiers, and not all of the items are required in all cases. Please see the Policy and Guidelines documents available here under the Lecture-Track tab: http://college.emory.edu/faculty/faculty/review-and-promotion.html
- There are designated spaces where the department can upload letters of evaluation/teaching observation letters (for reappointments and promotions to senior lecturer), along with teaching evaluations and student support letters. The candidates will not be able to view these documents.
- There is also a space (“Committee Documents”) where you can upload your departmental letter after you have completed your review.
- **For reappointments and promotions to Senior Lecturer:** After you have completed your review and uploaded your departmental letter, please forward the case to the Faculty Development Office. To do this, from within the candidate’s case, click on “Send Case.” Directions are available here: https://product-help.interfolio.com/m/33238/l/344705-move-a-case-forward-or-backward
- **For promotions to Professor of Pedagogy:** The chair or director should post the vetted list of potential external and Emory reviewers to the Approved Reviewer List section. Then, please forward the case to the Faculty Development Office. To do this, from within the candidate’s case, click on “Send Case.” Directions are available here: https://product-help.interfolio.com/m/33238/l/344705-move-a-case-forward-or-backward. The Faculty Development Office will solicit the review letters, and then will send the case back to the Department/Program for your review. After you have completed your review and uploaded your departmental letter, please again forward the case to the Faculty Development Office.