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

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

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.

- **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.

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<table>
<thead>
<tr>
<th>Professor Name</th>
<th>Department Name</th>
<th>Proposed Rank</th>
</tr>
</thead>
</table>

<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>4905</td>
<td>BUS 439</td>
<td>65</td>
<td>7.42</td>
<td>7.73</td>
<td>8.05</td>
<td></td>
</tr>
</tbody>
</table>
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- **One (1) set of teaching materials.** Candidates and departments have discretion over what should be included in the materials; in most cases, the materials include 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 include ONLY 5 years; however, candidates should exercise their own judgment on what is appropriate).
  - Teaching Observation Letters (3 or more). Peer teaching evaluation/observation letters and/or letters of support from fellow colleagues.
- Student Review Letters *(solicited by the department not the candidate)*.
  
  Do not include “thank you” notes/letters from students.

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](mailto:dean_of_faculty@emory.edu) with any questions.