



interfolio

Review, Promotion & Tenure

Department Chair/School Director

Required Actions – A Step by Step Guide

Purdue University Northwest

Department Chair/School Director Required Actions

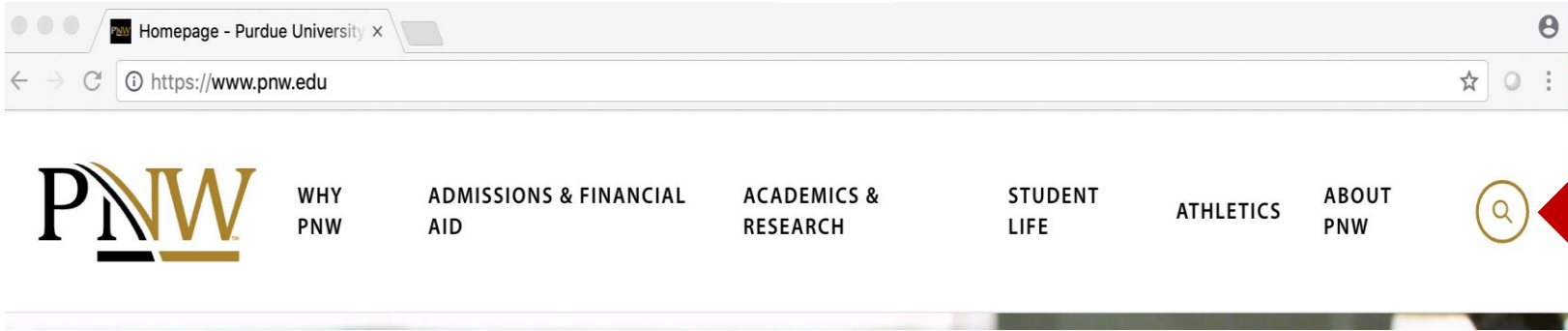
In addition to reviewing each candidate's material as a committee member, you have four additional responsibilities as outlined below and described on the subsequent slides.

1. Upload the Department Chair/School Director letter
 - *This is done on the “**Case Details**” tab*
2. Share the Department Chair/School Director letter with the candidate with option for rebuttal
 - *This is done on the “**Case Materials**” tab*
3. Move the case forward
 - *This is done on the “**Case Materials**” tab*

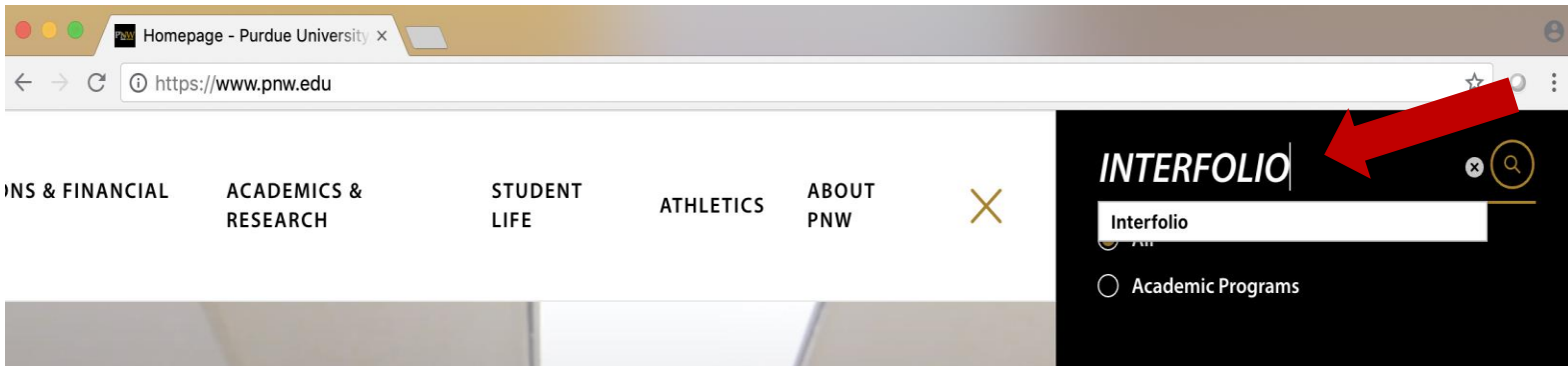
Please make sure you use Google Chrome



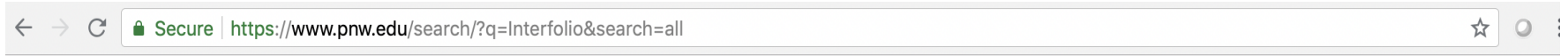
Get to the PNW Home web page and Select the "Search" icon



Type "Interfolio" and click on Return key



Select “Interfolio – Academic Affairs”



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About 19 results (0.12 seconds)

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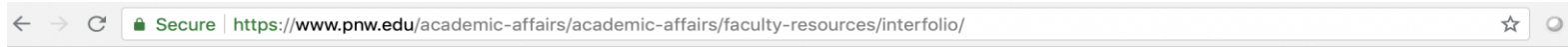
Interfolio - Academic Affairs

<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 →

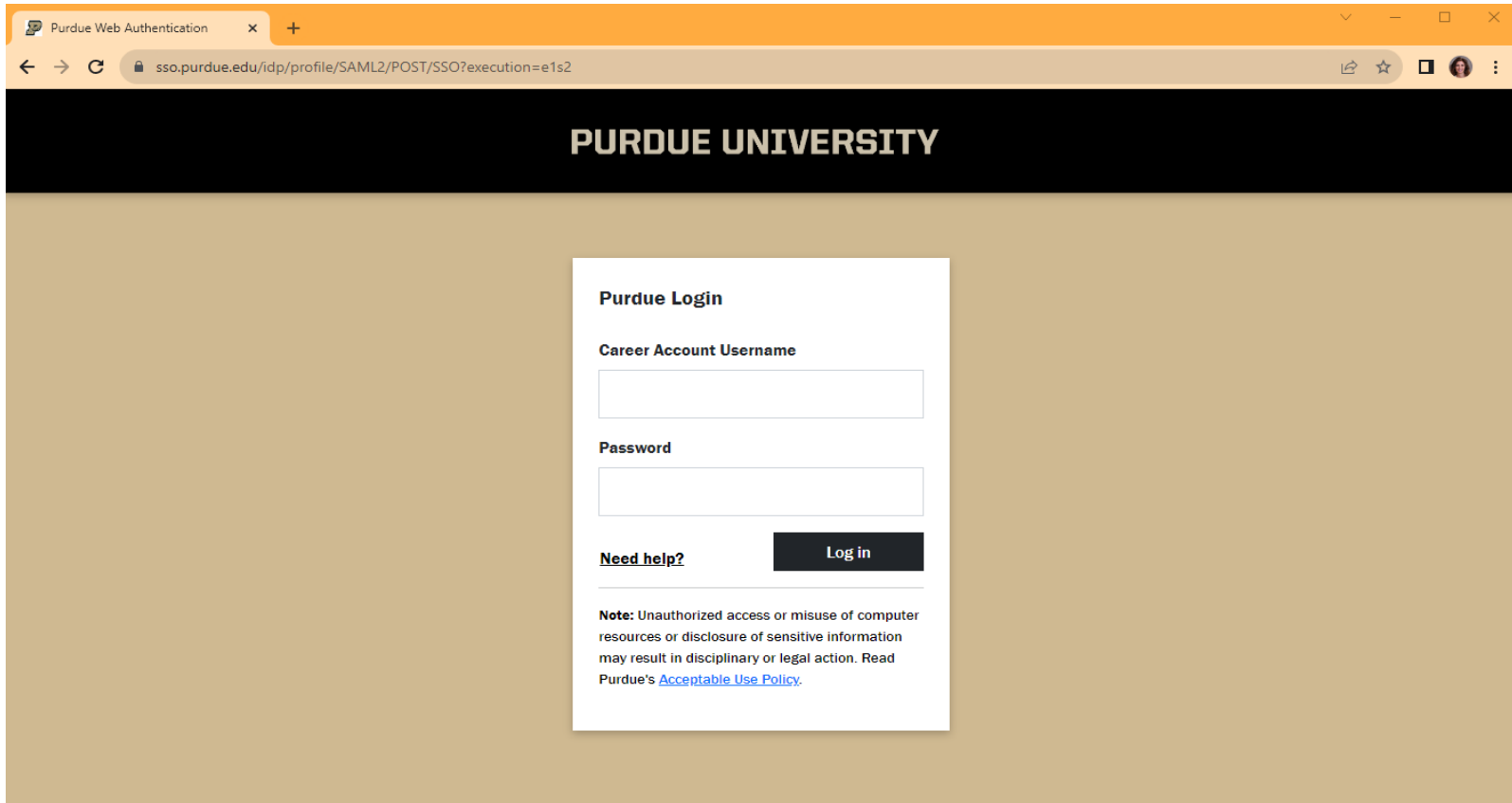


Interfolio >

Promotion and Tenure >

CONTACT US

Login in with your PNW Career Account and Boiler Key



The image shows a web browser window with the address bar displaying `sso.purdue.edu/idp/profile/SAML2/POST/SSO?execution=e1s2`. The page features a black header with the text "PURDUE UNIVERSITY" in white. Below the header is a white login form centered on a tan background. The form includes the following elements:

- Purdue Login** (Section Header)
- Career Account Username** (Label) with an empty text input field below it.
- Password** (Label) with an empty text input field below it.
- Need help?** (Text link)
- Log in** (Text button)
- 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

Templates

Administration

Reports

Users & Groups

Welcome back, Maria Watson

Your Action Items

[Mary Jane Eisenhauer](#)

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



Home

Review, Promotion and Tenure

Cases

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Case List

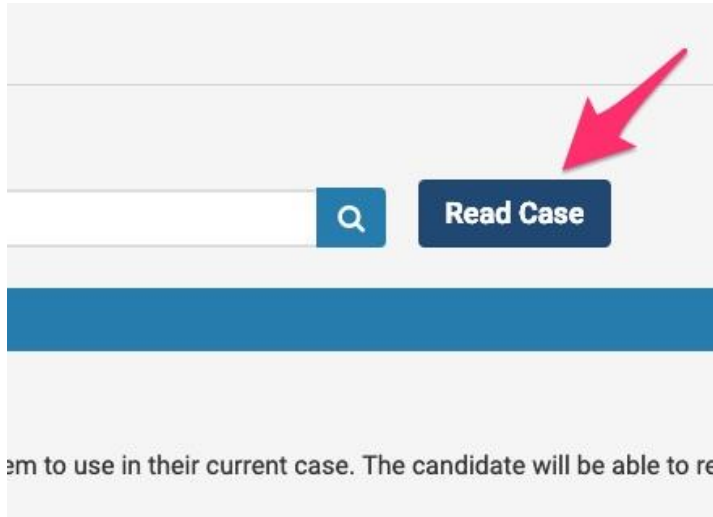
Create Case

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

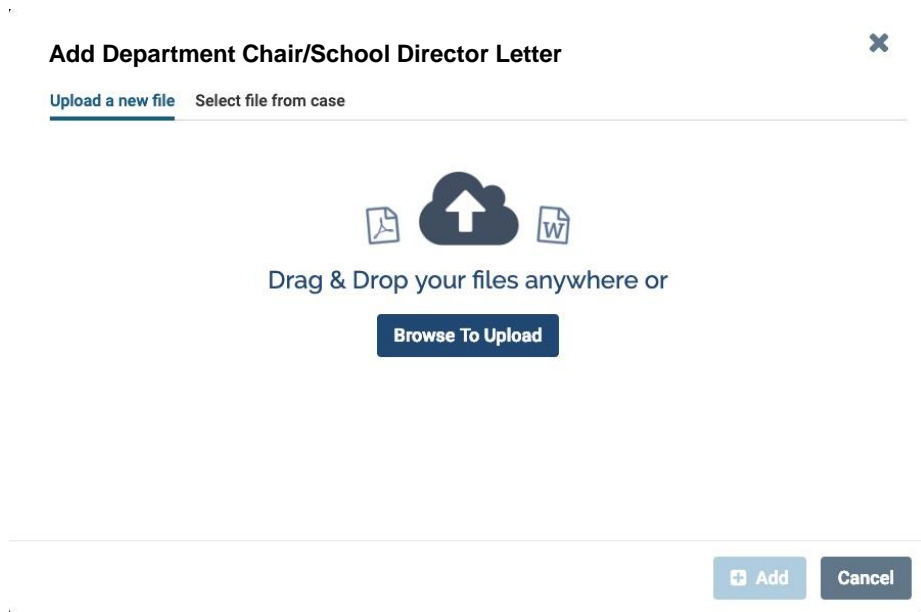
- Step 1 Add Department Chair/School Director Letter

The screenshot shows a web interface for case details. At the top, there is a 'Status' dropdown menu with the text 'Select Status' below it. Below this, there is a section titled 'Documents' with a sub-section 'Documents related to this case.' To the right of this section, there is a dark blue pill-shaped button that says '1 missing'. Below the 'Documents related to this case.' section, there is a light purple rectangular area. At the bottom right of this area, there is a white button with a plus sign and the text '+ Add'. A red arrow points from the left towards this '+ Add' button.

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

Case Details

- Step 1 Add Department Chair/School Director Letter



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

Case Details

- Step 1 Add Letter

Add Department Chair/School Director 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.

Name *	Section *
<input type="text" value="Department Chair/School Director Letter"/>	<input style="border: 1px solid blue;" type="text" value="Department Chair/School Director Letter"/>

+ Add **Cancel**

1. Type/verify the Department Chair/School Director letter name
2. From the drop-down menu, select Department Chair/School Director
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

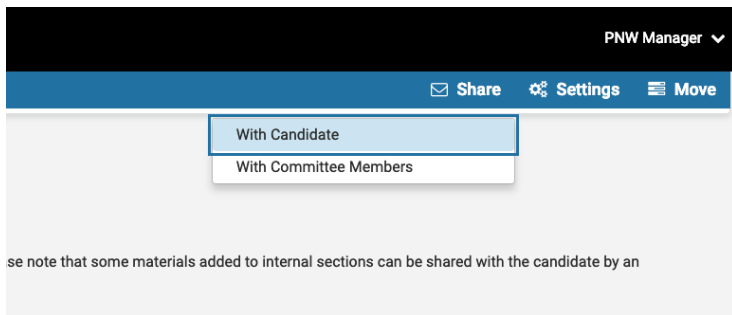
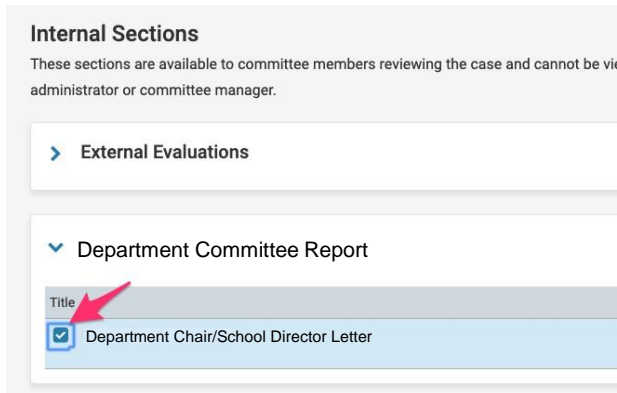
Expand All **Collapse All**

Candidate Packet

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

Case Materials

- Step 2 Share Department Chair/School Director Letter



1. Under “Internal Sections”, locate your 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 Letter

Message to Candidate

To
PNW Faculty (faculty@pnw.edu)

Subject *
Message Subject

Message *

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

+ Add

Department.Chair/School Director Letter

1. Type in Subject line
Tenure & Promotion – Department Chair/School Director 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,
Department Chair/School Director [last name]**

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

Case Materials

- Step 2 Share 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 *

Department Chair/School Director Letter

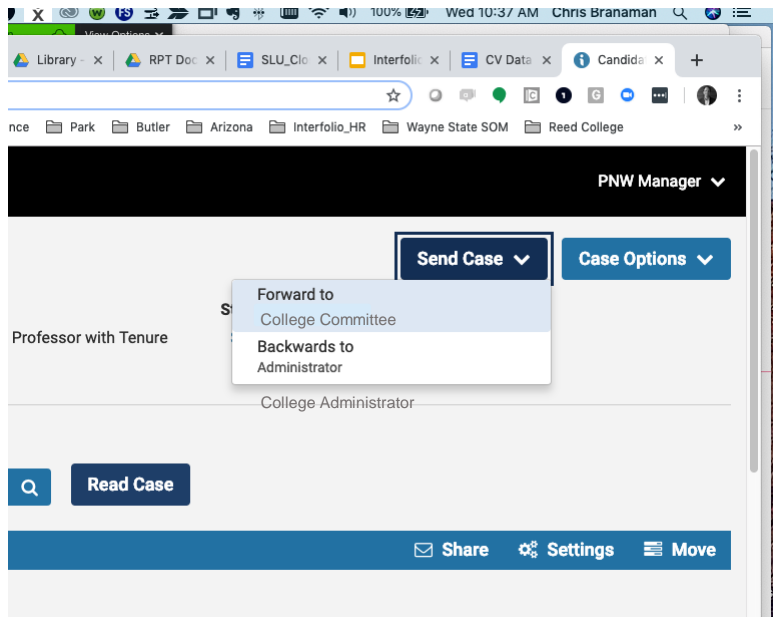
Send Cancel

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 Department Chair/School Director’s 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 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, College Administrator. The following reviewers will lose access to the case:

Department Committee

Department Chair/School Director

The following reviewers will gain access to the case:

College Committee

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”
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/>
- ▶ The Scholar Services team is available to help provide one-on-one support if you have trouble with anything from signing in to wrapping up a search. Give them a shout at help@interfolio.com
- ▶ They can also be reached by phone at (877) 997-8807 between 9am and 6pm ET, Monday – Friday
- ▶ Maria Watson can also be contacted at x5215 or watsonme@pnw.edu