

Interfolio/Facet RPT Information for Departments and Programs: Teaching-Track Faculty Reappointments and Promotions

To log-in:

1. Go to <http://www.emory.edu/facet>. 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. 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/en_US/creating-and-managing-committees/edit-the-membership-of-an-ad-hoc-committee

Other important points:

- For all reappointment and promotion cases, there are sub-sections for candidates to upload their CVs, scholarly materials, teaching materials, service materials, and optional COVID-19 and DEI statements within the "Candidate Packet." Candidates or departments/programs may upload teaching evaluations. Not all of the items are required in all cases. Please see the [Appointment and Review of Lecture-Track Faculty and Guidelines for Renewal and Promotion Dossiers documents](#) available on the Office of Faculty website.
- There are designated sub-sections in the "Internal Sections" part of the case where the department/program uploads letters of evaluation (for reappointments and promotions to Associate Teaching Professor) and student review letters. There is also a sub-section, *Committee Documents*, in the "Internal Sections" area where the departmental/program letter should be uploaded after you have completed your review.
- The candidate CAN view anything uploaded to a sub-section within the "Candidate Packet." The candidate CANNOT view anything uploaded to a sub-section within the "Internal Sections."
- **For promotions to Teaching Professor:** The chair or director should post the vetted list of potential external and Emory reviewers to the *Reviewer List* sub-section. The Office of Faculty will solicit the review letters; the chair or director will be notified when all of the letters are available in Interfolio/Facet.