



interfolio

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Review, Promotion & Tenure

Dean and Associate Dean

Required Actions – A Step by Step Guide

Purdue University Northwest

# Dean/Associate Dean Required Actions

In addition to reviewing each candidate's material, you have three additional responsibilities as outlined below and described on the subsequent slides.

## **Step 1.** Upload the Dean/Associate Dean letter

- *This is done on the "Case Details" tab*

## **Step 2.** Share the Dean/Associate Dean letter with the candidate with option for rebuttal

- *This is done on the "Case Materials" tab*

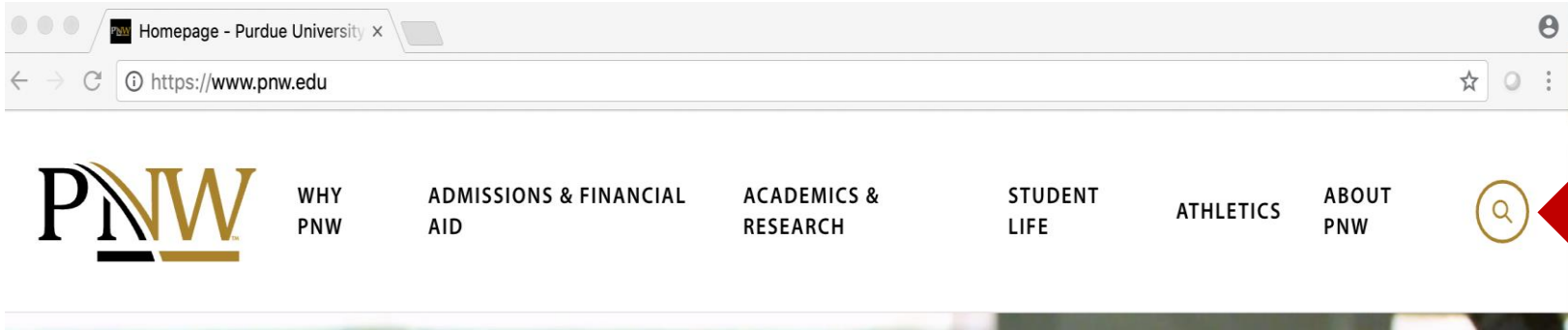
## **Step 3.** Move the case forward

- *This is done on the "Case Materials" tab*

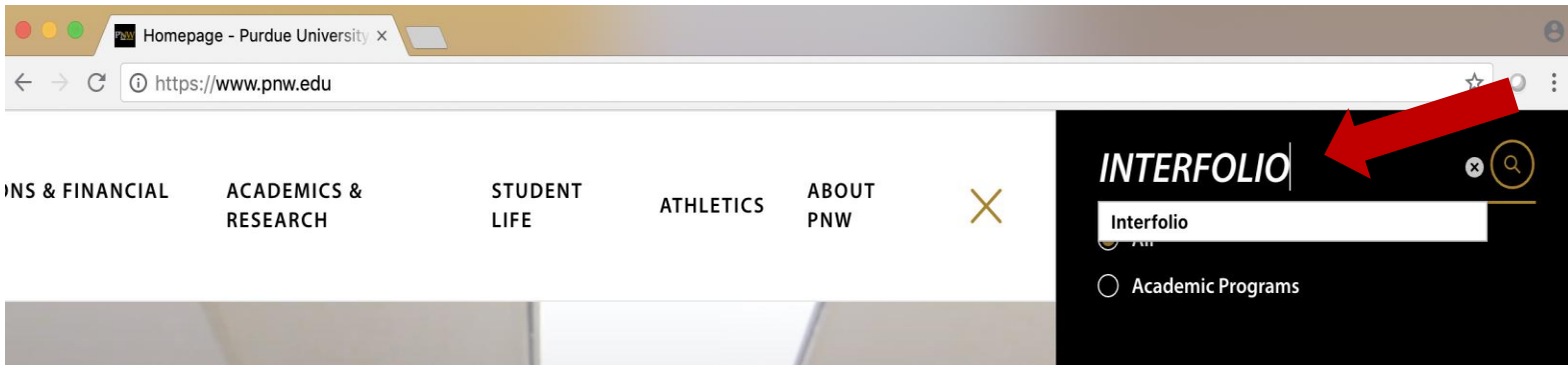
Please make sure you use Google Chrome



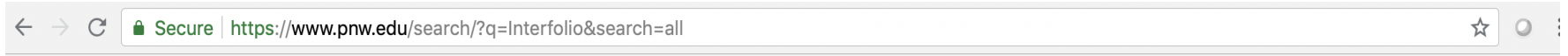
Get to the PNW Home web page and Select the "Search" icon



Type "Interfolio" and click on Return key



# Select “Interfolio – Academic Affairs”



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About 19 results (0.12 seconds)

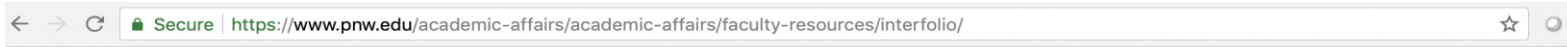
Sort by: Relevance ▾

**Interfolio - Academic Affairs**

<https://www.pnw.edu/academic-affairs/academic-affairs/faculty.../interfolio/>

**Interfolio.** Interfolio is PNW's enterprise-wide digital solution for faculty review, tenure and promotion. Log into **Interfolio.** Resources for Faculty Candidates.

## Select “Log in to Interfolio”



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# Interfolio

Interfolio is PNW’s enterprise-wide digital solution for faculty review, tenure and promotion.

LOG INTO INTERFOLIO →



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Promotion and Tenure >

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# Login in with your PNW Career Account and Boiler Key

Purdue Web Authentication x +

← → ↻ sso.purdue.edu/idp/profile/SAML2/POST/SSO?execution=e1s2

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**Purdue Login**

**Career Account Username**

**Password**

**Need help?** **Log in**

**Note:** Unauthorized access or misuse of computer resources or disclosure of sensitive information may result in disciplinary or legal action. Read Purdue's [Acceptable Use Policy](#).



Home

Review, Promotion and Tenure

Cases

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# Welcome back, Maria Watson

## Your Action Items

Mary Jane Eisenhauer

Purdue University Northwest | Promotion | a-PNW Promotion to Associate Professor with Tenure | Review, Promoti



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## Case List

Create Case

Search cases

Filter

19 of 19 cases

# Reviewing Candidate Case Materials



1. Click on the "Read Case" button to review the Candidate's Packet



# Case Details

PURDUE UNIVERSITY NORTHWEST

Home  
Review, Promotion and Tenure  
Cases

Purdue University Northwest > Cases >  
**PNW Faculty**

Unit  
Dept of History & Philosophy

Case Materials Case Details 1

Search case materials by title

Expand All Collapse All

**Candidate Packet**  
Any materials added to the candidate packet will be visible to the candidat

1. Once you have finished reviewing the Packet, return to the case and click on the "Case Details" Tab

# Case Details – Step 1 Upload Dean/Associate Dean Letter

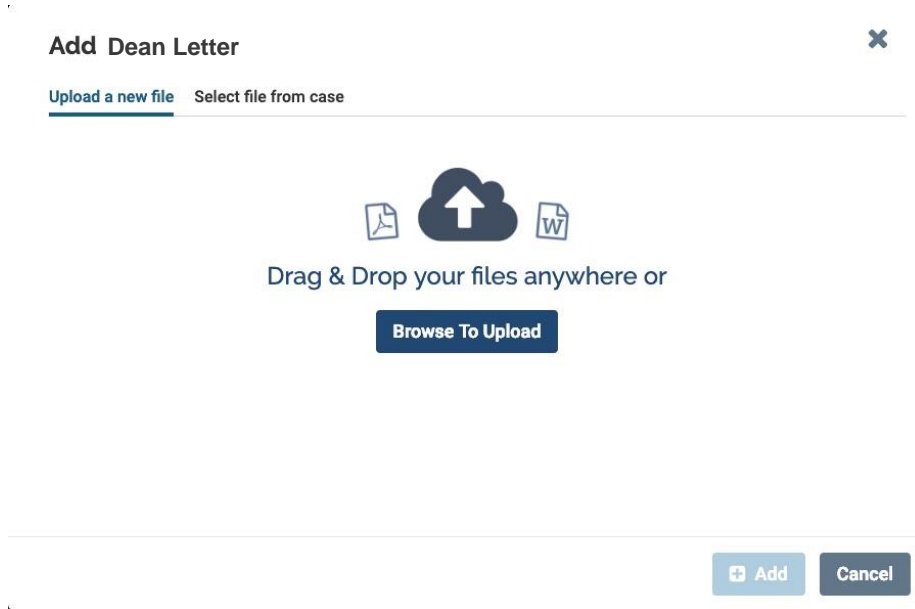
**Status**  
Select Status

Documents  
1 missing

+ Add

1. Under the Required Documents section, click on the "+ Add" button

# Case Details – Step 1 Upload Dean/Associate Dean Letter



1. In the pop-up window, click the "Browse To Upload" button, then locate and select the Dean letter file on your computer

# Case Details – Step 1 Upload Dean/Associate Dean Letter

**Add Dean Letter** ✕

[Upload a new file](#) [Select file from case](#)

Please select the section of the packet where this file will appear. Select the appropriate section from the dropdown menu below.

1

2

**Name \***

**Section \***

3

1. Type/verify the Dean letter name
2. From the drop-down menu, select Dean or Associate Dean
3. Click on the “+ Add” Button

# Case Materials

Purdue University Northwest > Cases >

## PNW Faculty

Unit  
Dept of History & Philosophy

**Case Materials** Case Details 1

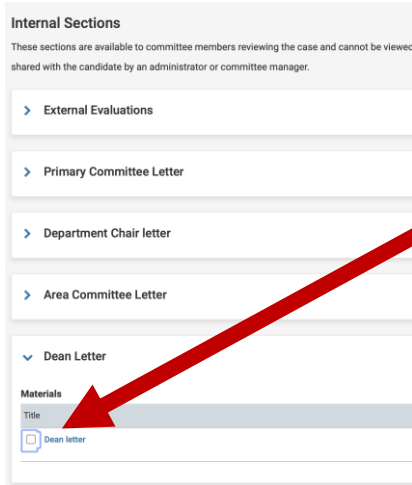
Search case materials by title

Expand All  Collapse All

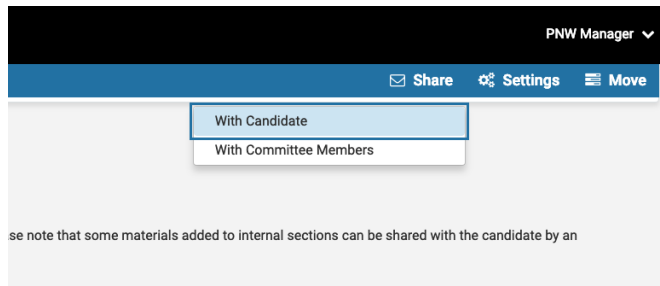
### Candidate Packet

1. Scroll back up to the top and click on the “Case Materials” tab

# Case Materials – Step 2 Share Dean/Associate Dean Letter



1. Under “Internal Sections”, locate your Dean or Associate Dean letter file and click the check box



2. Next, at the top right of the screen click on the “Share” button and select “With Candidate”

# Case Materials – Step 2 Share Dean/Associate Dean Letter

**Message to Candidate**

To  
PNW Faculty (faculty@pnw@intf.com)

**Subject \***  
Message Subject

**Message \***

Share Files  
Files shared with this message can be viewed by the candidate after logging into Interfolio.

+ Add

Dean Letter

1. Type in Subject line: **Tenure & Promotion – Dean’s/Associate Dean Letter**

2. Type your message to Candidate **Dear Professor [last name],**

**Attached you will find my letter in response to your [promotion application or tenure evaluation]. It is the same letter that I shared with you in person.**

**According to our promotion & tenure document you have the opportunity to submit a rebuttal to this document if you wish. You are not required to submit a rebuttal. You have seven calendar days to submit any rebuttal through Interfolio.**

**Sincerely,  
Dean/Associate Dean [last name]**

3. **YOU MUST SHARE THIS REPORT IN PERSON WITH THE CANDIDATE**

# Case Materials – Step 2 Share Dean/Associate Dean Letter

- Step 2 Share Dean Letter

**Details**

Direct email reply:  
pnwmanager2@intf.com

**File Response**

Enable

When you share a file for the recipient to review, you can check this box to allow them to submit a file in response. Check this option to allow the recipient of this message to submit a file in response.

**Message Reason**

e.g. rebuttal, reminder

**Deadline**

MMM d, yyyy

**Section for Response \***

Dean Letter

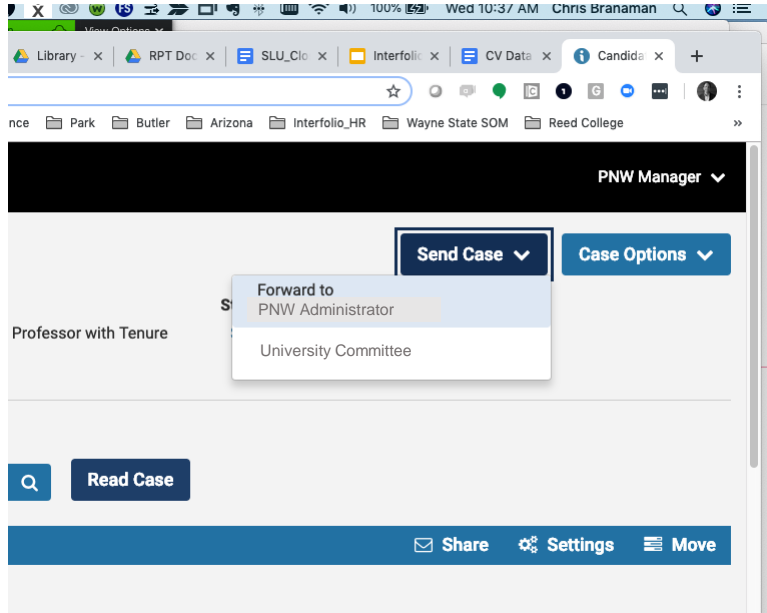
Send Cancel

To the right of the email message you will see the options shown here

1. Under “File Response” check the “Enable” box
2. Type in your Message Reason (e.g. Rebuttal Opportunity)
3. Type in the Deadline for when the response must be received (**Candidate has seven calendar days to respond**)
4. Select Dean/Associate Dean section from the drop-down menu (If a response is submitted, the response letter file will be placed in the selected bucket).
5. Click Send



# Case Materials – Step 3 Move the Case Forward



1. At the top right, click on the “Send Case” button and select “Forward to <next step>”

# Case Materials – Step 3 Move Case Forward

## Send Case Forward

Great job! You're sending the case forward to the next step, PNW Administrator. The following reviewers will lose access to the case:

College Committee

Dean/Associate Dean

The following reviewers will gain access to the case:

PNW Administrator

Send a message to the reviewers gaining access.

If recipients respond to this message, their response will come directly to your email inbox.

### Subject \*

Message Subject

### Message \*

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Dear committee members,

This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.

Best,  
PNW Manager

Preview

Continue

Cancel

1. This pop-up will tell you which Committee(s) will be losing access to the case, and which Committee(s) will be gaining access to the case.
2. If you choose, you can send a personalized message to the next Committee(s).
3. If you do not wish to send a custom message, simply uncheck the “Send a message box” (Recommended)
4. Click “Continue”

## How to find support:

- ▶ For assistance with these tasks, please consult resources for Committee Chairs/Department Chairs/School Directors/Deans at <https://academics.pnw.edu/academic-affairs/interfolio/>
- ▶ Interfolio's Scholar Services team is available to help provide one-on-one support if you have trouble with anything technical with the software.
  - ▶ Email them at [help@interfolio.com](mailto:help@interfolio.com)
  - ▶ They can also be reached by phone at (877) 997-8807 between 9am and 6pm ET, Monday – Friday
  - ▶ Also, you can contact Maria Watson at x5215 or [watsonme@pnw.edu](mailto:watsonme@pnw.edu)