



interfolio

Review, Promotion & Tenure

Department Committee Chair

Required Actions – A Step by Step Guide

Purdue University Northwest

Department Committee Chair - 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.

Step 1. Upload the Department Committee Report

- *This is done on the “**Case Details**” tab*

Step 2. Share the Department Committee Report with the candidate with option for rebuttal

- *This is done on the “**Case Materials**” tab*

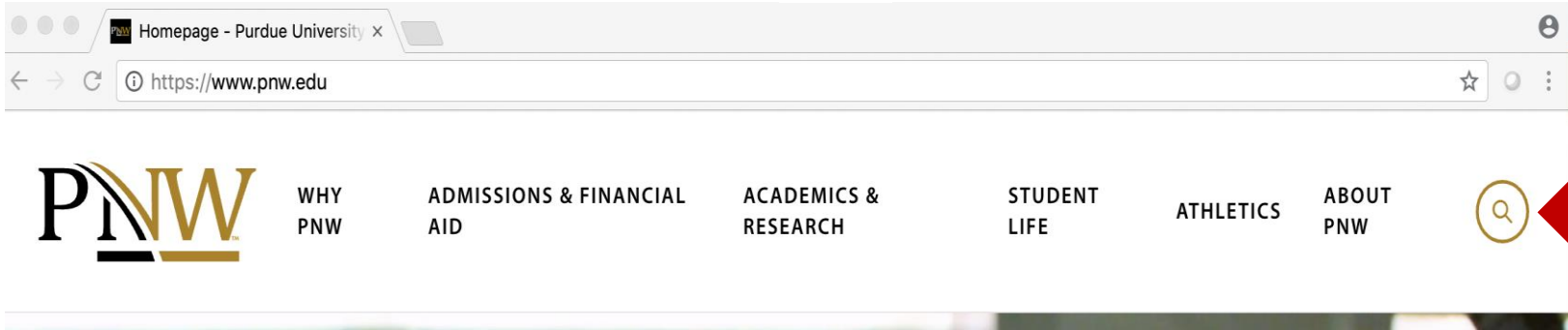
Step 3. Move the case forward

- *This is done on the “**Case Materials**” tab*

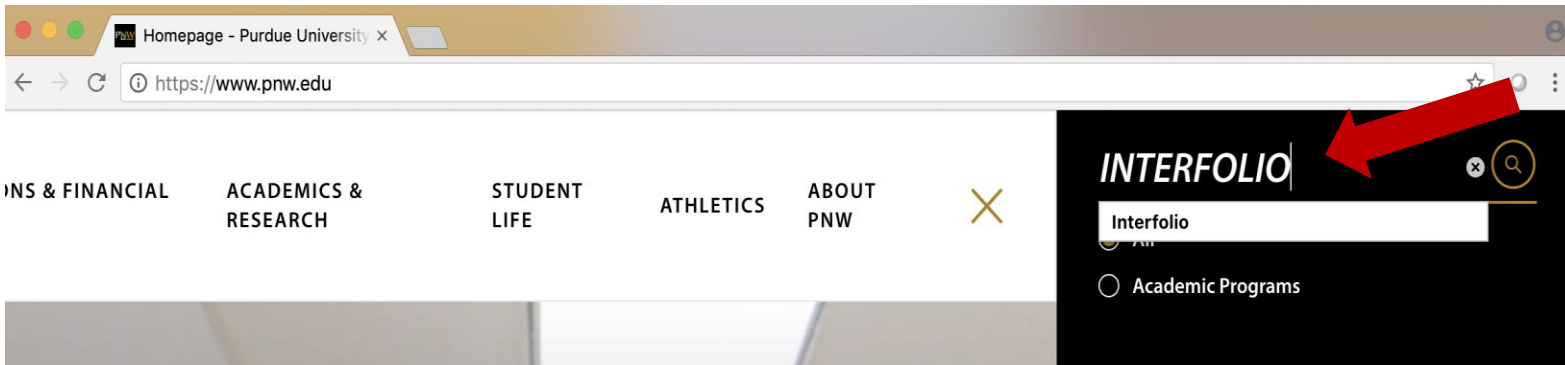
Please make sure you use Google Chrome



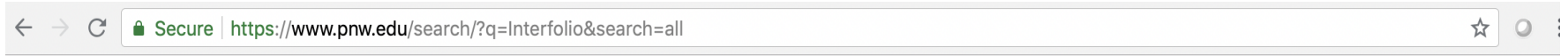
Get to the PNW Home web page and
Select the "Search" icon



Type "Interfolio" and click on Return
key



Select “Interfolio – Academic Affairs”



WHY
PNW

ADMISSIONS & FINANCIAL
AID

ACADEMICS &
RESEARCH

STUDENT
LIFE

ATHLETICS

ABOUT
PNW



All Colleges

About 19 results (0.12 seconds)

Sort by: Relevance ▾

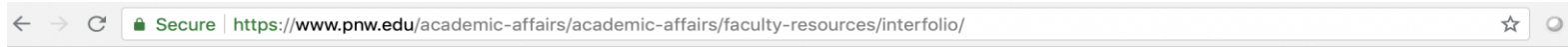
Interfolio - Academic Affairs

<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”



WHY
PNW

ADMISSIONS & FINANCIAL
AID

ACADEMICS &
RESEARCH

STUDENT
LIFE

ATHLETICS

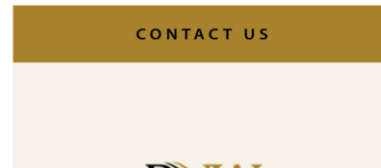
ABOUT
PNW



Purdue University Northwest > Academic Affairs > Faculty Resources > Interfolio

Interfolio

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



Login in with your PNW Career Account and Boiler Key

Purdue Web Authentication

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

PURDUE UNIVERSITY

Purdue Login

Career Account Username

Password

[Need help?](#)

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

Templates

Administration

Purdue University Northwest >

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

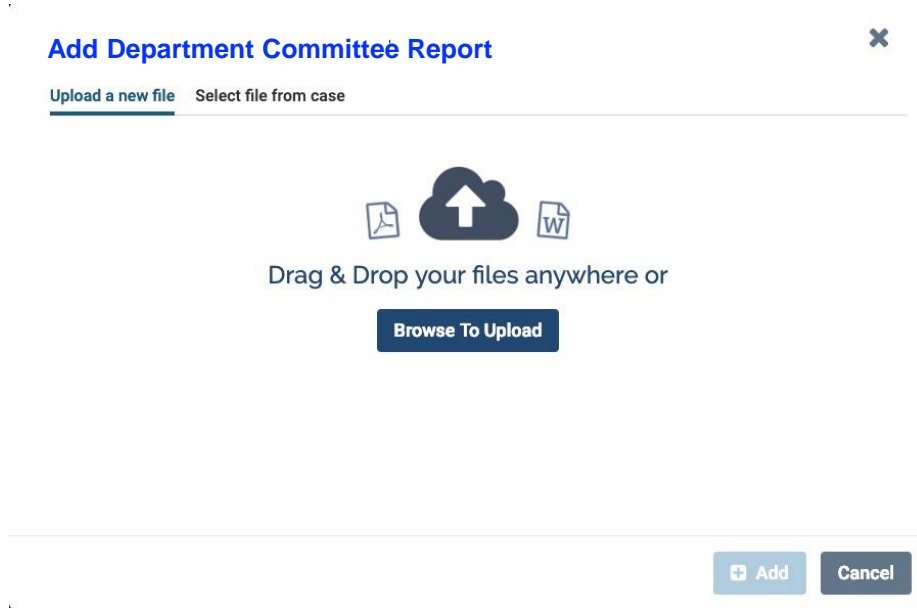
1. Once you have finished reviewing the Packet, return to the case and click on the "Case Details" Tab

Case Details – Step 1 Add Department Committee Report

The screenshot shows a user interface for case details. At the top, there is a section titled "Status" with a link "Select Status". Below this, there is a large empty rectangular area. In the bottom right corner of this area, there is a dark blue badge that says "1 missing". Below the badge is a button with a plus sign and the word "Add". A red arrow points from the left towards the "Add" button. To the left of the "Add" button, there is some partially visible text that reads "ess to this case."

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

Case Details – Step 1 Add Department Committee Report



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

Case Details – Step 1 Add Department Committee Report

Add Department Committee Report ✕

[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

3

Name *

Section *

Add **Cancel**

1. Type/verify the Department Committee Report name
2. From the drop-down menu, for “Section,” select Department Committee Report
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 Committee Report

Internal Sections
These sections are available to committee members reviewing the case and cannot be viewed by the administrator or committee manager.

> External Evaluations

▼ Department Committee

Title

Department Committee Report

1. Under “Internal Sections”, locate your Department Committee Report file and click the check box

PNW Manager ▼

Share Settings Move

With Candidate

With Committee Members

se note that some materials added to internal sections can be shared with the candidate by an

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

Case Materials – Step 2 Share Department Committee Report

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

Department Committee Report

1. Type in Subject line **Department Committee Report – for your review**
2. Type your message to Candidate
**Dear Prof. <last name>,
The <department> Department Committee is sharing this feedback with you. You should have already received this letter in person.
You have the opportunity to provide a rebuttal to this report if you wish (not required) within seven calendar days. You must submit your rebuttal through Interfolio.**

Sincerely,
<name of committee chair>

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

Case Materials – Step 2 Share Department Committee Report

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 *

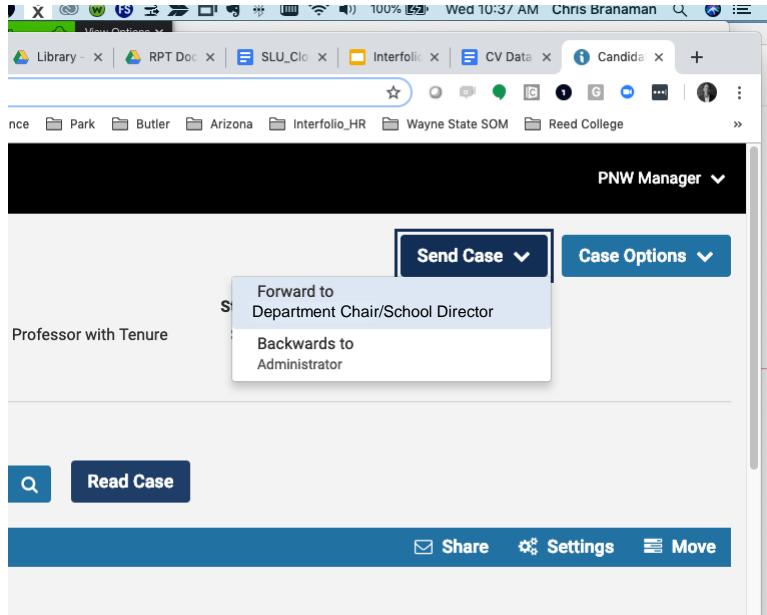
Department Committee Report

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 Committee’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 4 Move Case Forward

Send Case Forward ✕

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

Department Committee

The following reviewers will gain access to the case:

Department Chair/School Director

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 *

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 Chair/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
 - ▶ They can also be reached by phone at (877) 997-8807 between 9am and 6pm ET, Monday – Friday
 - ▶ Also, Maria Watson can be contacted at x5215 or watsonme@pnw.edu